Liverpool Plains Shire Council

BUSINESS PAPER

Ordinary Council Meeting

Wednesday, 27 August 2025

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

Date: **Wednesday, 27 August 2025**

Time: **2:30PM**

Location: **Council Chambers**

Cian Middleton

General Manager

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1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER

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

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE COUNCIL MEETING HELD ON 23 JULY 2025

File Number: **G2025/0293**

Author: **Christie Pearson, Executive Services Coordinator**

Authoriser: Cian Middleton, General Manager

Annexures: **A. Minutes of the Council Meeting held on 23 July 2025**

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 23 July 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, 23 JULY 2025 AT 2.30PM

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

IN ATTENDANCE: Cian Middleton (General Manager), Dean Frost (Director Corporate and Community Services), Nathan Skelly (Director Infrastructure and Environmental Services), Christie Pearson (Executive Operations)

AUDIO RECORDING OF MEETINGS

The Mayor informed the meeting as follows:

This meeting of Liverpool Plains Shire Council is being recorded and a webcast of this meeting will be published to Council's website at https://www.liverpoolplains.nsw.gov.au/Council/Council-Meetings/Council-meeting-livestreams so that it is available for viewing by members of the public.

1 ACKNOWLEDGEMENT OF COUNTRY AND COUNCIL PRAYER

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

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

2.1 APPLICATION TO ATTEND VIA AUDIO VISUAL LINK

RESOLUTION 2025/129

Moved: Cr Charlie Simkin
Seconded: Cr Terry Cohen

That Council:

1. Accept the application submitted by Cr Jason Allan to attend the meeting by audio-visual link.

CARRIED

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE COUNCIL MEETING HELD ON 30 JUNE 2025

RESOLUTION 2025/130

Moved: Cr Donna Lawson
Seconded: Cr Charlie Simkin

1. That the Minutes of the Council Meeting held on 30 June 2025 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 Shawn Cain declared a pecuniary interest in relation to item 8.1 - Infrastructure & Environmental Services Directorate Report for the reason that he provides services to the Water and Waste Water division of Council. Cr Cain advised that if any matters arose requiring discussion in relation to that item, he would vacate the Chamber.

Cr Jason Allan declared an interest in relation to item 11.1 – Expression of Interest – Sale of Royal Theatre. While Cr Allan did not disclose the type of interest in relation to Item 11.1; consistent with Clauses 4.1 and 4.4 of the Code of Conduct, the interest was pecuniary in nature. Cr Allan vacated the Chamber for consideration and voting of Item 11.1.

5 MAYORAL MINUTE(S)

5.1 MAYORAL MINUTE - 2025 NATIONAL GENERAL ASSEMBLY (NGA) OF THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA)

RESOLUTION 2025/131

Moved: Cr Ken Cudmore
Seconded: Cr Charlie Simkin

That Council:

1. Receive and note the Australian Local Government Association National General Assembly 2025 Communiqué, appended at *Annexure A*.

CARRIED

5.2 MAYORAL MINUTE - ADDRESSING THE ILLEGAL TABACOO TRADE IN THE LIVERPOOL PLAINS SHIRE AND NEW SOUTH WALES

RESOLUTION 2025/132

Moved: Cr Ken Cudmore
Seconded: Cr Donna Lawson

That Council:

1. Writes to the NSW Department of Planning, Housing and Infrastructure (DPHI) to formally raise serious concerns about the unlawful sale of tobacco products from tobacconist outlets operating within the Liverpool Plains Shire local government area and broader New South Wales and request the DPHI to urgently consider amending the *NSW Standard Instrument – Principal Local Environmental Plan* to include the following:

a) Introduce a new, standalone land use definition for “Tobacconist”;

b) Remove tobacconists from the current definitions of “shop,” “retail premises,” and “specialised retail premises”; and

c) Include transitional provisions that grant deemed development consent to existing tobacconist premises, conditional upon (but not limited to) compliance with the following standard conditions:

i) Adherence to all applicable legislation; and

ii) A strict prohibition on the sale of prohibited or illicit products.

2. Provide a submission to the NSW Inquiry into the Illegal Tobacco Trade, outlining the impacts of illegal tobacconist activity in rural and regional communities such as the Liverpool Plains Shire, prior to close of submissions on 01 August 2025.

3. Calls on both the NSW and Commonwealth Governments to ensure that all relevant agencies and councils are adequately resourced and funded to carry out enforcement, compliance, and administrative duties arising from any amendments to the Standard Instrument or related public health and planning laws, including provisions for staffing, legal services, and operational support necessary to monitor, regulate, and prosecute unlawful tobacconist activity effectively.

CARRIED

5.3 MAYORAL MINUTE - COST-SHIFTING ONTO LOCAL GOVERNMENT

RESOLUTION 2025/133

Moved: Cr Ken Cudmore
Seconded: Cr Charlie Simkin

That Council:

1. Note the findings of the Local Government NSW Cost Shifting Report for the 2023/24 financial year.

2. Publish a copy of the LGNSW Cost Shifting Report to Council’s website so that our community may access it.

3. Write to the Premier, Treasurer and Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.

CARRIED

6 REPORTS OF THE GENERAL MANAGER

6.1 EXECUTIVE SERVICES - JUNE 2025

RESOLUTION 2025/134

Moved: Cr James Robertson
Seconded: Cr Terry Cohen

That Council:

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

CARRIED

6.2 RESOLUTIONS REGISTER UPDATE

RESOLUTION 2025/135

Moved: Cr James Robertson
Seconded: Cr Terry Cohen

That Council:

1. Receive and note the Resolutions Register as at 16 July 2025 as appended at *Annexure A* and the Resolution Register for 2023 and 2024 as appended at *Annexure B*.

CARRIED

6.3 EXPRESSIONS OF INTEREST FOR LIVERPOOL PLAINS SHIRE LOCAL ADVISORY COMMITTEES

RESOLUTION 2025/136

Moved: Cr Donna Lawson
Seconded: Cr Shawn Cain

That Council:

1. Invite nominations from interested members of the Liverpool Plains Shire community to serve on Local Advisory Committees for the remainder of the current 2024-2028 Council term.
2. Receive a further report and determine the establishment of the Local Advisory Committee at the August Ordinary Meeting following conclusion of the proposed Expression of Interest period as detailed in this report.

CARRIED

6.4 APPOINTMENT OF COUNCIL DELEGATE TO THE WALLABADAH COMMUNITY ASSOCIATION INCORPORATED

RESOLUTION 2025/137

Moved: Cr Donna Lawson
Seconded: Cr Charlie Simkin

That Council:

1. Lay this item of business on the table.

CARRIED

6.5 SPONSORSHIP REQUEST - 2025 QUIRINDI SPRING SHOW

RESOLUTION 2025/138

Moved: Cr James Robertson
Seconded: Cr Terry Cohen

That Council:

1. Receive and note the request from the Quirindi Show Society Incorporated to sponsor the 2025 Quirindi Spring Show, appended at *Annexure A*.
2. Resolve to provide $5,000 in sponsorship to the 2025 Quirindi Spring Show.

CARRIED

7 REPORTS OF THE DIRECTOR CORPORATE AND COMMUNITY SERVICES

7.1 CORPORATE AND COMMUNITY SERVICES DIRECTORATE REPORT JUNE 2025

RESOLUTION 2025/139

Moved: Cr Shawn Cain
Seconded: Cr Terry Cohen

That Council:

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

CARRIED

7.2 STATEMENT OF INVESTMENTS - JUNE 2025

RESOLUTION 2025/140

Moved: Cr James Robertson
Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Statement of Investments as of 30 June 2025 as appended at *Annexure A*.
2. Receive and note the Imperium Markets Monthly Investment Review Report for Liverpool Plains Shire Council as of 30 June 2025 as appended at *Annexure B.*

CARRIED

8 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND ENVIRONMENTAL SERVICES

8.1 INFRASTRUCTURE & ENVIRONMENTAL SERVICES DIRECTORATE REPORT JUNE 2025

RESOLUTION 2025/141

Moved: Cr James Robertson
Seconded: Cr Charlie Simkin

That Council:

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

At 3:22 pm, Cr Terry Cohen left the meeting.

At 3:23 pm, Cr Terry Cohen returned to the meeting.

CARRIED

9 DELEGATES REPORTS

Nil

10 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL MATTERS

RESOLUTION 2025/142

Moved: Cr Charlie Simkin
Seconded: Cr Shawn Cain

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:

11.1 Expression of Interest - Sale or Lease of the Royal Theatre Quirindi

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

CARRIED

At 3.57pm the Meeting moved back into Open Council. In accordance with the Liverpool Plains Shire Council Code of Meeting Practice, Sections 14.22 & 14.23, the Mayor provided a summary of the resolutions passed in Closed Council.

REPORT ON CONFIDENTIAL MATTERS

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

11.1 EXPRESSSION OF INTEREST - SALE OR LEASE OF THE ROYAL THEATRE QUIRINDI

RESOLUTION 2025/143

Moved: Cr Donna Lawson
Seconded: Cr Shawn Cain

That Council:

1. Note that one (1) response was received to the Expression of Interest for the Sale or Lease of the Royal Theatre, 115 Henry Street Quirindi.
2. Decline to proceed to a Selective Tendering process for the Sale of the Royal Theatre, 115 Henry Street Quirindi in accordance with Section 178 (1)(b) of the *Local Government (General) Regulation 2021.*
3. Enter into negotiations under Clause 178 (3)(e) of the *Local Government (General) Regulation 2021* for the following reasons:
   (a) that the initial Expression of Interest process resulted in one (1) submission and the process of inviting fresh submissions or applications will likely not result in additional submissions; and
   (b) that the response received to the Expression of Interest requested Council enter into collaborative negotiations, including a discussion around a structured handover, for the Sale of the Royal Theatre, 115 Henry Street Quirindi.
4. Authorise the Mayor and General Manager, under Clause 178 (3)(e) of the *Local Government (General) Regulation 2021,* negotiate the Sale of the Royal Theatre, 115 Henry Street Quirindi with the Expression of Interest respondent.
5. Following the negotiation of the proposed terms of sale for the Royal Theatre located at 115 Henry Street, Quirindi by the Mayor and General Manager, receive a further report at a future Ordinary Meeting of Council detailing the negotiated terms and seeking Council's approval for the Mayor and General Manager to enter into a Contract of Sale pursuant to Clause 178(3)(e) of the *Local Government (General) Regulation 2021*.

At 3:24 pm, Cr Jason Allan left the meeting.

At 3:57 pm, Cr Jason Allan returned to the meeting.

CARRIED

RESOLUTION 2025/144

Moved: Cr Charlie Simkin
Seconded: Cr Terry Cohen

That Council moves out of Closed Council into Open Council.

CARRIED

The Meeting closed at 3:59pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 27 August 2025.

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CHAIRPERSON

4 DISCLOSURES OF INTERESTS

5 MAYORAL MINUTE(S)

5.1 MAYORAL MINUTE - MEETINGS, FUNCTIONS AND EVENTS - JULY 2025

File Number: **G2025/0277**

Author: **Deborah Perry-Brown, Executive Support Officer**

Authoriser: Ken Cudmore, Mayor

Annexures: **Nil**

MOTION

That Council:

1. Note the meetings, functions and events attended by the Mayor in an official capacity on behalf of Liverpool Plains Shire Council for the month of July 2025, as detailed in this report.

REPORT

As Mayor, I am often required to attend various meetings, functions, openings and events on behalf of Liverpool Plains Shire Council. It is appropriate that these be reported to Council and publicly shared with the Liverpool Plains Shire community.

Date	Meeting, Function or Event
01 July 2025	**88.9FM Radio Interview with Macca**
01 July 2025	**Meeting with NSW Department of Climate Change, Energy, the Environment and Water** Tamworth Intervalley Pipeline Project Progress
03 July 2025	**Information Session with Apollo Care Team** Information on proposed transition of ownership of Eloura to secure the future of Quirindi Care Services for the wider community
03 July 2025	**Quirindi Advocate Event** Celebration of 100 years of the *Quirindi Advocate* in Quirindi
03 July 2025	**Meeting with The Hon. Kevin Anderson** Quirindi Aquatic Centre site visit with Mr Anderson, Deputy Mayor and General Manager
06 July 2025	**Doug Hawkins OAM Farewell**
07 July 2025	**Quirindi Rotary Changeover Dinner** 2025/2026 Changeover Dinner held at the Wallabadah Hotel
08 July 2025	**NAIDOC Week Celebrations** Annual NAIDOC Week celebrations were held with a Community Fun Day taking place at the Nancy Gray OAM Pavilion
15 July 2025	**Collaborative Care Meeting**

16 July 2025	**BIZconnect – JobLink Plus** The Liverpool Plains Business Chamber's BIZconnect event was held at JobLink Plus in Quirindi. The Business Chamber acknowledged the achievements of Country Classics Hair & Beauty, owned by Cheryl Bray who was presented with a Certificate of Recognition for 25 years of dedicated service to the business community, and congratulated Sharon Thompson on the 100th anniversary of the *Quirindi Advocate*.
25 July 2025	**88.9FM Radio Interview with Macca**
27 July 2025	**Christmas in July** Celebrating Christmas in July with the volunteers at the Rural Heritage Village
28 July 2025	**Meeting re: Regional Water Security Alliance Discussion**

Cr Ken Cudmore

MAYOR

6 REPORTS OF THE GENERAL MANAGER

6.1 RESOLUTIONS REGISTER UPDATE

IP&R Linkage: **Goal:** Demonstrate good governance

Strategy: Develop and implement a robust governance and integrity framework

Author: Christie Pearson, Executive Operations

Authoriser: Cian Middleton, General Manager

File Number: G2025/0294

Annexures:
A. Resolutions Register Update July 2025
B. Resolutions Register Update 2023 and 2024

RECOMMENDATION

That Council:

1. Receive and note the Resolutions Register as at 17 August 2025 as appended at *Annexure A* and the Resolution Register for 2023 and 2024 as appended at *Annexure B*.

BACKGROUND

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

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

ISSUES AND COMMENTARY

The Resolutions Register appended at *Annexure 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 forty four resolutions requiring further action. As illustrated in *Table 1*, below, forty three have been completed and actioned as at the date of this Business Paper being published, and six remain outstanding.

Table 1: Council Resolution Status Summary		
Status	**Definition**	**Number**
Complete	Action completed by date of Business Paper publication.	43
Outstanding	Action not completed by date of Business Paper publication.	6
	TOTAL	**49**

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

The Resolutions Register appended at *Annexure A and Annexure B* lists all Council resolutions requiring further action, and the status of implementing each action, as at 17 August 2025. It is recommended that Council receive and note the Resolutions Register.

	Division:		**Date From:** 1/07/2025
	Committee:	Council	**Date To:** 31/07/2025
	Officer:		
Action Sheets Report			**Printed:** **17 August 2025 2:57 PM**

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

CARRIED

UPDATE: In Progress

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: To be reviewed in the 25/26 financial year

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: Partnership with RDN still in place and to date there is still no Doctor

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

	Division:		**Date From:**	1/07/2025
	Committee:	Council	**Date To:**	31/07/2025
	Officer:			
Action Sheets Report			**Printed:**	**17 August 2025 2:57 PM**

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: Letter has been set to Quirindi Golf Club re: requirements of resolution and seeking an update

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Skelly, Nathan Batterham, Rodney	Reports to Council	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

UPDATE: COMPLETE

Meeting	Officer/Director	Section	Subject
Council 23/07/2025	Cudmore, Ken	Mayoral Minute	Addressing the Illegal Tabacoo Trade in the Liverpool Plains Shire and New South Wales

RESOLUTION 2025/132

Moved: Cr Ken Cudmore
Seconded: Cr Donna Lawson
That Council:

1. Writes to the NSW Department of Planning, Housing and Infrastructure (DPHI) to formally raise serious concerns about the unlawful sale of tobacco products from tobacconist outlets operating within the Liverpool Plains Shire local government area and broader New South Wales and request the DPHI to urgently consider amending the *NSW Standard Instrument – Principal Local Environmental Plan* to include the following:
   a) Introduce a new, standalone land use definition for "Tobacconist";
   b) Remove tobacconists from the current definitions of "shop," "retail premises," and "specialised retail premises"; and
   c) Include transitional provisions that grant deemed development consent to existing tobacconist premises, conditional upon (but not limited to) compliance with the following standard conditions:
      i) Adherence to all applicable legislation; and
      ii) A strict prohibition on the sale of prohibited or illicit products.
2. Provide a submission to the NSW Inquiry into the Illegal Tobacco Trade, outlining the impacts of illegal tobacconist activity in rural and regional communities such as the Liverpool Plains Shire, prior to close of submissions on 01 August 2025.
3. Calls on both the NSW and Commonwealth Governments to ensure that all relevant agencies and councils are adequately resourced and funded to carry out enforcement, compliance, and administrative duties arising from any amendments to the Standard Instrument or related public health and planning laws, including provisions for staffing, legal services, and operational support necessary to monitor, regulate, and prosecute unlawful tobacconist activity effectively.

CARRIED

UPDATE: COMPLETE

	Division:		**Date From:** 1/07/2025
	Committee:	Council	**Date To:** 31/07/2025
	Officer:		
Action Sheets Report			**Printed:** **17 August 2025 2:57 PM**

Meeting	Officer/Director	Section	Subject
Council 23/07/2025	Cudmore, Ken	Mayoral Minute	Cost-Shifting onto Local Government

RESOLUTION 2025/133

Moved: Cr Ken Cudmore
Seconded: Cr Charlie Simkin

That Council:

1. Note the findings of the Local Government NSW Cost Shifting Report for the 2023/24 financial year.
2. Publish a copy of the LGNSW Cost Shifting Report to Council's website so that our community may access it.
3. Write to the Premier, Treasurer and Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.

CARRIED

UPDATE: COMPLETE

Meeting	Officer/Director	Section	Subject
Council 23/07/2025	Middleton, Cian Middleton, Cian	Reports of the General Manager	Expressions of Interest for Liverpool Plains Shire Local Advisory Committees

RESOLUTION 2025/136

Moved: Cr Donna Lawson
Seconded: Cr Shawn Cain

That Council:

1. Invite nominations from interested members of the Liverpool Plains Shire community to serve on Local Advisory Committees for the remainder of the current 2024-2028 Council term.
2. Receive a further report and determine the establishment of the Local Advisory Committee at the August Ordinary Meeting following conclusion of the proposed Expression of Interest period as detailed in this report.

CARRIED

UPDATE: COMPLETE – Subject to a separate report

Meeting	Officer/Director	Section	Subject
Council 23/07/2025	Pearson, Christie Middleton, Cian	Reports of the General Manager	Sponsorship Request - 2025 Quirindi Spring Show

RESOLUTION 2025/138

Moved: Cr James Robertson
Seconded: Cr Terry Cohen

That Council:

1. Receive and note the request from the Quirindi Show Society Incorporated to sponsor the 2025 Quirindi Spring Show, appended at *Annexure A*.
2. Resolve to provide $5,000 in sponsorship to the 2025 Quirindi Spring Show.

CARRIED

UPDATE: COMPLETE

	Division:		**Date From:** 1/07/2025
	Committee:	Council	**Date To:** 31/07/2025
	Officer:		
Action Sheets Report			**Printed:** **17 August 2025 2:57 PM**

Meeting	Officer/Director	Section	Subject
Council 23/07/2025	McCulloch, Jared Middleton, Cian	Confidential Matters	Expression of Interest - Sale or Lease of the Royal Theatre Quirindi

RESOLUTION 2025/143

Moved: Cr Donna Lawson
Seconded: Cr Shawn Cain

That Council:

1. Note that one (1) response was received to the Expression of Interest for the Sale or Lease of the Royal Theatre, 115 Henry Street Quirindi.
2. Decline to proceed to a Selective Tendering process for the Sale of the Royal Theatre, 115 Henry Street Quirindi in accordance with Section 178 (1)(b) of the *Local Government (General) Regulation 2021.*
3. Enter into negotiations under Clause 178 (3)(e) of the *Local Government (General) Regulation 2021* for the following reasons:
   (a) that the initial Expression of Interest process resulted in one (1) submission and the process of inviting fresh submissions or applications will likely not result in additional submissions; and
   (b) that the response received to the Expression of Interest requested Council enter into collaborative negotiations, including a discussion around a structured handover, for the Sale of the Royal Theatre, 115 Henry Street Quirindi.
4. Authorise the Mayor and General Manager, under Clause 178 (3)(e) of the *Local Government (General) Regulation 2021,* negotiate the Sale of the Royal Theatre, 115 Henry Street Quirindi with the Expression of Interest respondent.
5. Following the negotiation of the proposed terms of sale for the Royal Theatre located at 115 Henry Street, Quirindi by the Mayor and General Manager, receive a further report at a future Ordinary Meeting of Council detailing the negotiated terms and seeking Council's approval for the Mayor and General Manager to enter into a Contract of Sale pursuant to Clause 178(3)(e) of the *Local Government (General) Regulation 2021*.

At 3:24 pm, Cr Jason Allan left the meeting.

At 3:57 pm, Cr Jason Allan returned to the meeting.

CARRIED

UPDATE: In progress working with EOI respondent

Commencing 01 January 2023, Council has made seventy resolutions requiring further action. As illustrated in *Table 1*, below, seventy resolutions have been completed and actioned as at the date of this Business Paper being published, and none remain outstanding.

Table 1: Council Resolution Status Summary

Status	Definition	Number
Complete	Action completed by date of Business Paper publication.	70
Outstanding	Action not completed by date of Business Paper publication.	0
	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: COMPLETE – Subject to a separate report

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 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

6.2 STATUTORY REVIEW OF THE CODE OF MEETING PRACTICE

IP&R Linkage:	**Goal:** Demonstrate good governance
	Strategy: Develop and implement a robust governance and integrity framework
Author:	Cian Middleton, General Manager
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0283
Annexures:	A. Code of Meeting Practice

RECOMMENDATION

That Council:

1. Endorse the draft Code of Meeting Practice, appended at *Annexure A*, for public exhibition for a period of 28 days and adopt the updated Code of Meeting Practice as exhibited, subject to no submissions being received.

BACKGROUND

Section 360(1) of the *Local Government Act 1993* ("the Act") provides that the *Local Government (General) Regulation 2021* ("the Regulation") may prescribe a Model Code of Meeting Practice ("Model Meeting Code") for the conduct of meetings of councils and committees of councils. Section 360(2) of the Act allows the Model Meeting Code to incorporate both mandatory and non-mandatory provisions, with section 360(3) requiring a council's adopted Code of Meeting Practice to incorporate all mandatory provisions of the Model Meeting Code. The current Model Meeting Code was prescribed by the Office of Local Government ("the OLG") in October 2021.

Section 360 of the Act provides that Council must adopt a Code of Meeting Practice within 12 months after each ordinary meeting. The Act requires the Code of Meeting Practice incorporate all mandatory provisions of the Model Meeting Code prescribed under the Regulation.

ISSUES AND COMMENTARY

In September 2024, the OLG by way of Circular 24-17, released a Councillor Conduct and Meeting Practices Discussion Paper, advising that the Councillor Conduct Framework was under review. The reforms relating to the Councillor Conduct Framework will require changes to legislation and will impact on the current Model Meeting Code prescribed by the OLG.

In December 2024, the OLG by way of Circular 24-23, released proposed amendments to the Model Meeting Code seeking feedback from local councils on the proposed changes, which were designed to align with the proposed changes to the Councillor Conduct Framework. At that time, the OLG anticipated that a new Model Meeting Code would be prescribed in early 2025.

The OLG has advised that in relation to the reforms to Council Meeting Practices, it was hoping to issue and prescribe a new Model Meeting Code by June 2025. However, the OLG has since recommended that councils may wish to consider adopting their current Code of Meeting Practice to satisfy the requirements under the Act.

LEGISLATIVE AND POLICY IMPLICATIONS

Section 360(1) of the Act provides that the Regulation may prescribe a Model Code of Meeting Practice for the conduct of meetings of councils and committees of councils. Section 360(2) of the Act allows the Model Meeting Code to incorporate both mandatory and non-mandatory provisions, with section 360(3) requiring Council's adopted Code of Meeting Practice to incorporate all mandatory provisions of the Model Code of Meeting Practice.

Under section 361 of the Act, a council must publicly exhibit its draft Meeting Code prior to adoption. The period of public exhibition must not be less than 28 days, and the public notice must specify a period of not less than 42 days after the date on which the draft Meeting Code is placed on public exhibition during which submissions may be made. Section 362 of the Act further requires a council to consider any public submissions received prior to adopting its draft Meeting Code.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Adoption of the draft Code of Meeting Practice, as recommended, ensures Council complies with its legislative obligations under the Act.

COMMUNITY CONSULTATION

It is recommended that Council adopt the minor changes to the Code of Meeting Practice and that the draft document be publicly exhibited for 28 days to allow members of the public to provide feedback on the document prior to its adoption. If no submissions are received, the draft Code of Meeting Practice appended at *Annexure A* will be adopted.

CONCLUSION

Council is required to review its Code of Meeting Practice by September 2025, being 12 months following the most recent ordinary election of Councillors. Accordingly, it is recommended that Council endorse the updated Code of Meeting Practice, appended at *Annexure A*.

Code of Meeting Practice

August 2025

Liverpool Plains Shire Council

liverpoolplains.nsw.gov.au

INFORMATION ABOUT THIS DOCUMENT

Document Record Number	D23/23838
Document Owner	General Manager
Document Development Officer	Manager Corporate Governance
Review Timeframe	Within 12 months after an election
Last Review Date	August 2025
Next Review Date	September 2029

Document History		
Doc No.	**Date Amended**	**Details/Comments**
Version 1	12 July 2004	New Policy [9102]
Version 2	28 February 2007	Updated [10780]
Version 3	29 September 2008	Change meeting times [11945/11946]
Version 4	28 October 2009	Revised guidelines from Div. Local Govt.[12676]
Version 5	25 September 2013	Public Forum Change [561]
Version 6	26 February 2014	Policy Review [723]
Version 7	31 July 2019	Adoption of Model Code of Meeting Practice for Local Councils in NSW 2018 [3310]
Version 8	02 February 2022	Endorsed for Public Exhibition
Version 9	23 February 2022	Policy Adopted by Council [res. 2022/63]
Version 10	4 August 2023	Updates following review of preparation times for Meeting Papers
Version 11	August 2025	Statutory Review.

Further Document Information and Relationships	
Related Legislation*	*Local Government Act 1993* *Local Government (General) Regulation 2021*
Related Policies	Code of Conduct 2020 (D20/10650) Procedures for the Administration of the Code of Conduct (D20/10652)
Related Documents	Model Code of Meeting Practice for Local Councils in NSW

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

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1 Introduction

This Code of Meeting Practice ("Code") facilitates and guides the effective, open and orderly conduct of meetings of the Liverpool Plains Shire Council ("Council"). It ensures clarity of process and seeks to align with Council meeting procedures with community expectations of open and transparent government, whilst complying with legislative requirements.

This Code has been prepared in accordance with the Local Government Act 1993 ("the Act") and the Local Government (General) Regulation 2021 ("the Regulation") and incorporates all mandatory provisions of the Model Code of Meeting Practice for Local Councils in NSW 2021 ("the Model Code").

This Code must be interpreted in a manner that is consistent with the Act, the Regulation and the Model Meeting Code. In the event of any inconsistency, the Act, Regulation or Model Code (as the case may be) prevails to the extent of the inconsistency.

This Code applies to all meetings of Council and committees of Council of which all the members are Councillors ("committees of Council"). Council committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

2 Meeting Principles

2.1 Council and committee meetings should be:

Transparent	Decisions are made in a way that is open and accountable.
Informed	Decisions are made based on relevant, quality information.
Inclusive	Decisions respect the diverse needs and interests of the local community.
Principled	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful	Councillors, staff and meeting attendees treat each other with respect.
Effective	Meetings are well organised, effectively run and skilfully chaired.
Orderly	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 Before The Meeting

Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister

for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

3.2 If the Mayor receives a request in writing, signed by at least two (2) councillors, the Mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of council meetings

3.3 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the Council.

Note: Clause 3.3 reflects section 9 (1) of the Act.

3.4 For the purposes of clause 3.3, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of ordinary Council meetings

3.6 The General Manager must send to each Councillor, at least five (5) business days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.8 Notice of less than five (5) business may be given to Councillors of an extraordinary meeting of the Council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at Council meetings

3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted seven (7) business days before the meeting is to be held.

3.10 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the General Manager must either:

a. prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the Council, or

b. by written notice sent to all Councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the Council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the General Manager about the performance or operations of the Council.

3.14 A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the General Manager or a member of staff of the Council, or a question that implies wrongdoing by the General Manager or a member of staff of the Council.

3.15 The General Manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and business papers for ordinary meetings

3.16 The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.

3.17 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:

a. all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and

b. if the Mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

c. all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

d. any business of which due notice has been given under clause 3.9.

3.18 Nothing in clause 3.17 limits the powers of the Mayor to put a Mayoral Minute to a meeting under clause 9.6.

3.19 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.

3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:

a. identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

b. states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.20 reflects section 9(2A)(a) of the Act.

3.21 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

3.22 Business papers for all ordinary and extraordinary meetings of the Council and committees of the Council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

3.24 Clause 3.23 does not apply to the business papers for items of business that the General Manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.27 The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the Council, even though due notice of the business has not been given, if:

a. a motion is passed to have the business considered at the meeting, and

b. the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.30 Despite clauses 10.20 to10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.32 Prior to each ordinary meeting of the Council, the General Manager may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Council and meetings of committees of the Council.

3.33 Pre-meeting briefing sessions are to be held in the absence of the public.

3.34 Pre-meeting briefing sessions may be held by audio-visual link.

3.35 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.

3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.37 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at premeeting

briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

4 Public Forums

4.1 The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings and meetings of committees of the Council.

4.2 Public forums may be held by audio-visual link.

4.3 Public forums are to be chaired by the Mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by midday on the day before the date on which the public forum is to be held, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.5 A person may apply to speak on no more than three (3) items of business on the agenda of the Council meeting.

4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.7 The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.

4.8 No more than four speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the Mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.

4.11 Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no more than one (1) day before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.

4.12 The General Manager or their delegate is to determine the order of speakers at the public forum.

4.13 Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the chairperson.

4.14 Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.15 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to one (1) minute.

4.17 Speakers at public forums cannot ask questions of the Council, Councillors, or Council staff.

4.18 The General Manager or their nominee may, with the concurrence of the chairperson, address the Council for up to one (1) minute in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.

4.19 Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.

4.20 When addressing the Council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.

4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.

4.24 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

Note: Public forums should not be held as part of a Council or committee meeting. Council or committee meetings should be reserved for decision-making by the Council or committee of Council. Where a public forum is held as part of a Council or committee meeting, it must be conducted in accordance with the other requirements of this Code relating to the conduct of Council and committee meetings.

5 Coming Together

Attendance by Councillors at meetings

5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of committees of the Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 A Councillor cannot participate in a meeting of the Council or of a committee of the Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 Where a Councillor is unable to attend one or more ordinary meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.

5.6 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

5.7 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the General Manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.8 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the Council must be adjourned if a quorum is not present:

a. at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or

b. within half an hour after the time designated for the holding of the meeting, or

c. at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:

a. by the chairperson, or

b. in the chairperson's absence, by the majority of the Councillors present, or

c. failing that, by the General Manager.

5.12 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under clause 3.2.

Meetings held by audio-visual link

5.15 A meeting of the Council or a committee of the Council may be held by audio-visual link where the Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this clause in consultation with the General Manager and, as far as is practicable, with each Councillor.

5.16 Where the Mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the General Manager must:

a. give written notice to all Councillors that the meeting is to be held by audio-visual link, and

b. take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and

c. cause a notice to be published on the Council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a Council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

5.18 Councillors may attend and participate in meetings of the Council and committees of the Council by audio-visual link with the approval of the Council or the relevant committee.

5.19 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the General Manager prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.

5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.

5.21 The Council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.

5.22 A Councillor who has requested approval to attend a meeting of the Council or a committee of the Council by audio-visual link may participate in the meeting by audio-visual link until the Council or committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.23 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a committee of the Council by audio-visual link must be made by a resolution of the Council or the committee concerned. The resolution must state:

a. the meetings the resolution applies to, and

b. the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.24 If the Council or committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.25 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the Council's or the relevant committee's discretion. The Council and committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the Council and committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.

5.26 The Council and committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council or committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the Council or a committee of the Council by audio-visual link.

5.27 This code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.28 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this Code.

5.29 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute. Entitlement of the public to attend Council meetings.

5.30 Everyone is entitled to attend a meeting of the Council and committees of the Council. The Council must ensure that all meetings of the Council and committees of the Council are open to the public.

Note: Clause 5.30 reflects section 10(1) of the Act.

5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:

a. by a resolution of the meeting, or

b. by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act. Clause 15.14 authorises chairpersons to expel any person, including a councillor, from a Council or Committee meeting.

Webcasting of meetings

5.33 Each meeting of the Council or a committee of the Council is to be recorded by means of an audio or audio-visual device.

5.34 At the start of each meeting of the Council or a committee of the Council, the chairperson must inform the persons attending the meeting that:

a. the meeting is being recorded and made publicly available on the Council's website, and

b. persons attending the meeting should refrain from making any defamatory statements.

5.35 The recording of a meeting is to be made publicly available on the Council's website:

a. at the same time as the meeting is taking place, or

b. as soon as practicable after the meeting.

5.36 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting.

5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.

5.38 Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Attendance of the General Manager and other staff at meetings

5.39 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a committee of the Council of which all of the members are Councillors.

Note: Clause 5.39 reflects section 376(1) of the Act.

5.40 The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.

Note: Clause 5.40 reflects section 376(2) of the Act.

5.41 The General Manager may be excluded from a meeting of the Council or a committee while the Council or committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.

Note: Clause 5.41 reflects section 376(3) of the Act.

5.42 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.

5.43 The General Manager and other Council staff may attend meetings of the Council and committees of the Council by audio-visual-link. Attendance by

Council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the General Manager.

6 The Chairperson

The chairperson at meetings

6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the Mayor and Deputy Mayor

6.3 If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

a. by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or

b. by the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and

b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the Council:

a. any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

b. every Councillor present must be silent to enable the chairperson to be heard without interruption.

7 Modes Of Address

7.1 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A Councillor is to be addressed as 'Councillor [surname]'.

7.4 A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 Order Of Business For Ordinary Council Meetings

8.1 The general order of business for an ordinary meeting of the council shall be:

01. Acknowledge of Country and Council Prayer
02. Apologies and applications for a leave of absence or attendance by audio-visual link by Councillors
03. Confirmation of minutes
04. Disclosures of interests
05. Mayoral minute(s)
06. Reports of the General Manager
07. Reports of the Director Corporate Performance & CFO
08. Reports of the Director Infrastructure and Utilities
09. Reports of the Director Planning and Community
10. Delegates reports
11. Notices of motions/questions with notice
12. Confidential matters
13. Conclusion of the meeting

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows Council to deal with items of business by exception

8.3 Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9 Consideration Of Business At Council Meetings

Business that can be dealt with at a council meeting

9.1 The Council must not consider business at a meeting of the Council:

a. unless a Councillor has given notice of the business, as required by clause 3.9, and

b. unless notice of the business has been sent to the Councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

a. is already before, or directly relates to, a matter that is already before the Council, or

b. is the election of a chairperson to preside at the meeting, or

c. subject to clause 9.9, is a matter or topic put to the meeting by way of a Mayoral Minute, or

d. is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the Council.

9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the councillors if:

a. a motion is passed to have the business considered at the meeting, and

b. the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral Minutes

9.6 Subject to clause 9.9, if the Mayor is the chairperson at a meeting of the Council, the Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.

9.7 A Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a Mayoral Minute without the motion being seconded.

9.8 A recommendation made in a Mayoral Minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.

9.9 A Mayoral Minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

9.10 Where a Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral Minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of committees of Council

9.12 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.

9.13 If in a report of a committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation. Questions

9.14 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.

9.15 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.

9.16 A Councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.

9.17 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10 Rules Of Debate

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A Councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a Councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.

10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:

a. any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or

b. the chairperson may defer consideration of the motion until the next meeting of the Council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

Foreshadowed motions

10.17 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:

a. if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or

b. if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.29 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this code, remain silent while another Councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 Voting

Voting entitlements of Councillors

11.1 Each Councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at Council meetings

11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

Voting on planning decisions

11.6 All voting on planning decisions at Council meetings, including meetings that are closed to the public), must be recorded in the minutes of the meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

11.7 The General Manager must keep a register containing, for each planning decision made at a meeting of the Council or a Council committee (including, but not limited to a committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.9 Clauses 11.6–11.8apply also to meetings that are closed to the public.

Note: Clauses 11.6–11.8reflect section 375A of the Act.

Note: The requirements of clause 11.7may be satisfied by maintaining a register of the minutes of each planning decision.

12 Committee of the Whole

12.1 The Council may resolve itself into a committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20 to 10.30 limit the number and duration of speeches.

12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 Dealing With Items By Exception

13.1 The Council or a committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the Council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The Council or committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Council or committee must resolve to alter the order of business in accordance with clause 8.3.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the Council's Code of Conduct.

14 Closure Of Council Meetings To The Public

Grounds on which meetings can be closed to the public

14.1 The Council or a committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

a. personnel matters concerning particular individuals (other than Councillors),

b. the personal hardship of any resident or ratepayer,

c. information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,

d. commercial information of a confidential nature that would, if disclosed:

i. prejudice the commercial position of the person who supplied it, or

ii. confer a commercial advantage on a competitor of the Council, or

iii. reveal a trade secret,

e. information that would, if disclosed, prejudice the maintenance of law,

f. matters affecting the security of the Council, Councillors, Council staff or Council property,

g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

h. information concerning the nature and location of a place or an item of Aboriginal significance on community land,

i. alleged contraventions of the Council's Code of Conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The Council or a committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

a. except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

b. if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned

is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

a. are substantial issues relating to a matter in which the council or committee is involved, and

b. are clearly identified in the advice, and (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

a. a person may misinterpret or misunderstand the discussion, or (b) the discussion of the matter may:

i. cause embarrassment to the Council or committee concerned, or to Councillors or to employees of the council, or

ii. cause a loss of confidence in the Council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

a. it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and

b. the Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:

i. should not be deferred (because of the urgency of the matter), and

ii. should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The Council, or a committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by midday the day before the meeting at which the matter is to be considered.

14.12 The General Manager (or their delegate) may refuse an application made under clause 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than three (3) speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.

14.15 The General Manager (or their delegate) is to determine the order of speakers.

14.16 Where the Council or a committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three (3) speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of Non-Councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the Council or a committee of the Council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of Councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

a. the relevant provision of section 10A(2) of the Act,

b. the matter that is to be discussed during the closed part of the meeting,

c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.22 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15 Keeping Order At Meetings

Points of order

15.1 A Councillor may draw the attention of the chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.4 The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.8 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.11 A Councillor commits an act of disorder if the councillor, at a meeting of the Council or a committee of the council:

a. contravenes the Act, the Regulation or this code, or

b. assaults or threatens to assault another Councillor or person present at the meeting, or

c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or

d. insults, makes unfavourable personal remarks about, or imputes improper motives to any other Council official, or alleges a breach of the Council's Code of Conduct, or

e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The chairperson may require a Councillor:

a. to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or

b. to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or

c. to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the Council and committees of the Council are authorised under this code to expel any person, including any Councillor, from a Council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 Clause 15.14, does not limit the ability of the Council or a committee of the Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.

15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.20 Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this Code.

15.21 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.22 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and committees of the Council.

15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a committee of the Council without the prior authorisation of the Council or the committee.

15.24 Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 Conflicts Of Interest

16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and committees of the Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's Code of Conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audiovisual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

17 Decisions Of The Council

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act

17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering Council decisions

17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5 to 17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than two (2) days after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the Council may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

a. a notice of motion signed by three Councillors is submitted to the chairperson, and

b. a motion to have the motion considered at the meeting is passed, and

c. the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

a. to correct any error, ambiguity or imprecision in the council's resolution, or

b. to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the Councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 Time Limits On Council Meetings

18.1 Meetings of the Council and committees of the Council are to conclude no later than 8.00pm.

18.2 If the business of the meeting is unfinished at 8.00pm, the Council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at 8.00pm and the Council does not resolve to extend the meeting, the chairperson must either:

a. defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or

b. adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the Council or a committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning

the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the General Manager must:

a. individually notify each Councillor of the time, date and place at which the meeting will reconvene, and

b. publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 After The Meeting

Minutes of meetings

19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the council's minutes:

a. the names of councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,

b. details of each motion moved at a Council meeting and of any amendments moved to it,

c. the names of the mover and seconder of the motion or amendment,

d. whether the motion or amendment was passed or lost, and

e. such other matters specifically required under this code.

19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the Council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report. Implementation of decisions of the council

19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 Council Committees

Application of this Part

20.1 This Part only applies to committees of the Council whose members are all Councillors.

Council committees whose members are all Councillors

20.2 The Council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a committee of the council is to be:

a. such number of members as the Council decides, or

b. if the Council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The Council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The General Manager must send to each Councillor, regardless of whether they are a committee member, at least five (5) business days before each meeting of the committee, a notice specifying:

a. the time, date and place of the meeting, and

b. the business proposed to be considered at the meeting.

20.7 Notice of less than five (5) business days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

a. has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

b. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A Councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:

a. to give notice of business for inclusion in the agenda for the meeting, or

b. to move or second a motion at the meeting, or

c. to vote at the meeting.

Chairperson and deputy chairperson of Council committees

20.11 The chairperson of each committee of the Council must be:

a. the Mayor, or

b. if the Mayor does not wish to be the chairperson of a committee, a member of the committee elected by the Council, or

c. if the Council does not elect such a member, a member of the committee elected by the committee.

20.12 The Council may elect a member of a committee of the Council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is

to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the Council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the Council unless the Council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the Council or the committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a Council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.

20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

Minutes of council committee meetings

20.22 Each committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

a. the names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,

b. details of each motion moved at a meeting and of any amendments moved to it,

c. the names of the mover and seconder of the motion or amendment,

d. whether the motion or amendment was passed or lost, and

e. such other matters specifically required under this Code.

20.23 All voting at meetings of committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.24 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.28 The confirmed minutes of a meeting of a committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

21 Irregularities

21.1 Proceedings at a meeting of a Council or a Council committee are not invalidated because of:

a. a vacancy in a civic office, or

b. a failure to give notice of the meeting to any Councillor or committee member, or

c. any defect in the election or appointment of a Councillor or committee member, or

d. a failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the Council's Code of Conduct, or (e) a failure to comply with this Code.

Note: Clause 21.1 reflects section 374 of the Act.

22 Definitions

the Act	means the Local Government Act 1993
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places

business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979 including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the Local Government (General) Regulation 2021
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

6.3 STATUTORY REVIEW OF THE CODE OF CONDUCT

IP&R Linkage: **Goal:** Demonstrate good governance

Strategy: Develop and implement a robust governance and integrity framework

Author: Jared McCulloch, Risk Management Coordinator

Authoriser: Cian Middleton, General Manager

File Number: G2025/0292

Annexures: A. Code of Conduct (Draft) ⇩

RECOMMENDATION

That Council:

1. Pursuant to section 440(3) of the *Local Government Act 1993* and clause 180(1) of the *Local Government (General) Regulation 2021*, adopt the draft Code of Conduct appended at *Annexure A*.
2. Repeal the Code of Conduct adopted 26 October 2022.

BACKGROUND

Section 440 of the *Local Government Act 1993* ("the Act") outlines the requirements for councils to adopt a Code of Conduct, with section 440(7) providing that councils must, within 12 months after each ordinary election, review its adopted Code of Conduct.

The *Model Code of Conduct for Local Councils in NSW* ("the Model Code") prescribes the minimum ethical and behavioural standards all council officials in NSW are required to comply with. In doing so it seeks to:

- prescribe uniform minimum ethical and behavioural standards for all councils in NSW
- provide clear guidance to council officials on the minimum ethical and behavioural standards expected of them as council officials
- provide clear guidance to local communities on the minimum ethical and behavioural standards they can expect of the council officials who serve them
- promote transparency and accountability
- promote community confidence in the integrity of the decision's councils make and the functions they exercise on behalf of their local communities, and
- promote community confidence in the institution of local government.

ISSUES AND COMMENTARY

The Office of Local Government ("the OLG") prescribes the Model Code and supporting Model Procedures, with councils able to adopt the Model Code, with no changes, or with extra provisions, so long as the changes do not lessen, or weaken, the Model Code.

The OLG has been undertaking a review of the Model Code of Conduct for approximately 12 months. It was expected that any changes would be released by the OLG with sufficient time for councils to complete the mandatory 12-month reviews, to save adopting one code and then having to adopt another code, when the new version is released. The OLG has recently advised as follows: "that if

you have been holding off on reviewing and adopting your codes, you proceed with this pending the new code being prescribed. You could, for example simply adopt your existing code, pending the prescription of the new code."

Information on the OLG website in respect to the Code of Meeting Practice and Code of Conduct reforms states that it is intended to have the prescribed codes released in early 2025, with that timeframe now well overdue.

Council's current Code of Conduct Policy and Procedures for the Administration of the Code of Conduct are based on the Model documents prescribed by the OLG in October 2022. The draft Code of Conduct, appended at *Annexure A*, includes minor formatting changes to the annual Disclosure of Interest Return. As only minor changes have been made to the Code of Conduct, it is not recommended to update the Procedures for the Administration of the Code of Conduct at this time.

LEGISLATIVE AND POLICY IMPLICATIONS

The Model Code of Conduct is prescribed under section 440 of the Act and the *Local Government (General) Regulation 2021* ("the Regulation"). Under section 440 of the Act, Council is required to adopt a Code of Conduct based on the Model Code of Conduct prescribed under the Regulation.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Council must review and adopt the Code of Conduct within 12 months after an election under section 440(7) of the Act.

COMMUNITY CONSULTATION

There is no requirement to place the draft Code of Conduct on public exhibition.

CONCLUSION

Council is required to review its Code of Conduct by September 2025, being 12 months following the most recent ordinary election of Councillors. Accordingly, it is recommended that Council endorse the updated Code of Meeting Practice, appended at *Annexure A*.

Code of Conduct Policy

2025

Liverpool Plains Shire Council

liverpoolplains.nsw.gov.au

INFORMATION ABOUT THIS DOCUMENT

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Document History		
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Version 1	26 June 2019	Adopted by Council [3280]
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Version 3	9 October 2022	Draft version to be adopted
Version 4	August 2025	Minor updates following 2024 Election

Further Document Information and Relationships	
Related Legislation*	*Local Government Act 1993* *Local Government (General) Regulation 2021*
Related Policies	Complaints Handling Policy Councillor Access to Information and Interaction with Staff Policy Councillor Expenses and Facilities Policy Fraud and Corruption Prevention Policy Gifts and Benefits Policy Public Interest Disclosures Policy Information and Records Management Policy Statement of Business Ethics Policy
Related Documents	Procedures for the Administration of the Code of Conduct

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

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‘Disclosures by Councillors and designated persons’ return **Error! Bookmark not defined.**

Important information..... **Error! Bookmark not defined.**

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1. INTRODUCTION

This Code of Conduct is Liverpool Plains Shire Council's principal governance policy and provides an important foundation for a strong ethical culture. The practice of good governance is critical for ensuring that Council achieves legal and ethical compliance and that decisions are made in the best interests of the Liverpool Plains Shire community.

This Code of Conduct incorporates the provisions of the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct"), which is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2021* ("the Regulation").

This Code of Conduct sets the minimum standards of conduct for Council Officials and assists Council Officials to:

- Understand and comply with the standards of conduct that are expected of them
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- Act in a way that enhances public confidence in local government.

As the central component of Council's governance framework, this Code of Conduct is supplemented by the Procedures for the Administration of the Code of Conduct and a series of policies that facilitate the administration of the Code as they relate to gifts and benefits, fraud and corruption prevention, complaints management and other key aspects of ethical behaviour. Failure to comply with the provisions of these policies could be considered a breach of this Code.

Councillors, Administrators, members of staff of Council, delegates of Council, (including members of Council committees that are delegates of Council) and any other person Council's adopted Code of Conduct applies to, must comply with the applicable provisions of Council's Code of Conduct. It is the personal responsibility of Council Officials to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a Councillor to comply with the standards of conduct prescribed under this Code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on Councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with Council's Code of Conduct may give rise to disciplinary action.

2. DEFINITIONS

In this Code the following terms have the following meanings:

Term	Definition
Administrator	an Administrator of Council appointed under the LGA other than an Administrator appointed under section 66
Committee	see the definition of "Council Committee
complaint	a Code of Conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
Council	Liverpool Plains Shire Council
Council Committee	a Committee established by Council comprising of Councillors, staff or other persons that the Council has delegated functions to and the Council's Audit, Risk and Improvement Committee
Council Committee member	a person other than a Councillor or member of staff of Council who is a member of a Council Committee other than a wholly advisory Committee, and a person other than a Councillor who is a member of the Council's Audit, Risk and Improvement Committee
Council Official	includes Councillors, members of staff of Council, Administrators, Council Committee members, delegates of Council and, for the purposes of clause 4.16, Council advisers
Councillor	any person elected or appointed to civic office, including the Mayor
delegate of Council	a person (other than a Councillor or member of staff of Council) or body, and the individual members of that body, to whom a function of the Council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes Council, State and Federal election campaigns
environmental planning instrument	has the same meaning as it has in the Environmental Planning and Assessment Act 1979
General Manager	the General Manager of Liverpool Plains Shire Council
LGA	Local Government Act 1993
local planning panel	a local planning panel constituted under the Environmental Planning and Assessment Act 1979
Mayor	the Mayor of Liverpool Plains Shire Council
members of staff of Council	includes employees, contractors and volunteers of Liverpool Plains Shire Council
the Office	the Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent

	or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2021
wholly advisory Committee	a Council Committee that the Council has not delegated any functions to

3. GENERAL CONDUCT OBLIGATIONS

General conduct

3.1 You must not conduct yourself in a manner that:

a) is likely to bring the Council or other Council Officials into disrepute

b) is contrary to statutory requirements or the Council's administrative requirements or policies

c) is improper or unethical

d) is an abuse of power

e) causes, comprises or involves intimidation or verbal abuse

f) involves the misuse of your position to obtain a private benefit

g) constitutes harassment or bullying behaviour under this Code or is unlawfully discriminatory.

3.2 You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act (*section 439*).

Fairness and equity

3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

3.7 For the purposes of this Code, "harassment" is any form of behaviour towards a person that:

a) is not wanted by the person

b) offends, humiliates or intimidates the person, and

c) creates a hostile environment.

Bullying

3.8 You must not engage in bullying behaviour towards others.

3.9 For the purposes of this Code, "bullying behaviour" is any behaviour in which:

a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and

b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

a) aggressive, threatening or intimidating conduct

b) belittling or humiliating comments

c) spreading malicious rumours

d) teasing, practical jokes or 'initiation ceremonies'

e) exclusion from work-related events

f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level

g) displaying offensive material

h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this Code. Examples of reasonable management action may include, but are not limited to:

a) performance management processes

b) disciplinary action for misconduct

c) informing a worker about unsatisfactory work performance or inappropriate work behaviour

d) directing a worker to perform duties in keeping with their job

e) maintaining reasonable workplace goals and standards

f) legitimately exercising a regulatory function

g) legitimately implementing a Council policy or administrative processes.

Work health and safety

3.12 All Council Officials, including Councillors, owe statutory duties under the Work Health and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety. Specifically, you must:

a) take reasonable care for your own health and safety

b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons

c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act, and any policies or procedures adopted by the Council to ensure workplace health and safety

d) cooperate with any reasonable policy or procedure of the Council relating to workplace health or safety that has been notified to Council staff

e) report accidents, incidents, near misses, to the General Manager or such other staff member nominated by the General Manager, and take part in any incident investigations

f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

3.15 You must not participate in binding caucus votes in relation to matters to be considered at a Council or Committee meeting.

3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of Councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the Council or Committee, irrespective of the personal views of individual members of the group on the merits of the matter before the Council or Committee.

3.17 Clause 3.15 does not prohibit Councillors from discussing a matter before the Council or Committee prior to considering the matter in question at a Council or Committee meeting, or from voluntarily holding a shared view with other Councillors on the merits of a matter.

3.18 Clause 3.15 does not apply to a decision to elect the Mayor or Deputy Mayor, or to nominate a person to be a member of a Council Committee or a representative of the Council on an external body.

Obligations in relation to meetings

3.19 You must comply with rulings by the chair at Council and Committee meetings or other proceedings of the Council unless a motion dissenting from the ruling is passed.

3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other Council Officials or any members of the public present during Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions).

3.21 You must not engage in conduct that disrupts Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

3.22 If you are a Councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the Council, or of a Committee of the Council. Without limiting this clause, you must not:

a) leave a meeting of the Council or a Committee for the purposes of depriving the meeting of a quorum, or

b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another Councillor from submitting a rescission motion with respect to the same decision, or

c) deliberately seek to impede the consideration of business at a meeting.

4. PECUNIARY INTERESTS

What is a pecuniary interest?

4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.

4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:

a) your interest, or

b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or

c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

4.4 For the purposes of clause 4.3:

a) Your “relative” is any of the following:

i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).

b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):

a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or

b) just because the person is a member of, or is employed by, a Council or a statutory body, or is employed by the Crown, or

c) just because the person is a member of, or a delegate of Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

a) your interest as an elector

b) your interest as a ratepayer or person liable to pay a charge

c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Code

d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Code

e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)

f) if you are a Council Committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the Council Committee

g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company

h) an interest you have arising from the proposed making by the Council of an agreement between the Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the Committee) of the association, or is a partner of the partnership

i) an interest you have arising from the making by the Council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the Council in respect of similar matters with other residents of the area:

   i) the performance by the Council at the expense of your relative of any work or service in connection with roads or sanitation

   ii) security for damage to footpaths or roads

   iii) any other service to be rendered, or act to be done, by the Council by or under any Act conferring functions on the Council, or by or under any contract

j) an interest relating to the payment of fees to Councillors (including the Mayor and Deputy Mayor)

k) an interest relating to the payment of expenses and the provision of facilities to Councillors (including the Mayor and Deputy Mayor) in accordance with a policy under section 252 of the LGA,

l) an interest relating to an election to the office of Mayor arising from the fact that a fee for the following 12 months has been determined for the office of Mayor

m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person

n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor or a Council Committee member

o) an interest arising from the appointment of a Councillor to a body as a representative or delegate of the Council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4 but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

a) the General Manager

b) other senior staff of the Council for the purposes of section 332 of the LGA

c) a person (other than a member of the senior staff of the Council) who is a member of staff of the Council or a delegate of the Council and who holds a position identified by the Council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest

d) a person (other than a member of the senior staff of the Council) who is a member of a Committee of the Council identified by the Council as a Committee whose members are designated persons because the functions of the Committee involve the exercise of the Council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the Committee and the member’s private interest.

4.9 A designated person:

a) must prepare and submit written returns of interests in accordance with clauses 4.21, and

b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the General Manager (or if the person is the General Manager, to the Council) the nature of any pecuniary interest the person has in any Council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 Clause 4.10 does not require a designated person who is a member of staff of the Council to disclose a pecuniary interest if the interest relates only to the person’s salary as a member of staff, or to their other conditions of employment.

4.12 The General Manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

4.13 A disclosure by the General Manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the Council and the Council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by Council staff other than designated persons?

4.14 A member of staff of Council, other than a designated person, must disclose in writing to their manager or the General Manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

4.15 The staff member's manager or the General Manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by Council advisers?

4.16 A person who, at the request or with the consent of the Council or a Council Committee, gives advice on any matter at any meeting of the Council or Committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a Council Committee member?

4.18 A Council Committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.

4.19 For the purposes of clause 4.18, a "Council Committee member" includes a member of staff of Council who is a member of the Committee.

What disclosures must be made by a Councillor?

4.20 A Councillor:

a) must prepare and submit written returns of interests in accordance with clause 4.21, and

b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

Disclosure of interests in written returns

4.21 A Councillor or designated person must make and lodge with the General Manager a return in the form set out in schedule 2 to this Code, disclosing the Councillor's or designated person's interests as specified in schedule 1 to this Code within 3 months after:

a) becoming a Councillor or designated person, and

b) 30 June of each year, and

c) the Councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:

a) they made and lodged a return under that clause in the preceding 3 months, or

b) they have ceased to be a Councillor or designated person in the preceding 3 months.

4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.24 The General Manager must keep a register of returns required to be made and lodged with the General Manager.

4.25 Returns required to be lodged with the General Manager under clause 4.21(a) and (b) must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

4.26 Returns required to be lodged with the General Manager under clause 4.21(c) must be tabled at the next Council meeting after the return is lodged.

4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

4.28 A Councillor or a Council Committee member who has a pecuniary interest in any matter with which the Council is concerned, and who is present at a meeting of the Council or Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 The Councillor or Council Committee member must not be present at, or in sight of, the meeting of the Council or Committee:

a) at any time during which the matter is being considered or discussed by the Council or Committee, or

b) at any time during which the Council or Committee is voting on any question in relation to the matter.

4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

4.31 A disclosure made at a meeting of Council or a Council Committee must be recorded in the minutes of the meeting.

4.32 A general notice may be given to the General Manager in writing by a Councillor or a Council Committee member to the effect that the Councillor or Council Committee member, or the Councillor's or Council Committee member's spouse, de facto partner or relative, is:

a) a member of, or in the employment of, a specified company or other body, or

b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the Council in which it is given (whichever is the sooner), sufficient disclosure of the Councillor's or Council Committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the Council or Council Committee after the date of the notice.

4.33 A Councillor or a Council Committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the Councillor or Council Committee member has an interest in the matter of a kind referred to in clause 4.6.

4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.35 Despite clause 4.29, a Councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.

4.36 Clause 4.29 does not apply to a Councillor who has a pecuniary interest in a matter that is being considered at a meeting if:

a) the matter is a proposal relating to:

i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the Council's area, or

ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the Council's area, and

b) the pecuniary interest arises only because of an interest of the Councillor in the Councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and

c) the Councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:

a) be in the form set out in schedule 3 of this Code and contain the information required by that form, and

b) be laid on the table at a meeting of the Council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.38 The Minister for Local Government may, conditionally or unconditionally, allow a Councillor or a Council Committee member who has a pecuniary interest in a matter with which the Council is concerned to be present at a meeting of the Council or Committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

a) that the number of Councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or

b) that it is in the interests of the electors for the area to do so.

4.39 A Councillor or a Council Committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the Council or Committee, to take part

in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

5. NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

5.1 Non-pecuniary interests are private or personal interests a Council Official has that do not amount to a pecuniary interest as defined in clause 4.1 of this Code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

5.3 The personal or political views of a Council Official do not constitute a private interest for the purposes of clause 5.2.

5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of Council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this Code.

5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of Council staff other than the General Manager, such a disclosure is to be made to the staff member's manager. In the case of the General Manager, such a disclosure is to be made to the Mayor.

5.7 If a disclosure is made at a Council or Committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.

5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

a) a relationship between a Council Official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the Council Official's extended family that the Council Official has a close personal relationship with, or another person living in the same household

b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.

c) an affiliation between the Council Official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Council Official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.

d) membership, as the Council's representative, of the board or management Committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the Council and the organisation are potentially in conflict in relation to the particular matter

e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1

f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or

b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a Council or Committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of Council other than the General Manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the General Manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the Mayor.

5.13 Despite clause 5.10(b), a Councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

5.14 Council Committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest

group, if they have been appointed to represent the organisation or group on the Council Committee.

Political donations

5.15 Councillors should be aware that matters before Council or Committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.16 Where you are a Councillor and have received or knowingly benefitted from a reportable political donation:

a) made by a major political donor in the previous four years, and

b) the major political donor has a matter before Council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.17 For the purposes of this Part:

a) a “reportable political donation” has the same meaning as it has in section 6 of the Electoral Funding Act 2018

b) “major political donor” has the same meaning as it has in the Electoral Funding Act 2018.

5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a Councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.19 Despite clause 5.16, a Councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

5.20 A Councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

a) the matter is a proposal relating to:

i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the Council’s area, or

ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the Council’s area, and

b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and

c) the Councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.21 The Minister for Local Government may, conditionally or unconditionally, allow a Councillor or a Council Committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the Council or Committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

a) that the number of Councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or

b) that it is in the interests of the electors for the area to do so.

5.22 Where the Minister exempts a Councillor or Committee member from complying with a requirement under this Part under clause 5.21, the Councillor or Committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or employment

5.23 The General Manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the Council without the approval of the Council.

5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the Council that relates to the business of the Council or that might conflict with the staff member's Council duties unless they have notified the General Manager in writing of the employment, work or business and the General Manager has given their written approval for the staff member to engage in the employment, work or business.

5.25 The General Manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the Council that relates to the business of the Council, or that might conflict with the staff member's Council duties.

5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the Council if prohibited from doing so.

5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:

a) conflict with their official duties

b) involve using confidential information or Council resources obtained through their work with the Council including where private use is permitted

c) require them to work while on Council duty

d) discredit or disadvantage the Council

e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with Council

5.28 You may have reason to deal with your Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a development consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.29 You must undertake any personal dealings you have with the Council in a manner that is consistent with the way other members of the community deal with the Council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this Code.

6. PERSONAL BENEFIT

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a Council Official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

a) items with a value of $10 or less

b) a political donation for the purposes of the Electoral Funding Act 2018

c) a gift provided to the Council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual Council Official or someone personally associated with them

d) a benefit or facility provided by the Council to an employee or Councillor

e) attendance by a Council Official at a work-related event or function for the purposes of performing their official duties, or

f) free or subsidised meals, beverages or refreshments provided to Council Officials in conjunction with the performance of their official duties such as, but not limited to:

i) the discussion of official business

ii) work-related events such as Council-sponsored or community events, training, education sessions or workshops

iii) conferences

iv) Council functions or events

v) social functions organised by groups, such as Council Committees and community organisations.

Gifts and benefits

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

6.5 You must not:

a) seek or accept a bribe or other improper inducement

b) seek gifts or benefits of any kind

c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty

d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9

e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount

f) participate in competitions for prizes where eligibility is based on the Council being in or entering into a customer–supplier relationship with the competition organiser

g) personally, benefit from reward points programs when purchasing on behalf of the Council.

6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the General Manager in writing. The recipient, manager, or General Manager must ensure that, at a minimum, the following details are recorded in the Council's gift register:

a) the nature of the gift or benefit

b) the estimated monetary value of the gift or benefit

c) the name of the person who provided the gift or benefit, and

d) the date on which the gift or benefit was received.

6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the Council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of $100. They include, but are not limited to:

a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed $100. (note, if more than one ticket/seat is provided, the value is the combined total of all tickets/seats)

b) gifts of alcohol that do not exceed a value of $100

c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like

d) prizes or awards that do not exceed $100 in value.

Gifts and benefits of more than token value

6.9 Gifts or benefits that exceed $100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds $100 (note, if more than one ticket/seat is provided, the value is the combined total of all tickets/seats),, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or

organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed $100 in value.

6.11 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

6.12 For the purposes of clause 6.5(e), "cash-like gifts" include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

6.13 You must not use your position to influence other Council Officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A Councillor will not be in breach of this clause where they seek to influence other Council Officials through the proper exercise of their role as prescribed under the LGA.

6.14 You must not take advantage (or seek to take advantage) of your status or position with Council, or of functions you perform for Council, in order to obtain a private benefit for yourself or for any other person or body.

7. RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of Councillors and Administrators

7.1 Each Council is a body politic. The Councillors or Administrator/s are the governing body of the Council. Under section 223 of the LGA, the role of the governing body of the Council includes the development and endorsement of the strategic plans, programs, strategies and policies of the Council, including those relating to workforce policy, and to keep the performance of the Council under review.

7.2 Councillors or Administrators must not:

a) direct Council staff other than by giving appropriate direction to the General Manager by way of Council or Committee resolution, or by the Mayor or Administrator exercising their functions under section 226 of the LGA

b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the Council or a delegate of the Council in the exercise of the functions of the staff member or delegate

c) contact a member of the staff of the Council on Council-related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and the General Manager

d) contact or issue instructions to any of the Council's contractors, including the Council's legal advisers, unless by the Mayor or Administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, Councillors may contact the Council's external auditor or the chair of the Council's audit risk and improvement Committee to provide information reasonably necessary for the external auditor or the Audit, Risk and Improvement Committee to effectively perform their functions.

Obligations of staff

7.4 Under section 335 of the LGA, the role of the General Manager includes conducting the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council, implementing without undue delay, lawful decisions of the Council and ensuring that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.5 Members of staff of Council must:

a) give their attention to the business of the Council while on duty

b) ensure that their work is carried out ethically, efficiently, economically and effectively

c) carry out reasonable and lawful directions given by any person having authority to give such directions

d) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them

e) ensure that any participation in political activities outside the service of the Council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

a) Councillors and Administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters

b) Council staff approaching Councillors and Administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters

c) subject to clause 8.6, Council staff refusing to give information that is available to other Councillors to a particular Councillor

d) Councillors and Administrators who have lodged an application with the Council, discussing the matter with Council staff in staff-only areas of the Council

e) Councillors and Administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the Councillor or Administrator has a right to be heard by the panel at the meeting

f) Councillors and Administrators being overbearing or threatening to Council staff

g) Council staff being overbearing or threatening to Councillors or Administrators

h) Councillors and Administrators making personal attacks on Council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this Code in public forums including social media

i) Councillors and Administrators directing or pressuring Council staff in the performance of their work, or recommendations they should make

j) Council staff providing ad hoc advice to Councillors and Administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community

k) Council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals

l) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the Council associated with current or proposed legal proceedings unless permitted to do so by the Council's General Manager or, in the case of the Mayor or Administrator, unless they are exercising their functions under section 226 of the LGA.

8. ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and Administrator access to information

8.1 The General Manager is responsible for ensuring that Councillors and Administrators can access information necessary for the performance of their official functions. The General Manager and Public Officer are also responsible for ensuring that members of the public can access publicly available Council information under the Government Information (Public Access) Act 2009 (the GIPA Act).

8.2 The General Manager must provide Councillors and Administrators with the information necessary to effectively discharge their official functions.

8.3 Members of staff of Council must provide full and timely information to Councillors and Administrators sufficient to enable them to exercise their official functions and in accordance with Council procedures.

8.4 Members of staff of Council who provide any information to a particular Councillor in the performance of their official functions must also make it available to any other Councillor who requests it and in accordance with Council procedures.

8.5 Councillors and Administrators who have a private interest only in Council information have the same rights of access as any member of the public.

8.6 Despite clause 8.4, Councillors and Administrators who are precluded from participating in the consideration of a matter under this Code because they have a conflict of interest in the matter, are not entitled to request access to Council information in relation to the matter unless the information is otherwise available to members of the public, or the Council has determined to make the information available under the GIPA Act.

Councillors and Administrators to properly examine and consider information

8.7 Councillors and Administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

8.8 Where the General Manager or Public Officer determine to refuse access to information requested by a Councillor or Administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the Councillor or Administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in

consideration of the matter (see clause 8.6). The General Manager or Public Officer must state the reasons for the decision if access is refused.

Use of certain Council information

8.9 In regard to information obtained in your capacity as a Council Official, you must:

a) subject to clause 8.14, only access Council information needed for Council business

b) not use that Council information for private purposes

c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with Council

d) only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.11 In addition to your general obligations relating to the use of Council information, you must:

a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions

b) protect confidential information

c) only release confidential information if you have authority to do so

d) only use confidential information for the purpose for which it is intended to be used

e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person

f) not use confidential information with the intention to cause harm or detriment to the Council or any other person or body

g) not disclose any confidential information discussed during a confidential session of a Council or Committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

8.12 When dealing with personal information you must comply with:

a) the Privacy and Personal Information Protection Act 1998

b) the Health Records and Information Privacy Act 2002

c) the Information Protection Principles and Health Privacy Principles

d) the Council's Privacy Management Plan

e) the Privacy Code of Practice for Local Government

Use of Council resources

8.13 You must use Council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except

when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

8.14 Union delegates and consultative Committee members may have reasonable access to Council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

a) the representation of members with respect to disciplinary matters

b) the representation of employees with respect to grievances and disputes

c) functions associated with the role of the local consultative Committee.

8.15 You must be scrupulous in your use of Council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.16 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

8.17 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

8.18 You must not use the Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material:

a) for the purpose of assisting your election campaign or the election campaign of others, or

b) for other non-official purposes.

8.19 You must not convert any property of the Council to your own use unless properly authorised.

Internet access

8.20 You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the Council's reputation.

Council record keeping

8.21 You must comply with the requirements of the State Records Act 1998 and the Council's records management policy.

8.22 All information created, sent and received in your official capacity is a Council record and must be managed in accordance with the requirements of the State Records Act 1998 and the Council's approved records management policies and practices.

8.23 All information stored in either soft or hard copy on Council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the Council and will be treated as Council records, regardless of whether the original intention was to create the information for personal purposes.

8.24 You must not destroy, alter, or dispose of Council information or records, unless authorised to do so. If you need to alter or dispose of Council information or records,

you must do so in consultation with the Council's records manager and comply with the requirements of the State Records Act 1998.

Councillor access to Council buildings

8.25 Councillors and Administrators are entitled to have access to the Council chamber, Committee room, Mayor's office (subject to availability), Councillors' rooms, and public areas of Council's buildings during normal business hours and for meetings. Councillors and Administrators needing access to these facilities at other times must obtain authority from the General Manager.

8.26 Councillors and Administrators must not enter staff-only areas of Council buildings without the approval of the General Manager (or their delegate) or as provided for in the procedures governing the interaction of Councillors and Council staff.

8.27 Councillors and Administrators must ensure that when they are within a staff only area, they refrain from conduct that could be perceived to improperly influence Council staff decisions.

9. MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this Code for an improper purpose.

9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

a) to bully, intimidate or harass another Council Official

b) to damage another Council Official's reputation

c) to obtain a political advantage

d) to influence a Council Official in the exercise of their official functions or to prevent or disrupt the exercise of those functions

e) to influence the Council in the exercise of its functions or to prevent or disrupt the exercise of those functions

f) to avoid disciplinary action under the Procedures

g) to take reprisal action against a person for making a complaint alleging a breach of this Code

h) to take reprisal action against a person for exercising a function prescribed under the Procedures

i) to prevent or disrupt the effective administration of this Code under the Procedures.

Detrimental action

9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this Code.

9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.

9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:

a) injury, damage or loss

b) intimidation or harassment

c) discrimination, disadvantage or adverse treatment in relation to employment

d) dismissal from, or prejudice in, employment

e) disciplinary proceedings.

Compliance with requirements under the Procedures

9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

9.9 All allegations of breaches of this Code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this Code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this Code at Council, Committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this Code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the Public Interest Disclosures Act 1994.

Complaints alleging a breach of this Part

9.14 Complaints alleging a breach of this Part by a Councillor, the General Manager or an Administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the Council for consideration in accordance with the Procedures.

9.15 Complaints alleging a breach of this Part by other Council Officials are to be managed by the General Manager in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this Code, the following definitions apply:

address means:

a) in relation to a person other than a corporation, the last residential or business address of the person known to the Councillor or designated person disclosing the address, or

b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or

c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

a) the allotment of shares in a company

b) the creation of a trust in respect of property

c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property

d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property

e) the exercise by a person of a general power of appointment over property in favour of another person

f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

a) in the case of a return made under clause 4.21(a), the date on which a person became a Councillor or designated person

b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made

c) in the case of a return made under clause 4.21(c), the date on which the Councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

a) a person's spouse or de facto partner

b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a Councillor or designated person has an interest includes a reference to any real property situated in Australia in which the Councillor or designated person has an interest.
4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a Councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.21 of this Code must disclose:
   a) the street address of each parcel of real property in which they had an interest on the return date, and
   b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
   c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
   a) as executor of the will, or Administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or

b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.

7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

9. A person making a return under clause 4.21 of this Code must disclose:
   a) a description of each gift received in the period since 30 June of the previous financial year, and
   b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
   a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
   b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
   c) the donor was a relative of the donee, or
   d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.21 of this Code must disclose:
   a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
   b) the dates on which the travel was undertaken, and
   c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
   a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
   b) was made by a relative of the traveller, or
   c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
   d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12-month period or less, or
   e) was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
   f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or

g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.21 of this Code must disclose:

a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and

b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and

c) the nature of the interest, or the position held, in each of the corporations, and

d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.

16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:

a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and

b) required to apply its profits or other income in promoting its objects, and

c) prohibited from paying any dividend to its members.

17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this Code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.

property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

Dispositions of real property

23. A person making a return under clause 4.21 of this Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.21 of this Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a Councillor or designated person.

Sources of income

26. A person making a return under clause 4.21 of this Code must disclose:
    a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
    b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
    a) in relation to income from an occupation of the person:
        i) a description of the occupation, and
        ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
        iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
    b) in relation to income from a trust, the name and address of the settlor and the trustee, or
    c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.
30. A fee paid to a Councillor or to the Mayor or Deputy Mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.21 of this Code must disclose the name and address of each person to whom the person was liable to pay any debt:
    a) on the return date, and
    b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
    a) the amount to be paid did not exceed $500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
        i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
        ii) the amounts to be paid exceeded, in the aggregate, $500, or
    b) the person was liable to pay the debt to a relative, or
    c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
    d) in the case of a debt arising from the supply of goods or services:
        i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
        ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
    e) subject to paragraph (a), the debt was discharged prior to the person becoming a Councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

Disclosure of Interest Return

By Councillors and Designated Persons

IMPORTANT INFORMATION

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonable to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Governments and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by General Manager in a register of returns. The General Manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit and updated return with three months of becoming aware of the previously undisclosed interest.

DIRECTIONS

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the General Manager after becoming a Councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a Councillor or designated person.
3. If you have previously lodged a return with the General Manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a Councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the General Manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using **BLOCK** letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

ACKNOWLEDGEMENT

Disclosure of Interest and other matters by:

Name			
as at	[return date]		
in respect of the period from		to	

_____ _____ _____

Councillor's or designated person's signature Date

A. Real Property	
Street address of each parcel of real property in which I had an interest at the return date/at any time since June 30	Nature of interest

B. Sources of income		
1. Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June Sources of income I received from an occupation at any time since 30 June		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2. Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June Sources of income I received from a trust since 30 June	
Name and address of settlor	Name and address of trustee

3. Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June Sources of other income I received at any time since 30 June *[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]*	
Name of income provider	Circumstance of income

C. Gifts	
Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)
☐ Yes ☐ No

G. Positions in trade unions and professional or business associations	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts	
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June	
Name	Address

I. Dispositions of property
1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
Street Address

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
Street Address

J. Discretionary disclosures

Please email a copy of your completed Return to Council's Public Officer.

All handwritten returns are to be returned to Council's Public Officer.

SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a Councillor has in the Councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the Council or Council Committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Special disclosure of pecuniary interests by [*full name of Councillor*]

in the matter of [*insert name of environmental planning instrument*]

which is to be considered at a meeting of the [*name of Council or Council Committee (as the case requires)*]

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the Councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the Councillor [*Tick or cross one box.*]	□ The Councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). □ An associated person of the Councillor has an interest in the land. □ An associated company or body of the Councillor has an interest in the land.
Matter giving rise to pecuniary interest[1]	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land)[2] [Tick or cross one box]	□ The identified land. □ Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [*Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land*]	

[1] Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

[2] A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a Councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Proposed change of zone/planning control [*Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land*]	
Effect of proposed change of zone/planning control on Councillor or associated person [*Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"*]	

[*If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.*]

Councillor's signature

Date

[This form is to be retained by the Council's General Manager and included in full in the minutes of the meeting]

6.4 STATUTORY REVIEW OF THE COUNCILLOR EXPENSES AND FACILITIES POLICY

IP&R Linkage: **Goal:** Demonstrate good governance

Strategy: Develop and implement a robust governance and integrity framework

Author: Jared McCulloch, Risk Management Coordinator

Authoriser: Cian Middleton, General Manager

File Number: G2025/0286

Annexures: A. Councillor Expenses and Facilities Policy (Draft)

RECOMMENDATION

That Council:

1. Pursuant to sections 252 and 253 of the *Local Government Act 1993*, endorse the draft Councillor Expenses and Facilities Policy appended at *Annexure B* on public exhibition for a period of 28 days, and adopt the draft policy as exhibited, subject to no submissions being received.
2. Request a further report at the conclusion of the public exhibition period if submissions are received on the draft Councillor Expenses and Facilities Policy.

BACKGROUND

Under Section 252 of the *Local Government Act 1993* ("the Act") Council must adopt a new policy on the payment of expenses and the provision of facilities to the Mayor and Councillors within twelve (12) months of the Local Government Election.

The policy must comply with the provisions of the Act and accompanying *Local Government (General) Regulation 2021* ("the Regulation"), as well as the *Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW* ("the Guidelines") prescribed under section 23A of the Act.

Council's current *Councillor Expenses and Facilities Policy* was last reviewed by Council at its Ordinary Meeting held 23 February 2022 **[res. 2022/19]**.

ISSUES AND COMMENTARY

The draft Councillor Expenses and Facilities Policy ("the draft Policy") enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties. It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations.

The existing Councillor Expenses and Facilities Policy was developed accordance with the Act and Regulation, as well as the prescribed Guidelines. The draft Policy appended at *Annexure A* has undergone minor changes as detailed below:

- Travel arrangements and expenses have been updated providing Councillors the use of fleet vehicles for approved travel,
- Suggested limits on catering for in-house meetings, workshops and training,

- Availability for non-voting Councillor member of the Audit, Risk and Improvement Committee (ARIC) to undertake the Australian Institute of Company Directors course as part of their ARIC membership,
- Clarification of the devices provided to Councillors,
- Updates to the maximum limits for Corporate Wardrobe, and
- Updates to Appendix II increasing the reimbursement limits in line with similar councils and increased costs associated with attending conferences and training.

LEGISLATIVE AND POLICY IMPLICATIONS

Section 253(1) of the Act provides that Council must give public notice of its intention to adopt or amend a policy concerning the payment of expenses or provision of facilities to Councillors, allowing at least 28 days for the making of public submissions.

Section 253(2) of the Act provides that Council must consider any submissions made within the time allowed for submissions prior to adopting or amending its policy. Adoption of the draft Policy following exhibition will ensure compliance with Council's legislative obligations under the Act, Regulation and Guidelines.

FINANCIAL IMPLICATIONS

The Guidelines provide that the payment of expenses and the provision of equipment and facilities to Councillors must not be open-ended. To ensure consistency with the Guidelines, the draft Policy clearly establishes the maximum expenditure limits for all expense categories. It is not projected that the adoption of the reviewed Policy will have a material financial impact. Councillor expenses are included in the annual recurrent budget.

RISK IMPLICATIONS

Adoption of the draft Policy ensures Council maintains its compliance with relevant Guidelines and the Model Code and achieves consistency with sector best practice.

COMMUNITY CONSULTATION

In accordance with section 253 of the Act, Council is required to give public notice of its intention to amend or adopt a policy concerning the payment of expenses and provision of facilities to Councillors and exhibit its draft policy. Any submissions received during the exhibition period will be referred to Council for consideration at its next Ordinary Meeting, prior to the draft Policy being adopted. However, should no submissions be received during the exhibition period, the draft Policy will be adopted as exhibited.

CONCLUSION

Council is required to review its Councillor Expenses and Facilities Policy by September 2025, being 12 months following the most recent ordinary election of Councillors. Accordingly, it is recommended that Council endorse the draft Policy, appended at *Annexure A*, for public exhibition and adopt the draft Policy subject to no submissions being received.

Councillor Expenses and Facilities Policy

2025

liverpoolplains.nsw.gov.au

Liverpool Plains Shire Council

INFORMATION ABOUT THIS DOCUMENT

Document Record Number	D25/27762
Document Owner	General Manager
Document Development Officer	Manager Corporate Governance
Review Timeframe	Within 12 months after each ordinary election (s440(7), *Local Government Act 1993)*
Last Review Date	September 2025
Next Review Date	September 2029

Document History		
Doc No.	**Date Amended**	**Details/Comments**
Version 1	23 June 2021	Adopted by Council **[res. 2022/19]**
Version 2	23 February 2022	Adopted by Council **[res. 2022/19]**
Version 3	August 2025	Update following the 2024 Election. Minor changes to the limits.

Further Document Information and Relationships	
Related Legislation*	*Local Government Act 1993* *Local Government (General) Regulation 2021*
Related Policies	Code of Conduct Councillor Induction and Professional Development Policy Councillor Access to Information and Interaction with Staff Policy
Related Documents	Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW (Office of Local Government, 2009) Councillor Induction and Professional Development Guidelines (Office of Local Government, 2018) Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities Model Code of Conduct for Local Councils in NSW (Office of Local Government, 2020)

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

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Policy Summary

This *Councillor Expenses and Facilities Policy* ("this Policy") enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.

This Policy has been prepared in accordance with the *Local Government Act 1993* ("the Act") and *Local Government (General) Regulation 2021* ("the Regulation") and complies with the Office of Local Government's *Guidelines for the Payment of Expenses and Provision of facilities to Mayors and Councillors in NSW* ("the Guidelines").

This Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed. The main expenses and facilities are summarised in **Appendix II**. All monetary amounts are exclusive of GST.

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website.

These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

Part A – Introduction

1. Introduction

1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Liverpool Plains Shire Council ("Council").

1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.

1.3 The purpose of this Policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.

1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this Policy.

1.5 Expenses and facilities provided by this Policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy Objectives

The objectives of this Policy are to:

a. Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;

b. Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;

c. Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;

d. Ensure facilities and expenses provided to Councillors meet community expectations;

e. Support a diversity of representation; and

f. Fulfil Council's statutory responsibilities.

3. Principles

Council commits to the following principles:

a. **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.

b. **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.

c. **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.

d. **Equity:** there must be equitable access to expenses and facilities for all Councillors.

e. **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.

f. **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or Political Benefit

4.1 Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.

4.2 Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.

4.3 Such incidental private use does not require a compensatory payment back to Council.

4.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.

4.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:

a. Production of election material;

b. Use of Council resources and equipment for campaigning;

c. Use of official Council letterhead, publications, websites or services for political benefit; and

d. Fundraising activities of political parties or individuals, including political fundraising events.

Part B - Expenses

5. General Expenses

5.1 All expenses provided under this Policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this Policy.

5.2 Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

6.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

6.2 Where practical and pending availability, Councillors should use a Council vehicle for travel on Council business. Bookings are to be made through the Executive Assistant to the General Manager. Where more than one Councillor is attending, or Council staff are also attending, the same function or event, they should carpool whenever possible.

6.3 Councillors must abide by Council's Pool Vehicle Policy.

6.4 Councillors can use a private vehicle and be paid the award equivalent allowance, however, they must have comprehensive car insurance and present this to staff when requested.

6.5 Councillors may be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW, up to the amount specified in **Appendix II**. This includes reimbursement:

a. For public transport fares;

b. For the use of a private vehicle or hire car;

c. For parking costs for Council and other meetings;

d. For tolls;

e. By Cabcharge card or equivalent; and

f. For documented ride-share programs, such as Uber, where tax invoices can be issued.

6.6 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

Should a Councillor decide to use a private vehicle when a Council provided vehicle is available, reimbursement will be on the basis of fuel costs only on presentation of receipts.

6.7 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

6.8 In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.

6.9 Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at the amount specified in **Appendix II**. This amount will be set aside in Council's annual budget.

6.10 Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.

6.11 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

6.12 The case should include:

a. Objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;

b. Who is to take part in the travel;

c. Duration and itinerary of travel; and

d. A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

6.13 For interstate and long- distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.

6.14 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.

6.15 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

6.16 Bookings for approved air travel are to be made through the General Manager's Office.

6.17 For air travel that is reimbursed as Official business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

6.18 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

6.19 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later that 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

6.20 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Liverpool Plains Shire local government area.

6.21 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.

6.22 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.9.

6.23 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council-related meetings

6.24 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor workshops, Councillor pre-meeting briefing sessions, approved meetings and engagements, and official Council functions as approved by the General Manager.

6.25 As an indicative guide for the standard of refreshments to be provided at Council-related meetings, a catering limit of $20 per person including morning tea and lunch has been set.

Induction and Professional Development

6.26 In the first year of each Council term, Council will set aside the amount specified in **Appendix II** in its budget to facilitate a comprehensive induction program for all Councillors which shall consider the Councillor Induction and Professional Development Guidelines issued by Office of Local Government (OLG).

6.27 In the first and third years of each Council term, Council will set aside the amount specified in **Appendix II** in its budget to facilitate a comprehensive induction program for the Mayor which shall consider the Councillor Induction and Professional Development Guidelines issued by Office of Local Government (OLG).

6.28 In the first year of each Council term, Council will develop an ongoing professional development program comprising individual professional development plans for the Mayor and each Councillor. The program will span the term of Council, with individual activities implemented over time according to priority.

6.29 Council will set aside the amount specified in **Appendix II** in its budget to facilitate the delivery of individual activities contained in the Mayor's and Councillors' professional development plans. Professional development may include programs, training, education courses and membership of professional bodies.

6.30 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

6.31 6.28 Approval for professional development activities is subject to a prior written request to the General Manager outlining the:

a. Details of the proposed professional development; and

b. Relevance to the individual Councillor's professional development plan.

6.32 6.29 In assessing a Councillor's request for a professional development activity, the General Manager must consider the factors set out in Clause 6.28, as well as the cost of the Councillor's requested professional development in relation to the remaining budget.

Conferences and seminars

6.33 Council is committed to ensuring its Councillors remain up to date with contemporary issues facing Council and the community, and local government in NSW.

6.34 Council will set aside the amount specified in **Appendix II** in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.

6.35 Consistent with clause 1.6.7 of the Guidelines, approval to attend a conference or seminar should occur, where possible, at a full meeting of the Council. As such, at its first Ordinary Meeting of the year, Council shall resolve to nominate:

a. Three Councillors to attend the Local Government NSW (LGNSW) Annual Conference; and

b. One Councillor to attend each of the following conferences and seminars:

i. Australian Local Government Association (ALGA) National General Assembly of Local Government;

ii. Australian Local Government Women's Association (ALGWA) NSW Conference;

iii. Local Government NSW (LGNSW) Destination and Visitor Economy Conference;

iv. Local Government NSW (LGNSW) Water Management Conference; and

v. NSW Local Roads Congress.

6.36 Councillor attendance at a seminar or conference not listed in clause 6.35 must be approved at a full meeting of the Council. Where approval at a full meeting of the Council is not possible, then:

a. Approval for a Councillor to attend a conference or seminar must be approved by the General Manager and Mayor.

b. Approval for the Mayor to attend a conference or seminar must be approved jointly by the General Manager and Deputy Mayor.

6.37 In assessing a Councillor request to attend a conference or seminar, the Council, or the General Manager and Mayor, or the General Manager and Deputy Mayor, must consider factors including the:

a. Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and

b. Cost of the conference or seminar in relation to the total remaining budget.

6.38 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at approved conferences. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to clauses 6.20 - 6.23.

Australian Institute of Company Directors Course (or equivalent type learning opportunity)

6.39 Council will support the Non-voting Councillor Member to the Audit, Risk and Improvement Committee (and Alternate, if any) to complete the Australian Institute of Company Directors (AICD) course (or equivalent type learning opportunity), and meet the expenses incurred in completing the course.

6.40 Approval must be sought prior to enrolling in the AICD course (or equivalent type learning opportunity) in accordance with clause 6.28. The Non-voting Councillor Member and Alternate (if any) are required to provide Council with evidence of successful completion of the course.

6.41 Applications for payment of AICD annual fees must be submitted before renewal date to ensure sufficient budget is available. Such applications cannot be backdated.

Council functions and events

6.42 Council will meet the cost of Councillors' attendance at the following functions and civic events held by Council throughout the year:

a. Australia Day Ambassador's Dinner (held January each year);

b. International Women's Day Dinner (held March each year);

c. Councillors' Christmas Dinner (held December each year); and

d. Councillors' End of Term Dinner (held August in the final year of each Council term).

6.43 The extent of reimbursement is limited to the cost of attending the function or event only.

Information and communications technology (ICT) expenses

6.44 Council will provide to each Councillor for the duration of their term of office one Laptop device, with approved accessories. Councillors' use of internet and email on the provided device must be in accordance with Council's Code of Conduct and adopted policies. The cost of providing the device and their ongoing usage and operating cost shall be limited to the amount specified in **Appendix II**.

6.45 Council may, from time to time, provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns with Council's general ICT program.

6.46 Council will provide to each Councillor the monthly mobile telephone allowance specified in **Appendix II** in recognition of mobile telephone costs incurred in discharging their civic duties and undertaking official business.

Special requirement and carer expenses

6.47 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight- or hearing-impaired Councillors and those with other disabilities.

6.48 Transportation provisions outlined in this Policy will also assist Councillors who may be unable to drive a vehicle.

6.49 In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

6.50 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses of $20 per hour up to a maximum of the amount specified in **Appendix II** or attendance at official business, plus reasonable travel from the principal place of residence.

6.51 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.

6.52 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

6.53 Each Councillor may be reimbursed up to the amount specified in Appendix II for costs associated with the maintenance of a home office, such as minor items of consumable stationery.

7. Accompanying person expenses

7.1 In accordance with clause 2.3.12 of the Guidelines, there are limited instances where certain costs incurred by a Councillor on behalf of their accompanying person are properly those of the Councillor in the performance of his or her functions. Such expenses are properly incurred by, and reimbursable to, the Councillor

7.2 Consistent with clause 2.3.12 of the Guidelines, it is appropriate for Council to meet the costs of a Councillor's accompanying person at official Council functions and civic events within the Liverpool Plains Shire local government area that are of a formal and ceremonial nature. As such, Council will meet the costs of a Councillor's accompanying person at those Council functions and civic events specified in clause 6.36.

7.3 Expenses incurred by accompanying persons under clauses 7.1 and 7.2 of this Policy will be limited to the ticket, meal and/or direct cost of attending the event

or function. Consistent with clause 2.3.12 of the Guidelines, travel expenses, any additional accommodation expenses, and any sundry expenses incurred by the accompanying person, are the personal responsibility of the individual Councillor and shall not be reimbursed by Council.

7.4. Consistent with clause 2.3.12 of the Guidelines, Council will meet the expenses of a Councillor's accompanying person at the Local Government NSW Annual Conference, where the Councillor's attendance at the conference has been approved by Council. Such expenses will be limited to the cost of registration and official conference dinners. Travel expenses, any additional accommodation expenses, and the cost of accompanying person tours and any sundry expenses, are the personal responsibility of the individual Councillor and shall not be reimbursed by Council.

7.5 Council will not pay any costs or expenses incurred by a Councillor's accompanying person at a professional development activity, seminar or conference, other than the Local Government NSW Annual Conference in accordance with clause 7.4. In these situations, all costs, including any additional accommodation costs, must be met by the individual Councillor or their accompanying person.

8. Insurances

8.1 In accordance with Section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

8.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

8.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

8.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Official business

9. Legal Assistance

9.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

a. A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor.

b. A Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor.

c. A Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or

review and the investigative or review body makes a finding substantially favourable to the Councillor.

9.2 In the case of a Code of Conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

9.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

9.4 Council will not meet the legal costs:

a. Of legal proceedings initiated by a Councillor under any circumstances.

b. Of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

c. For legal proceedings that do not involve a Councillor performing their role as a Councillor.

9.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

10. General facilities for all Councillors

Facilities

10.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

a. Appropriate refreshments at Council-related meetings, subject to clauses 6.24and 6.25;

b. Postage of correspondence pertaining to official business through Council's own mailing systems;

c. Personal protective equipment for use during site visits;

d. Two name badges which may be worn when undertaking Official business, indicating that the wearer holds the office of a Councillor.

10.2 Councillors may book meeting rooms for official business at Council's Customer Service Centre located at 60 Station Street, Quirindi at no cost. Rooms may be booked through the General Manager's Office.

10.3 The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

10.4 Council will, upon request, provide up to 250 business cards to each Councillors each year.

Corporate wardrobe

10.5 Councillors shall be entitled to select apparel with a Council logo, from Council's approved clothing supplier up to an amount of $800 per Council term. Preference is for clothing to be purchased through Council's approved clothing supplier however Councillors may seek approval of the General Manager for reimbursement of the cost for purchase of clothing with the council logo embroided, on the basis that the clothing purchased is suitable and consistent i.e style and colour, up to the amount detailed in **Appendix II** The balance of any cost of corporate wardrobe garments above the amount specified in **Appendix II** must be met by the Councillor.

Administrative support

10.6 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the General Manager's Office arranged by the General Manager.

10.7 As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

11. Additional facilities for the Mayor

11.1 Council recognises the additional responsibilities of the Mayor under the Act, and will provide the following additional facilities to the Mayor in addition to those detailed at clause 10.1:

a. Mayoral Robes and Chains of Office for use in carrying out the civic and ceremonial duties of the Mayoral office;

b. A furnished office incorporating meeting space; and

c. A corporate credit card for the payment of expenses incurred in accordance with this Policy. The Mayor's use of the provided corporate credit card must be in accordance with Council's Code of Conduct and Corporate Credit Card Policy.

d. Office refreshments.

e. Mayoral letterhead.

11.2. Upon request, Council will provide to the Mayor for the duration of his or her term as Mayor one mobile telephone, with approved accessories, including data and service fees. The Mayor's use of internet and email on the provided mobile telephone must be in accordance with Council's Code of Conduct and adopted policies. The cost of providing the mobile telephone and its ongoing usage and operating cost shall be limited to the amount specified in **Appendix II**.

11.3 Where Council provides the Mayor with a mobile telephone in accordance with clause 11.2, the Mayor will not be paid the mobile telephone allowance provided under clause 6.39.

11.4 In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.

11.5 The number of exclusive staff provided to support the Mayor and Councillors will not exceed 0.3 full time equivalents.

11.6 As per Section 4, staff provided to support the Mayor and Councillors are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D – Processes

12. Approval, payment and reimbursement arrangements

12.1 Expenses should only be incurred by Councillors in accordance with the provisions of this Policy.

12.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

12.3 Up to the maximum limits specified in this Policy, approval for the following may be sought after the expense is incurred:

a. Local travel relating to the conduct of official business; and

b. Carer costs.

12.4 Final approval for payments made under this Policy will be granted by the General Manager or their delegate.

Direct payment

12.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Responsible Accounting Officer for assessment against this Policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

12.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices, approved by the General Manager and be submitted to the Responsible Accounting Officer.

Notification

12.7 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

12.8 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

12.9 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this Policy:

a. Council will invoice the Councillor for the expense.

b. The Councillor will reimburse Council for that expense within 14 days of the invoice date.

12.10 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

12.11 Unless otherwise specified in this Policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

13. Disputes

13.1 If a Councillor disputes a determination under this Policy, the Councillor should discuss the matter with the General Manager.

13.2 If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved. The notice of motion must be considered in an open meeting of Council.

14. Return of retention of facilities

14.1 All unexpended facilities or equipment supplied under this Policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

14.2 Should a Councillor desire to keep any equipment allocated by Council, then this Policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

14.3 The prices for all equipment purchased by Councillors under Clause 14.2 will be recorded in Council's Annual Report.

15. Publication

15.1 This Policy will be published on Council's website.

16. Reporting

16.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

16.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

17. Auditing

17.1 The operation of this Policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least once per Council term.

18. Breaches

18.1 Suspected breaches of this Policy are to be reported to the General Manager.

18.2 Alleged breaches of this Policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

Part E – Appendices

Appendix 1: Definitions

The following definitions apply throughout this Policy.

Term	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor.
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.
Act	Means the *Local Government Act 1993* (NSW).
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this Policy.
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted.
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor.
General Manager	Means the General Manager of Liverpool Plains Shire Council and includes their delegate or authorised representative.
Incidental personal use	Means use that is infrequent and brief and use that does not breach this Policy or the Code of Conduct.
Long-distance intrastate travel	Means travel to other parts of NSW of more than five hours duration by private vehicle.
Maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in **Appendix II**.
NSW	New South Wales.
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: • meetings of Council and committees of the whole • meetings of committees facilitated by Council • civic receptions hosted or sponsored by Council • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
Political donation	As defined at section 5 of the *Electoral Funding Act 2018*.
Professional development	Means a seminar, training course or other development opportunity relevant to the role of a Councillor or the Mayor.
Regulation	Means the *Local Government (General) Regulation 2005* (NSW).
Responsible Accounting Officer	Means the Director Corporate Performance & CFO.

Appendix II: Maximum monetary limits for expenses and facilities

This Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

The following table details the expense type that Council will pay for where the expense incurred relate to the Mayor and Councillors' civic function/role, the frequency and maximum limit payable.

All monetary amounts listed are exclusive of Goods and Services Tax (GST).

Expense or facility	Maximum amount	Frequency
General travel expenses	$2,000 per Councillor	Per year
	$3,000 for the Mayor	
Interstate, overseas and long-distance intrastate travel expenses	$4,000 total for all Councillors	Per year
Accommodation	Actual; up to daily limit: • State capitals and Canberra $450 • Regional cities $250 • Country $200	Per day
Meals	At cost; maximum daily limit $120 Breakfast - $30 Lunch $30 Dinner $60 *Where meal is not included with accommodation or event.*	Per Day
Induction program	$16,000 for all Councillors	First year per term of Council
	$3,000 for the Mayor	First and third years per term of Council
Professional development	$4,000 per Councillor	Per year *
Conferences and seminars	$12,000 for all Councillors	Per year
Mobile telephone allowance	$40 per Councillor	Per month
Mobile telephone	$1,200 for the Mayor	Per term as Mayor
Carer expenses	$2,000 per Councillor	Per year
Home office expenses	$150 per Councillor	Per year
Stationery	250 Business Cards per Councillor	Per year
Corporate wardrobe	$250 per Councillor	Per year
	$300 for the Mayor	Per year
Name Badges	One Councillor Name Badge	First term of Council
Corporate credit card	Provided to the Mayor	Not relevant

Expense or facility	Maximum amount	Frequency
Furnished office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors (0.3 full time equivalent)	Provided to the Mayor and Councillors	Not relevant

* Council's Non-voting Councillor Member of the Audit, Risk and Improvement Committee (and delegate, if any) will be offered additional specialist professional development in a discipline relevant to the role and accountabilities of the Committee, such as corporate governance, company directorship or risk management. The costs of completing such training, if undertaken, will be in addition to those individual Councillors' annual professional development allowance.

6.5 2024-2025 AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL SELF-ASSESSMENT

IP&R Linkage:	**Goal:**	Demonstrate good governance
	Strategy:	Develop and implement a robust risk management and internal audit framework
Author:	Jared McCulloch, Risk Management Coordinator	
Authoriser:	Cian Middleton, General Manager	
File Number:	G2025/0304	
Annexures:	A.	Audit, Risk and Improvement Committee Self Assessment 2024 Results - Closed

RECOMMENDATION

That Council:

1. Receive and note the results of the 2024 Audit, Risk and Improvement Committee Self-Assessment, appended at *Annexure A*.

BACKGROUND

Consistent with the requirements of the *Local Government Act 1993* ("the Act"), Liverpool Plains Shire Council ("Council") operates and supports an Audit, Risk and Improvement Committee to provide independent advice and assurance in relation to the organisation's governance, risk management, audit and business improvement frameworks and activities. The Committee is required to operate in accordance with the requirements of the *Risk Management and Internal Audit Guidelines for Local Government in NSW* ("the OLG Risk Management Guidelines") prescribed by the NSW Office of Local Government.

Under the OLG Risk Management Guidelines, the Committee is required to provide the governing body with an annual assessment each year, and a strategic assessment each Council term of the matters listed in section 428A of the Act reviewed during that term. The Annual Assessment is to be submitted to Council for noting.

Commencing with the 2024-2025 Annual Report, Council's General Manager is required under the *Local Government (General) Regulation 2021* ("the Regulation") to publish an Attestation Statement each year in the Annual Report indicating whether, during the preceding financial year, the Committee, risk management framework and internal audit function complied with the requirements prescribed in the Regulation. Requirement 6 of the Attestation Statement requires compliance with the following:

> *Liverpool Plains Shire Council's Audit, Risk and Improvement Committee provides the governing body with an Annual Assessment each year, and a strategic assessment each Council term of the matters listed in section 428A of the Local Government Act 1993 reviewed during that term (Core requirement 1 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).*

ISSUES AND COMMENTARY

The Committee has continued to undertake its role in providing independent advice to the Council and management throughout the period 1 July 2023 to 30 June 2024.

In conjunction with the Chairperson, a self-assessment questionnaire was designed to give the members of the Committee the opportunity to review the overall operation, effectiveness, and performance of the Committee. The Questionnaire statements were aligned to the roles and responsibilities of the Committee as set out in the Audit, Risk, and Improvement Committee Charter.

The results of the Self-Assessment Questionnaire are appended at *Annexure A* (**Confidential**) and provided to Council to ensure compliance with Requirement 6 of the Attestation Statement.

The results illustrate there are several areas for improvement in terms of how Management supports the Committee. The recently appointed General Manager has committed to working with the Committee, including both the Independent Members and the Councillor delegate, to address these improvement opportunities and ensure the Committee is well-supported in undertaking its role and discharging its responsibilities.

LEGISLATIVE AND POLICY IMPLICATIONS

The *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and *Office of Local Government Guidelines for Risk Management and Internal Audit for Local Government in NSW 2023* require each council in NSW to have an Audit, Risk and Improvement Committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk. As detailed above, this self-assessment is provided to the Council to show compliance with Requirement 6 of the General Manager's Attestation Statement.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Failing to complete an annual assessment with the Audit, Risk and Improvement Committee and subsequently providing the results to Council will mean that Council is not compliant with Requirement 6 of the General Manager's Attestation Statement.

COMMUNITY CONSULTATION

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

CONCLUSION

The results of the 2024 Audit, Risk and Improvement Committee Self-Assessment, appended at *Annexure A*, are provided to Council to ensure compliance with the OLG Risk Management Guidelines and Requirement 6 of the General Manager's Attestation Statement as required under Clause 216T of the Regulation.

7 REPORTS OF THE DIRECTOR CORPORATE PERFORMANCE & CFO

7.1 MONTHLY STATEMENT OF INVESTMENTS - JULY 2025

IP&R Linkage: **Goal:** Model collaborative and transparent leadership

Strategy: Progress Council's long-term financial sustainability and prudently manage our expenditure

Author: Katrina Gresser, Manager Finance (Acting)

Authoriser: Cian Middleton, General Manager

File Number: G2025/0285

Annexures:
A. Statement of Investments as at 31 July 2025
B. Imperium Markets Monthly Investment Review Report for Liverpool Plains Shire Council as of 31 July 2025

RECOMMENDATION

That Council:

1. Receive and note the Statement of Investments as of 30 July 2025 as appended at *Annexure A*.
2. Receive and note the Imperium Markets Monthly Investment Review Report for Liverpool Plains Shire Council as of 31 July 2025 as appended at *Annexure B.*

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.

Council's Chief Financial Officer monitors the organisation's cash flow daily, with surplus funds being invested in accordance with Council's Investments Policy, as well the statutory requirements outlined in the Act and the Regulation. Subject to those constraints, Council's objective when investing funds is to obtain the most favourable rate of interest, whilst taking into consideration the risks and security associated with the investment, as well as ensuring that Council's liquidity requirements are also being met.

Council seeks independent advice for investments and consults with its investment advisor (Arlo Advisory Pty Ltd) in managing the portfolio to ensure that returns are maximised, considering diversification and risk. A complete analysis of the performance is addressed in the Monthly Investment Review Report, appended at *Annexure B*, prepared by the investment advisor.

ISSUES AND COMMENTARY

The balance of Council's investments as of 31 July 2025 was $32.5 million, which was a reduction of $2.5 million from the prior month.

The Council weighted average return remains above the RBA benchmark rate by 0.62 per cent at 4.47 per cent.

The RBA cash rate is considered the benchmark for evaluating Council's return on investment, which was reduced to 3.85 per cent by the RBA on 21 May 2025. The major banks had factored the expected lowering of the RBA cash rate into their base rates for term deposits well in advance of the RBA's announcement.

As outlined in the Investment Review attached at *Annexure B.* Council's investment portfolio remains short-dated and liquid from a maturity perspective. Council has commenced diversifying its portfolio to include a wider range of investment counterparties and longer-term maturities to protect interest rate income from falling more rapidly as anticipated RBA rate reductions reduce investment interest rates further.

Council's investments cover externally and internally restricted cash reserves.

Table 1 – outlines Councils Investment Portfolio Valuation as at 31 July 2025 based on the individual institutional exposure and credit rating of the institutions with which they are held:

Portfolio Valuation as at 31/07/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value ($)	Face Value ($)
NAB	A-1+	TD	GENERAL	At Maturity	05/05/2025	06/08/2025	4.5000	2,000,000.00	2,000,000.00
NAB	A-1+	TD	GENERAL	At Maturity	06/02/2025	06/08/2025	4.8000	2,000,000.00	2,000,000.00
Westpac	A-1+	TD	GENERAL	At Maturity	14/03/2025	14/08/2025	4.6400	1,500,000.00	1,500,000.00
NAB	A-1+	TD	GENERAL	At Maturity	06/05/2025	05/09/2025	4.4000	2,000,000.00	2,000,000.00
Bendigo and Adelaide	A-2	TD	GENERAL	At Maturity	05/03/2025	09/09/2025	4.6500	2,000,000.00	2,000,000.00
Westpac	A-1+	TD	GENERAL	At Maturity	12/03/2025	16/09/2025	4.6500	2,000,000.00	2,000,000.00
NAB	A-1+	TD	GENERAL	At Maturity	04/04/2025	07/10/2025	4.7000	3,000,000.00	3,000,000.00
Westpac	A-1+	TD	GENERAL	At Maturity	09/05/2025	09/10/2025	4.3500	3,000,000.00	3,000,000.00
NAB	A-1+	TD	GENERAL	At Maturity	14/04/2025	14/10/2025	4.5000	1,500,000.00	1,500,000.00
NAB	A-1+	TD	GENERAL	At Maturity	17/03/2025	16/10/2025	4.7000	2,000,000.00	2,000,000.00
NAB	A-1+	TD	GENERAL	At Maturity	01/04/2025	04/11/2025	4.7000	2,000,000.00	2,000,000.00
Westpac	A-1+	TD	GENERAL	At Maturity	12/06/2025	12/12/2025	4.2000	2,000,000.00	2,000,000.00
Bendigo and Adelaide	A-2	TD	GENERAL	At Maturity	20/06/2025	19/12/2025	4.2500	2,000,000.00	2,000,000.00
BOQ	A-2	TD	GENERAL	At Maturity	08/07/2025	07/01/2026	4.2400	1,000,000.00	1,000,000.00
BOQ	A-2	TD	GENERAL	At Maturity	08/07/2025	07/04/2026	4.1400	1,000,000.00	1,000,000.00
NAB	A-1+	TD	GENERAL	At Maturity	30/07/2025	27/05/2026	4.1500	2,000,000.00	2,000,000.00
Westpac	A-1+	TD	GENERAL	Annual	07/07/2025	07/07/2026	4.0700	1,000,000.00	1,000,000.00
Westpac	AA-	TD	GENERAL	Annual	07/07/2025	07/07/2027	3.8800	500,000.00	500,000.00
TOTALS								**32,500,000.00**	**32,500,000.00**

Table 1

Table 2 – outlines Councils Counterparty Compliance by investment term.

Long Term Investments

Compliant	Bank Group	Term	Rating	Invested ($)	Invested (%)	Limit (%)	Limit ($)	Available ($)
✔	Westpac	Long	AA-	500,000.00	1.54	50.00	-	15,750,000.00
TOTALS				**500,000.00**	**1.54**			

Short Term Investments

Compliant	Bank Group	Term	Rating	Invested ($)	Invested (%)	Limit (%)	Limit ($)	Available ($)
✔	Westpac	Short	A-1+	9,500,000.00	29.23	80.00	-	16,500,000.00
✔	NAB	Short	A-1+	16,500,000.00	50.77	80.00	-	9,500,000.00
✔	BOQ	Short	A-2	2,000,000.00	6.15	20.00	-	4,500,000.00
✔	Bendigo and Adelaide	Short	A-2	4,000,000.00	12.31	20.00	-	2,500,000.00
TOTALS				**32,000,000.00**	**98.46**			

Table 2

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

All returns on investments are included in Council's Operating Budget. Any amendment to budgeted interest income is affected through the Quarterly Budget Review ("QBR") process. Both the average level of funds invested, and the rate of return determine returns. In accordance with the Australian equivalent of International Accounting Standards, securities that are classified as held for trading are required to be valued at market value at each balance date. Investments in the form of cash or cash equivalents and held to maturity investments are valued at cost. Floating Rate Notes acquired on the secondary market are valued at cost. Where the purchase consideration is different to face value, the resulting premium or discount are amortised on a straight-line basis over the life of the Note.

RISK IMPLICATIONS

Council's investments are managed in accordance with Council's Investment Policy. As at the end of July 2025, all counterparties were within the Policy limits. Overall, the portfolio is diversified amongst the investment grade spectrum with no exposure to unrated ADI's.

COMMUNITY CONSULTATION

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

CONCLUSION

Council's investments continue to focus on capital protection and compliance with its investment policy whilst actively seeking the best return allowable within these parameters. It is recommended that Council receive and note the Statement of Investments as of 31 July 2025.

TERM DEPOSIT LISTINGS

Liverpool Plains Shire Council Investment Register 31/07/2025

Acquisition Date	Maturity Date	Face Value ($) 30/06/25	Face Value ($) 31/07/25	Rate	Financial Reporting Classification	Institution	Credit Rating
7/04/2025	7/07/2025	$2,000,000	$0	4.70%	Held to Maturity	National Australia Bank	A-1+
8/04/2025	7/07/2025	$1,500,000	$0	4.70%	Held to Maturity	National Australia Bank	A-1+
13/01/2025	14/07/2025	$2,500,000	$0	5.00%	Held to Maturity	Bendigo Bank	A-2
27/02/2025	30/07/2025	$2,000,000	$0	4.70%	Held to Maturity	Westpac Group	A-1+
5/05/2025	6/08/2025	$2,000,000	$2,000,000	4.50%	Held to Maturity	National Australia Bank	A-1+
6/02/2025	6/08/2025	$2,000,000	$2,000,000	4.80%	Held to Maturity	National Australia Bank	A-1+
14/03/2025	14/08/2025	$1,500,000	$1,500,000	4.64%	Held to Maturity	Westpac Group	A-1+
6/05/2025	5/09/2025	$2,000,000	$2,000,000	4.40%	Held to Maturity	National Australia Bank	A-1+
5/03/2025	9/09/2025	$2,000,000	$2,000,000	4.65%	Held to Maturity	Bendigo Bank	A-2
12/03/2025	16/09/2025	$2,000,000	$2,000,000	4.65%	Held to Maturity	Westpac Group	A-1+
4/04/2025	7/10/2025	$3,000,000	$3,000,000	4.70%	Held to Maturity	National Australia Bank	A-1+
9/05/2025	9/10/2025	$3,000,000	$3,000,000	4.35%	Held to Maturity	Westpac Group	A-1+
14/04/2025	14/10/2025	$1,500,000	$1,500,000	4.50%	Held to Maturity	National Australia Bank	A-1+
17/03/2025	16/10/2025	$2,000,000	$2,000,000	4.70%	Held to Maturity	National Australia Bank	A-1+
1/04/2025	4/11/2025	$2,000,000	$2,000,000	4.70%	Held to Maturity	National Australia Bank	A-1+
12/06/2025	12/12/2025	$2,000,000	$2,000,000	4.20%	Held to Maturity	Westpac Group	A-1+
20/06/2025	19/12/2025	$2,000,000	$2,000,000	4.25%	Held to Maturity	Bendigo Bank	A-2
08/07/2025	07/01/2026	$0	$1,000,000	4.24%	Held to Maturity	Bank of Queensland	A-2
08/07/2025	07/04/2026	$0	$1,000,000	4.14%	Held to Maturity	Bank of Queensland	A-2
30/07/2025	27/05/2026	$0	$2,000,000	4.15%	Held to Maturity	National Australia Bank	A-1+
07/07/2025	07/07/2026	$0	$1,000,000	4.07%	Held to Maturity	Westpac Group	A-1+
07/07/2025	07/07/2027	$0	$500,000	3.88%	Held to Maturity	Westpac Group	AA-
		$35,000,000	$32,500,000				

I, Katrina Gresser, Liverpool Plains Shire Council Manager Finance (Acting), certify as required under Section 212 of the Local Government Regulations 2021, that Council's investments have been made in accordance with the Local Government Act 1993 and Liverpool Plains Shire Council Investment Policy.

Signed .....

Monthly Investment Review

Liverpool Plains Shire Council

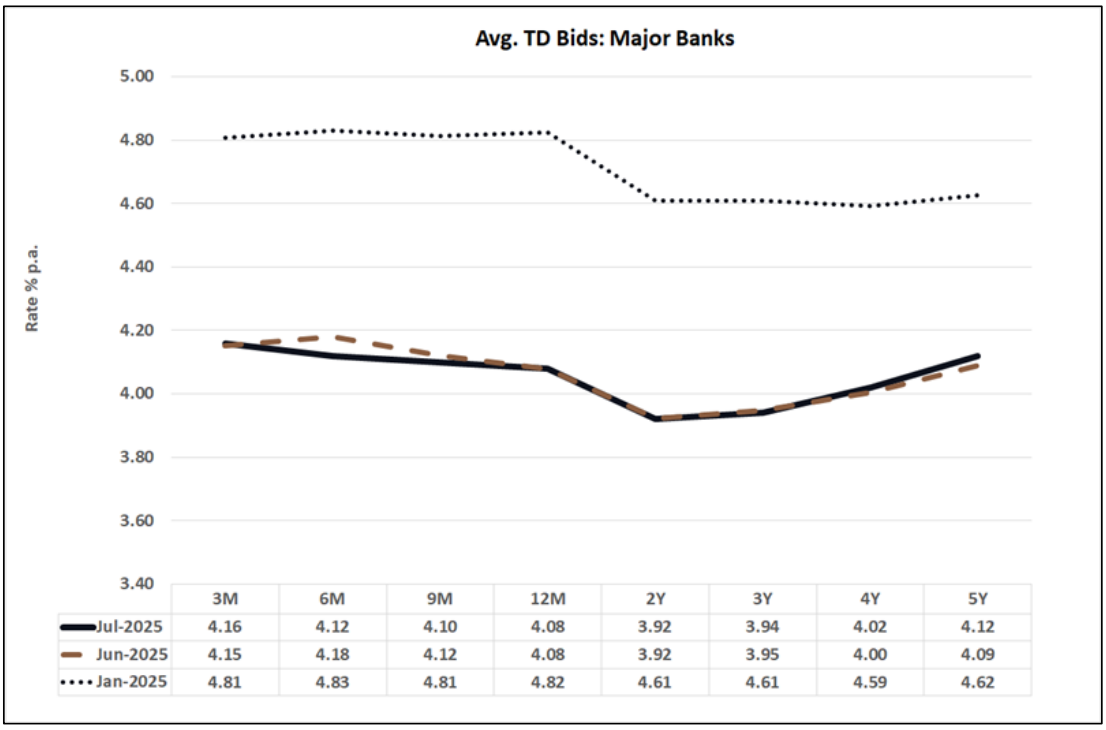
July 2025

Arlo Advisory Pty Ltd
ABN: 55 668 191 795
Authorised Representative of InterPrac Financial Planning Pty Ltd
AFSL 246 638
Phone: +61 2 9053 2987
Email: michael.chandra@arloadvisory.com.au / melissa.villamin@arloadvisory.com.au
Level 3, Suite 304, 80 Elizabeth Street, Sydney NSW 2000

Market Update Summary

Global equity markets continue to set all-time highs in July. Despite the ongoing uncertainty surrounding the tariff wars, inflation appears to be trending lower, unemployment remains low, and with interest rates expected to ease further, this is providing support to global growth.

In the deposit market, over July, across the curve (short and long-end), the average deposit rates offered by the domestic major banks remained relatively flat compared to the previous month (June) after the RBA unexpectedly kept official interest rates unchanged. The market continues to price in additional rate cuts over the next few months and if delivered, this should see the deposit curve drop further.



	3M	6M	9M	12M	2Y	3Y	4Y	5Y
Jul-2025	4.16	4.12	4.10	4.08	3.92	3.94	4.02	4.12
Jun-2025	4.15	4.18	4.12	4.08	3.92	3.95	4.00	4.09
Jan-2025	4.81	4.83	4.81	4.82	4.61	4.61	4.59	4.62

Source: Imperium Markets

With additional rate cuts and a global economic downturn priced in over the next 6-12 months, investors should consider diversifying and taking an 'insurance policy' against a potentially lower rate environment by investing across 1-5 year fixed deposits and locking in rates close to or above 4% p.a. (small allocation only).

Liverpool Plains Shire Council's Portfolio & Compliance

Asset Allocation

As at the end of July 2025, the portfolio was entirely directed to fixed term deposits, with a very short weighted average duration (around 3½ months), which is now susceptible to reinvestment risk in a falling interest rate environment. We strongly recommend Council to extend the weighted average duration of the term deposit portfolio immediately.

Separately, senior FRNs are now considered 'expensive' on a historical basis but new issuances should be considered on a case by case scenario. For fixed interest investments, staggering a mix of fixed deposits between 12 months to 5 years remains a more optimal strategy to maximise returns over a longer-term cycle.

With additional interest rate cuts and a global economic downturn being priced in 2025, investors should choose to allocate a small proportion of longer-term funds and undertake an insurance policy against additional rate cuts by investing across 1-5 year fixed deposits, locking in and targeting yields above 4% p.a. Should inflation be within the RBA's target band of 2-3% over the longer-term, returns around 4% p.a. or higher should outperform benchmark.

Asset Allocation	Invested ($)	Percentage (%)
Term Deposits	$32,500,000	100%
	$32,500,000	**100%**

Term to Maturity

Overall, the portfolio remains excessively short-dated and liquid from a maturity perspective with the majority maturing within 3 months. We strongly recommend a more diversified maturity profile to improve the returns of the total investment portfolio in the long-run and to protect interest income from falling more rapidly.

Where ongoing liquidity requirements permit Council to invest a spread of 1-5 year investments (small allocation only), we recommend this be allocated fixed term deposits (refer to respective sections below).

Compliant	Horizon	Invested ($)	Invested (%)	Min Limit (%)	Max Limit (%)	Available ($)
✓	0 - 365 days	$32,000,000	98.46%	0%	100%	$500,000
✓	1 - 3 years	$500,000	1.54%	0%	60%	$19,000,000
✓	3 - 5 years	$0	0.00%	0%	40%	$13,000,000
✓	5 - 10 years	$0	0.00%	0%	10%	$3,250,000
		$32,500,000	**100.00%**			

Counterparty

As at the end of July 2025, the portfolio was highly concentrated with only 4 ADIs utilised. All were within the policy limits. We highly recommend opening up more accounts with other banking counterparties to not only diversify, but in all likelihood, this will increase the overall returns of the portfolio.

Compliant	Issuer	Rating	Invested ($)	Invested (%)	Max. Limit (%)	Available ($)
✓	NAB	A-1+	$16,500,000	50.77%	80%	$9,500,000
✓	WBC	A-1+	$9,500,000	29.23%	80%	$16,500,000
✓	WBC Long Term	AA-	$500,000	1.54%	50%	$15,750,000
✓	Bendigo-Adelaide	A-2	$4,000,000	12.31%	20%	$2,500,000
✓	BOQ	A-2	$2,000,000	6.15%	20%	$4,500,000
			$32,500,000	**100.00%**		

Credit Quality

As at the end of July, the portfolio remains lightly diversified across the investment grade spectrum, with the majority of assets directed to the higher rated banks (rated "A-1+"). All aggregate ratings categories are within the Policy limits, with high capacity to invest with the lower rated banks:

Compliant	Credit Rating	Invested ($)	Invested (%)	Max. Limit (%)	Available ($)
✓	A-1+ Category	$26,000,000	80.00%	100%	$6,500,000
✓	A-1 Category	$0	0.00%	100%	$32,500,000
✓	AA- Category	$500,000	1.54%	100%	$32,000,000
✓	A-2 Category	$6,000,000	18.46%	50%	$10,250,000
✓	A-3 Category	$0	0.00%	30%	$9,750,000
		$32,500,000	**100.00%**		

Performance

Council's performance for the month ending July 2025 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.32%	0.96%	1.95%	0.32%	4.16%
AusBond Bank Bill Index	0.30%	0.97%	2.02%	0.30%	4.31%
Council's T/D Portfolio^	**0.39%**	**1.16%**	**2.35%**	**0.39%**	**4.91%**
Outperformance	**0.09%**	**0.20%**	**0.33%**	**0.09%**	**0.59%**

^Total portfolio performance excludes Council's cash account holdings.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	3.85%	3.85%	3.97%	3.85%	4.16%
AusBond Bank Bill Index	3.60%	3.89%	4.11%	3.60%	4.31%
Council's Portfolio^	**4.68%**	**4.69%**	**4.80%**	**4.68%**	**4.91%**
Outperformance	**1.08%**	**0.80%**	**0.69%**	**1.08%**	**0.59%**

^Total portfolio performance excludes Council's cash account holdings.

For the month of July, the total investment portfolio (excluding cash) provided a solid return of +0.39% (actual) or +4.68% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.30% (actual) or +3.60% p.a. (annualised).

Returns can be improved in the long-run by staggering deposit investments across a mixture of 9-12 months, potentially out to 5 years. The addition of new banking counterparties would also reduce concentration risk, whilst promoting diversification and in all likelihood, increase overall returns.

Recommendations for Council

Term Deposits

Council's interest income can be increased by undertaking a slightly longer duration position (12-24 months), with rates on offer along this part of the curve likely to be offered up to ¼-½% p.a. higher compared to shorter tenors in a normal market environment. There is growing belief that additional rate cuts and a global economic downturn is imminent and so locking in rates above 4% p.a. across 1-3 year tenors may provide some income protection against a lower rate environment.

As at the end of July 2025, Council's deposit portfolio was yielding 4.47% p.a. (down 13bp from the previous month), with a weighted average duration of just 105 days (~3½ months). **We strongly recommend increasing the weighted average duration between 9-12 months over the remainder of the calendar year to address reinvestment risk in the lower rate environment. This can be achieved without jeopardising liquidity requirements by potentially splitting deposit parcels down to $1m.**

Please refer to the section below for further details on the Term Deposit market.

Securities

Primary (new) **FRNs** (with maturities between 3-5 years) remain appealing (particularly for those investors with portfolios skewed towards fixed assets) and should be considered on a case by case scenario. **Fixed Bonds** may also provide attractive opportunities from new (primary) issuances.

Please refer to the sections below for further details on each market.

Term Deposit Market Review

Current Term Deposits Rates

As at the end of July, we see value in the following:

ADI	LT Credit Rating	Term	Rate % p.a.
ING Bank	A	5 years	4.35%
Westpac	AA-	5 years	4.19%
Hume Bank	BBB+	5 years	4.18%
NAB	AA-	5 years	4.15%
ING Bank	A	4 years	4.20%
Hume Bank	BBB+	4 years	4.08%
Westpac	AA-	4 years	4.07%
NAB	AA-	4 years	4.05%
ING Bank	A	3 years	4.05%
Hume Bank	BBB+	3 years	4.00%
Westpac	AA-	3 years	3.99%
BOQ	A-	3 years	3.94%
ING Bank	A	2 years	4.02%
Regional Aust. Bank	BBB+	2 years	4.00%
State Bank of India	BBB-	2 years	4.00%
Hume Bank	BBB+	2 years	3.95%

The above deposits are suitable for investors looking to maintain diversification and lock-in a slight premium compared to purely investing short-term.

For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (*we stress that rates are indicative, dependent on daily funding requirements and different for industry segments*):

ADI	LT Credit Rating	Term	Rate % p.a.
ICBC Sydney Branch	A	12 months	4.19%
Westpac	AA-	12 months	4.17%
Regional Aus. Bank	BBB+	12 months	4.16%
State Bank of India	BBB-	12 months	4.15%
NAB	AA-	12 months	4.10%
Australian Unity Bank	BBB+	12 months	4.10%
State Bank of India	BBB-	9 months	4.30%
Regional Aus. Bank	BBB+	9 months	4.20%
Westpac	AA-	9 months	4.15%
NAB	AA-	9 months	4.15%
BankVIC	BBB+	6 months	4.25%
AMP Bank	BBB+	6 months	4.25%
State Bank of India	BBB-	6 months	4.25%
Bank of Sydney	Unrated	6 months	4.25%
NAB	AA-	6 months	4.20%
State Bank of India	BBB-	3 months	4.30%
NAB	AA-	3 months	4.25%
AMP Bank	BBB+	3 months	4.20%
Bank of Sydney	Unrated	3 months	4.20%

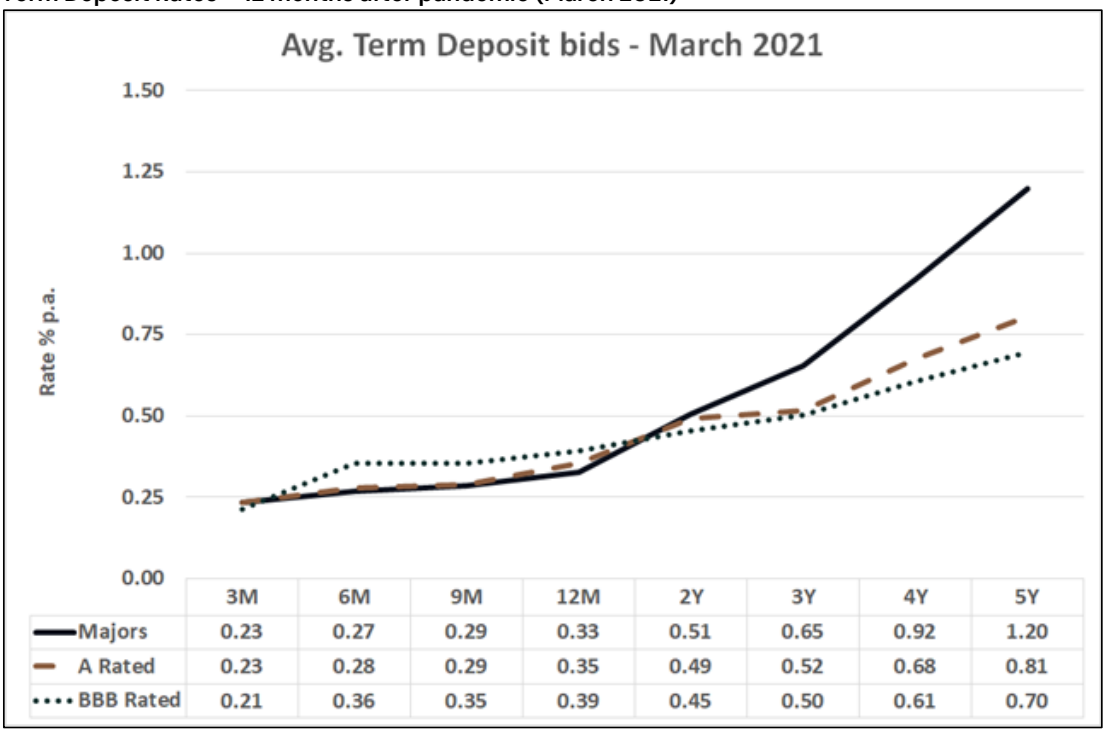
For those investors that do not require high levels of liquidity and can stagger their investments longer term, they will be rewarded over a longer-term cycle if they roll for an average min. term of 12 months, with a spread of investments out to 5 years (this is where we see current value). In a normal market environment (upward sloping yield curve), investors could earn over a cycle, on average, up to ¼-½% p.a. higher compared to those investors that entirely invest in short-dated deposits.

With additional rate cuts and a global economic downturn priced in over the next 6-12 months, investors should consider allocating some longer-term surplus funds and undertake an insurance policy by investing across 1-5 year fixed deposits and locking in rates close to or above 4% p.a. This will provide some income protection if the RBA decides to continue cutting rates over 2025 and into 2026.

Term Deposits Analysis

Pre-pandemic (March 2020), a 'normal' marketplace meant the lower rated ADIs (i.e. BBB category) were offering higher rates on term deposits compared to the higher rated ADIs (i.e. A or AA rated). But due to the cheap funding available provided by the RBA via their Term Funding Facility (TFF) during mid-2020, allowing the ADIs to borrow as low as 0.10% p.a. fixed for 3 years, those lower rated ADIs (BBB rated) did not require deposit funding from the wholesale deposit. Given the higher rated banks had more capacity to lend (as they have a greater pool of mortgage borrowers), they subsequently were offering higher deposit rates. In fact, some of the lower rated banks were not even offering deposit rates at all. As a result, most investors placed a higher proportion of their deposit investments with the higher rated (A or AA) ADIs over the past three years.

Term Deposit Rates – 12 months after pandemic (March 2021)



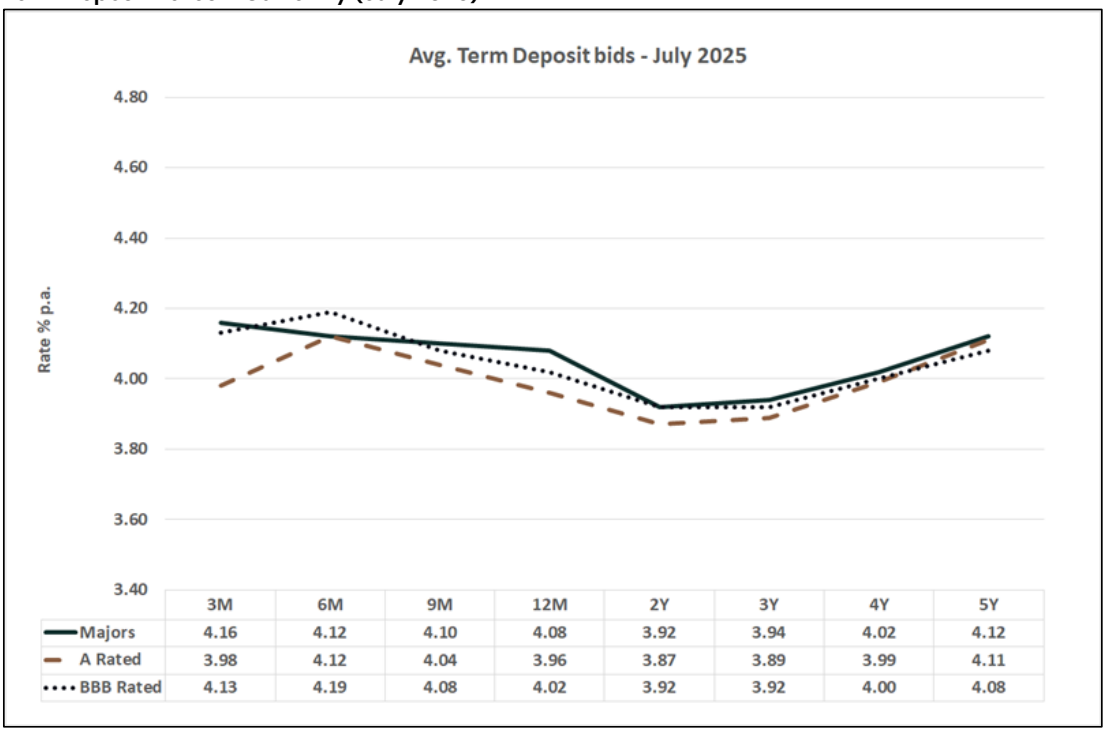
	3M	6M	9M	12M	2Y	3Y	4Y	5Y
Majors	0.23	0.27	0.29	0.33	0.51	0.65	0.92	1.20
A Rated	0.23	0.28	0.29	0.35	0.49	0.52	0.68	0.81
BBB Rated	0.21	0.36	0.35	0.39	0.45	0.50	0.61	0.70

Source: Imperium Markets

The abnormal marketplace experienced during the pandemic is starting to reverse as the competition for deposits slowly increases, partially driven by the RBA's term funding facility coming to an end. In recent months, we have started to periodically see some of the lower rated ADIs ("A" and "BBB" rated) offering slightly higher rates compared to the domestic major banks ("AA" rated) on different parts of the curve (i.e. pre-pandemic environment). Some of this has been attributed to lags in adjusting their deposit rates as some banks (mainly the lower rated ADIs) simply set their rates for the week.

Going forward, investors should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry or considered 'ethical'. We are slowly seeing this trend emerge, although the major banks always seem to react more quickly than the rest of the market during periods of volatility:

Term Deposit Rates – Currently (July 2025)



	3M	6M	9M	12M	2Y	3Y	4Y	5Y
Majors	4.16	4.12	4.10	4.08	3.92	3.94	4.02	4.12
A Rated	3.98	4.12	4.04	3.96	3.87	3.89	3.99	4.11
BBB Rated	4.13	4.19	4.08	4.02	3.92	3.92	4.00	4.08

Source: Imperium Markets

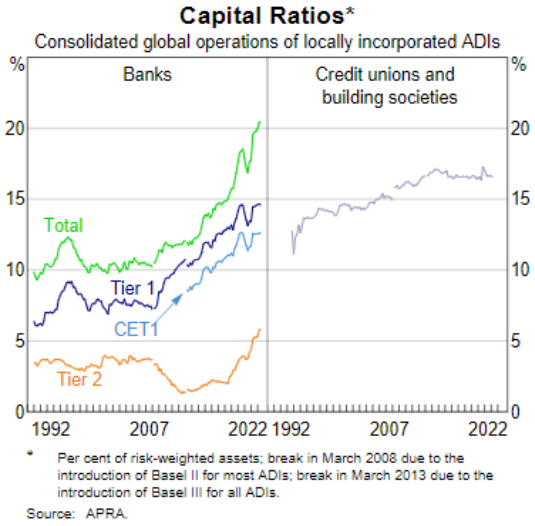
Financial Stability of the Banking (ADI) Sector

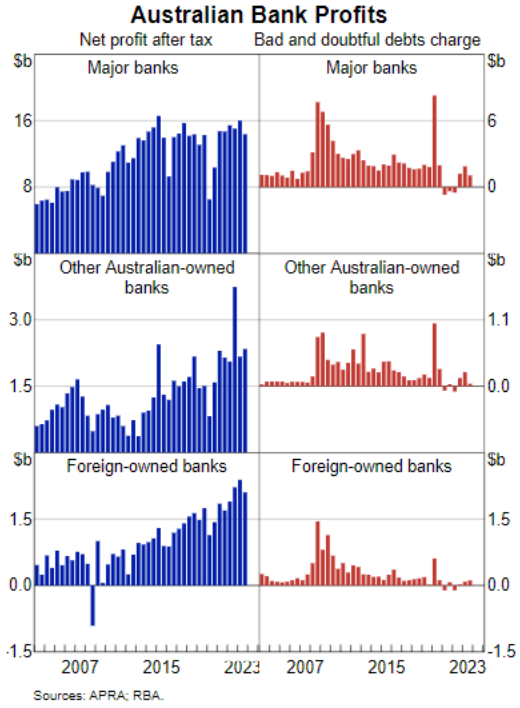
The RBA's latest Financial Stability report of 2024 reaffirms the strong balance sheet across the ADI sector. They noted that the risk of widespread financial stress remains limited due to the generally strong financial positions of most (individual) borrowers. Very few mortgage borrowers are in negative equity, limiting the impact on lenders (ADIs) in the event of default and supporting their ability to continue providing credit to the economy. Most businesses that have entered insolvency are small and have little debt, limiting the broader impact on the labour market and thus household incomes, and on the capital position of lenders (ADIs).

Australian banks (collectively the APRA regulated ADIs) have maintained prudent lending standards and are well positioned to continue supplying credit to the economy. A deterioration in economic conditions or temporary disruption to funding markets is unlikely to halt lending activity. Banks have anticipated an

increase in loan arrears and have capital and liquidity buffers well above regulatory requirements (*see Capita Ratios chart below*). APRA's mandate is to "*protect depositors*" and provide "*financial stability*".

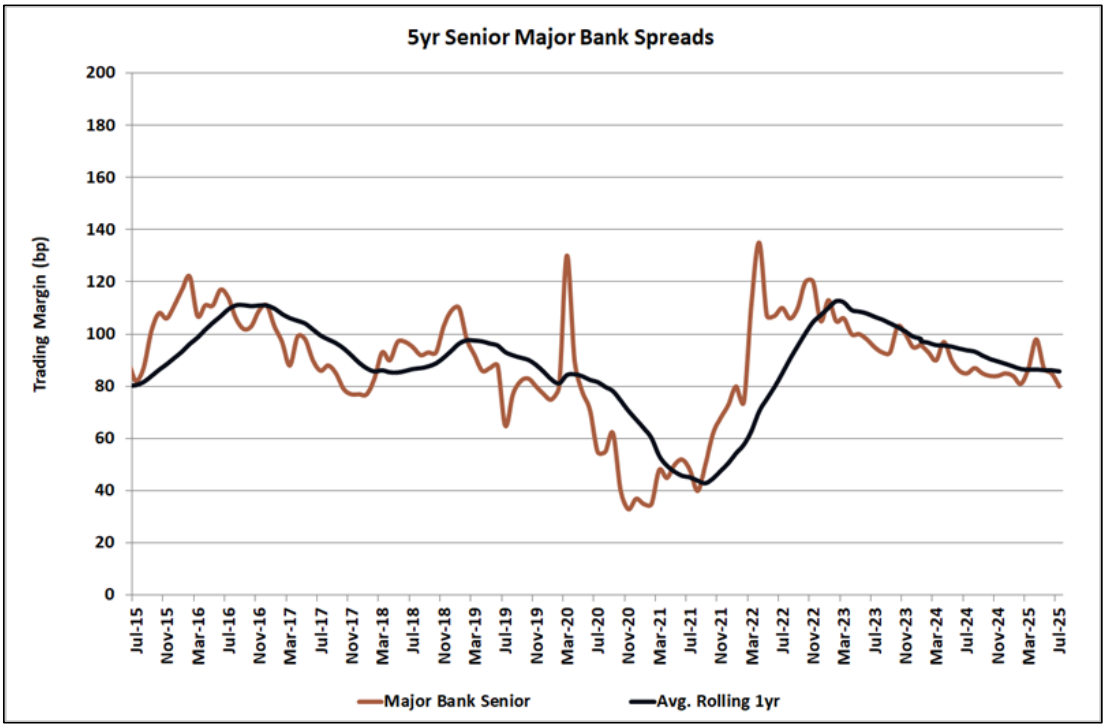
Over the past two decades, both domestic and international banks continue to operate and demonstrate high levels of profitability (*see Australian Bank Profits chart below*), which also includes two stress-test environments being the GFC (September 2008) and the COVID pandemic (March 2020):





Senior FRNs Market Review

Over July, amongst the senior major bank FRNs, physical credit securities tightened up to 5bp at the long-end of the curve. Long-term major bank senior securities are looking slightly expensive on a historical basis, noting the 5yr margin has averaged around the +95-100bp range over a cycle (currently around +80bp).



Source: IBS Capital

During the month, there were a handful of new (primary) issuances, from which all were well over-subscribed:

- Suncorp (AA-) 1 year senior FRN at +44bp
- Suncorp (AA-) 3 year senior security at +73bp
- Rabobank (A+) 5 year senior security at +86bp
- Macquarie Bank (A+) 5 year senior security at +82bp
- CIB (AAA) 3 year covered security at +65bp

Amongst the "A" and "BBB" rated sectors, the securities also tightened by up to 5bp at the longer-end of the curve.

Overall, credit securities are slightly expensive on a historical basis but remain a good option for diversification purposes. FRNs will continue to play a role in investors' portfolios mainly based on their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment), whilst also providing some diversification to those investors skewed towards fixed assets.

Senior FRNs (ADIs)	31/07/2025	30/06/2025
"AA" rated – 5yrs	+80bp	+85bp
"AA" rated – 3yrs	+65bp	+68bp
"A" rated – 5yrs	+90bp	+95bp
"A" rated – 3yrs	+75bp	+80bp
"BBB" rated – 3yrs	+125bp	+130bp

Source: IBS Capital

We now generally recommend switches ('benchmark' issues only) into new primary issues, out of the following senior FRNs that are maturing:

- On or before early-2028 for the "AA" rated ADIs (domestic major banks);
- On or before 2026 for the "A" rated ADIs; and
- Within 6-9 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last few years are now generally holding sub optimal investments and are not maximising returns by foregoing realised capital gains. In the current challenging economic environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.

Senior Fixed Bonds – ADIs (Secondary Market)

With global inflation softening and official interest rates starting to drop progressively, investors may look at some opportunities in the secondary market. We currently see value in the following fixed bond lines (please note supply in the secondary market may be limited on any day):

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0314763	Bendigo	A-	Senior	24/10/2028	3.24	4.79%	4.28%
AU3CB0308955	BoQ	A-	Senior	30/04/2029	3.75	5.30%	4.40%
AU3CB0319879	Nova Sco.	A-	Senior	21/03/2030	4.64	5.23%	4.85%

Economic Commentary

International Market

Global equity markets continue to set all-time highs in July. Despite the ongoing uncertainty surrounding the tariff wars, inflation appears to be trending lower, unemployment remains low, and with interest rates expected to ease further, this is providing support to global growth.

Across equity markets, the US S&P 500 Index rose +2.17%, whilst the NASDAQ gained +3.70%. Europe's main indices also rose, with gains across UK's FTSE (+4.24%), France's CAC (+1.38%) and Germany's DAX (+0.65%).

US payrolls for June printed much stronger than the consensus (payrolls +147k vs. +106k expected; unemployment rate 4.1% vs. 4.3% expected).

Headline US CPI rose by +0.3% m/m as expected in June, but +2.7% y/y, up from +2.4% in May and 0.1% above the consensus. Core CPI was +0.2% as expected, with the annual rate up to +2.9% from +2.8%, in line with expectations.

In Canada, June employment was much stronger than expected. Employment was +83k vs flat expected, and the unemployment rate fell 0.1% to 6.9%. Canada's CPI data were broadly in line with expectations, with annual headline inflation ticking up 0.2% to +1.9% as expected.

UK CPI was 0.2% higher than consensus on both the headline and core measure, which rose to +3.6% and +3.7% respectively in June. Services CPI was also stronger than expected, steady at +4.7%. Meanwhile, BoE Governor Bailey hinted at deeper rate cuts if the labour market deteriorates further.

The ECB left rates unchanged as the market had expected, with the Deposit Rate at 2% after 200bp of cuts since the peak. ECB President Lagarde repeated a line from the June meeting that with headline inflation at the 2% target, the ECB was "*in a good place*".

The RBNZ held rates as expected and reintroduced an easing bias into their communication, noting that if things progress as anticipated, it "*expects to lower the Official Cash Rate further*".

China's CPI rose +0.1% y/y in June after -0.1% the previous month, and above consensus for -0.1%. The core measure (ex-food and energy) ticked higher to +0.7%.

The MSCI World ex-Aus Index rose +1.70% for the month of July:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+2.17%	+13.83%	+14.80%	+15.35%	+14.15%	+11.65%
MSCI World ex-AUS	+1.70%	+12.10%	+16.70%	+14.40%	+12.30%	+8.90%
S&P ASX 200 Accum. Index	+2.36%	+8.17%	+11.81%	+12.33%	+12.26%	+8.65%

Source: S&P, MSCI

Domestic Market

The RBA surprised markets by holding the cash rate at 3.85% in its meeting in July. The Board is "*looking for confirmation we are still on the path*" but this is a "*decision on timing but not direction*". The RBA has seemingly shifted their approach from 'cautious and predictable' to 'cautious and gradual', taking the option to wait and see how the 50bp of cuts is flowing through the economy, and gather further information on the June quarter CPI, the labour force and global developments.

The June quarterly headline CPI came in at +0.7% q/q and +2.1% y/y (slightly below consensus of +0.8%/+2.2%). The quarterly trimmed mean came in +0.6% q/q and +2.7% y/y (consensus +0.7%/+2.7%). The Monthly Inflation Indicator also came in softer at +1.9% y/y and the monthly trimmed mean was +2.1% y/y.

The unemployment rate rose 0.2% to 4.3% in June, the highest since November 2021. This comes after months of remarkably little change in the unemployment rate. The labour market has shown some gradual cooling that was not fully reflected in the steady unemployment rate in recent months.

Retail sales for May disappointed, coming in at just +0.2% mm (consensus +0.5%), cooling to +3.3% y/y.

Dwelling prices for June rose +0.6% m/m, further sustaining the turnaround seen since February. Price growth had slowed into April (ahead of the 3 May election), but with the election firmly in the rear vision mirror and further RBA cash rate cuts on the horizon, price growth has picked. On a three-month annualised basis, dwelling price growth is running at a +5.8% y/y pace.

Residential building approvals for May rose +3.2% m/m, rebounding after April's -4.1% m/m, and broadly in line with the consensus of +4.0% m/m.

The Australian dollar fell around -1.24%, finishing the month at US64.69 cents (from US65.50 cents the previous month).

Credit Market

The global credit indices tightened again this month in the risk-on environment. They remain near the levels seen in early-mid 2022 (prior to the rate hike cycle from most central banks):

Index	July 2025	June 2025
CDX North American 5yr CDS	51bp	54bp
iTraxx Europe 5yr CDS	53bp	57bp
iTraxx Australia 5yr CDS	69bp	76bp

Source: Markit

Fixed Interest Review

Benchmark Index Returns

Index	July 2025	June 2025
Bloomberg AusBond Bank Bill Index (0+YR)	+0.30%	+0.32%
Bloomberg AusBond Composite Bond Index (0+YR)	-0.04%	+0.75%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.43%	+0.38%
Bloomberg AusBond Credit Index (0+YR)	+0.26%	+0.62%
Bloomberg AusBond Treasury Index (0+YR)	-0.23%	+0.77%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+0.03%	+0.80%

Source: Bloomberg

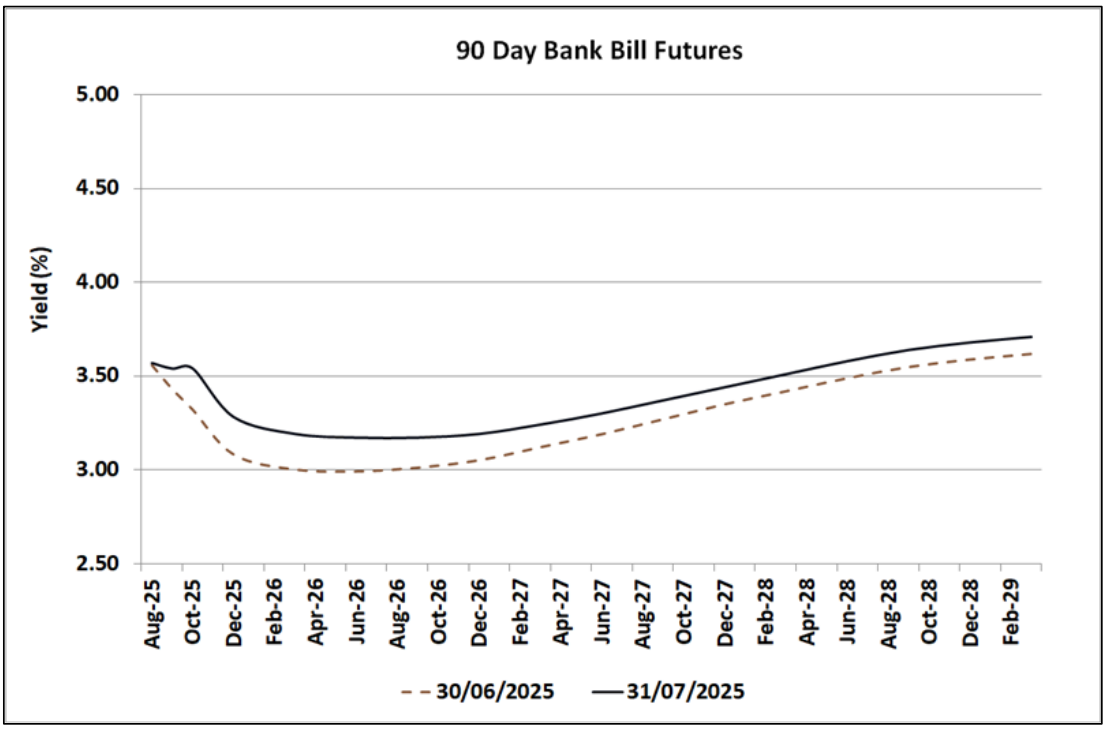
Other Key Rates

Index	July 2025	June 2025
RBA Official Cash Rate	3.85%	3.85%
90 Day (3 month) BBSW Rate	3.68%	3.60%
3yr Australian Government Bonds	3.39%	3.25%
10yr Australian Government Bonds	4.25%	4.14%
US Fed Funds Rate	4.25%-4.50%	4.25%-4.50%
2yr US Treasury Bonds	3.94%	3.72%
10yr US Treasury Bonds	4.37%	4.24%

Source: RBA, ASX, US Department of Treasury

90 Day Bill Futures

Bill futures rose across the curve this month, after the RBA unexpectedly kept rates unchanged (market was fully factoring in a rate cut):



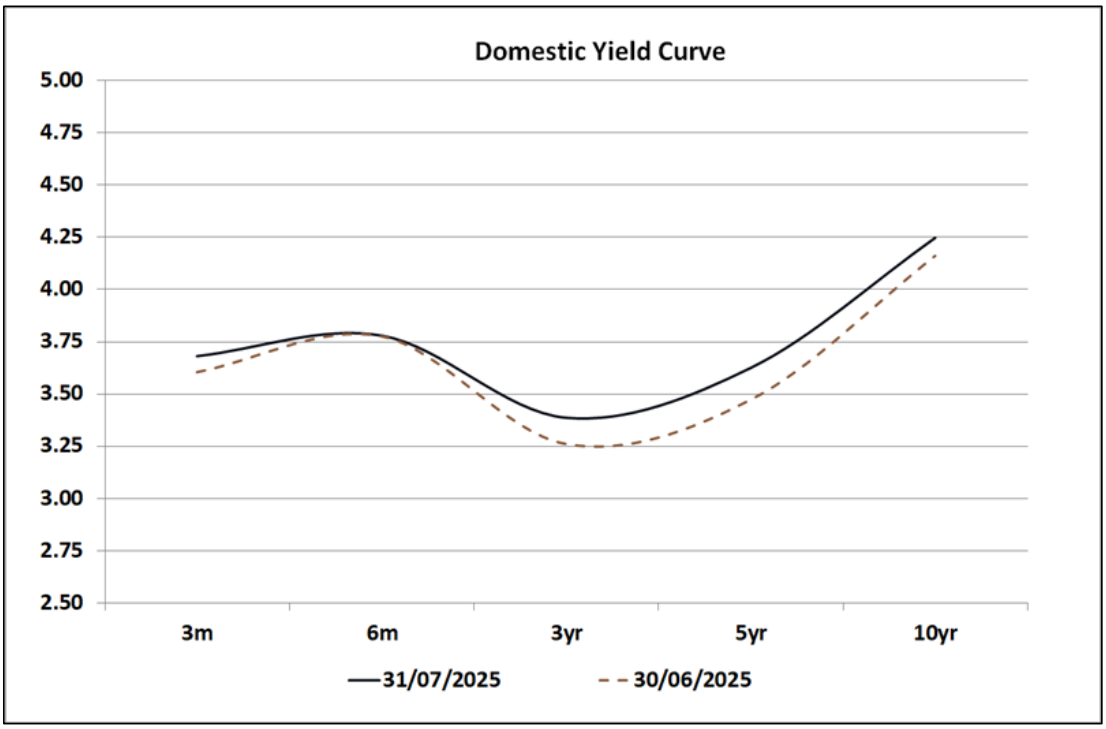
Source: ASX

Fixed Interest Outlook

US Fed Chair Powell reiterated a cautious stance noting that the Fed would have cut rates further this year if not for tariff uncertainty. He did not rule out a July rate cut (29-30th), emphasising a data-dependent approach. The market continues to factor up to two rate cuts by the US Fed for the remainder of 2025.

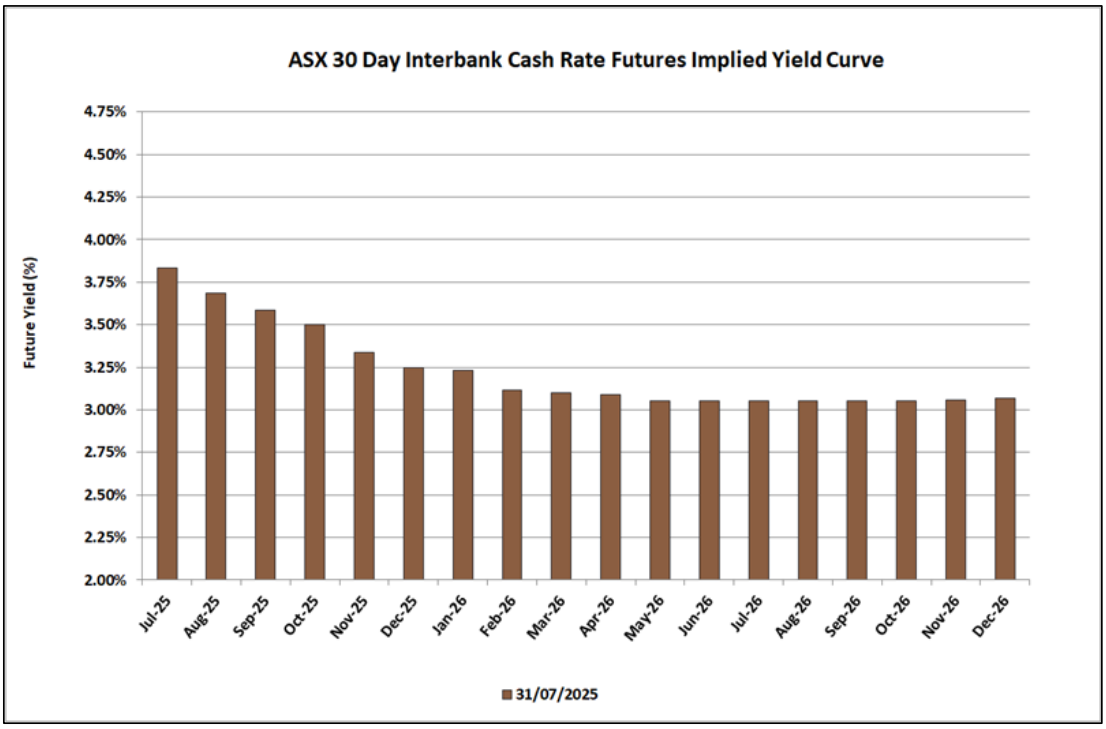
After keeping rates unchanged in July, Governor Bullock emphasised in the press conference that the decision to hold was about timing rather than direction. The Monetary Policy Board's more cautious approach in normalising policy reflects "*the heightened level of uncertainty about both aggregate demand and supply*", citing the ongoing strength in unit labour costs growth, weak productivity growth and the tight starting point for the labour market. Importantly, the RBA's decision was about "*timing not direction*", and that "*we are on a path to easing further*". Governor Bullock re-emphasises a continued "*measured and gradual approach*" to further policy easing.

Yields rose up to 15bp at the longer-end of the curve:



Source: ASX, RBA

Financial markets are factoring up to three (3) additional rate cuts by early 2026:



Source: ASX

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7.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 1 AUGUST 2025

IP&R Linkage: **Goal:** Demonstrate good governance

Strategy: Develop and implement a robust governance and integrity framework

Author: Jared McCulloch, Risk Management Coordinator

Authoriser: Cian Middleton, General Manager

File Number: G2025/0303

Annexures: A. Audit, Risk and Improvement Committee 2025-08-01 Minutes - Closed

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RECOMMENDATION

That Council:

1. Receive the minutes appended at *Annexure A* of the Audit, Risk and Improvement Committee meeting held on 1 August 2025 and the recommendations therein be adopted.

BACKGROUND

The purpose of this report is to present to Council the Minutes of the Audit, Risk and Improvement Committee meeting held Friday, 1 August 2025.

At the request of the Audit, Risk and Improvement Committee (ARIC), the minutes have been expanded to include a summary of the discussion points for each item presented to the Committee. This is the first time that the Minutes of the Audit, Risk and Improvement Committee are presented in this format.

ISSUES AND COMMENTARY

The minutes attached to this report provide a brief overview of the items presented to ARIC and any discussion points raised by the Committee.

LEGISLATIVE AND POLICY IMPLICATIONS

In accordance with the Local Government Act 1993, Section 428A, Council is required to appoint an Audit, Risk and Improvement Committee.

428A Audit, Risk and Improvement Committee
(1) A council must appoint an Audit, Risk and Improvement Committee.
(2) The Committee must keep under review the following aspects of the council's operations—
(a) compliance,
(b) risk management,
(c) fraud control,
(d) financial management,
(e) governance,
(f) implementation of the strategic plan, delivery program and strategies,
(g) service reviews,
(h) collection of performance measurement data by the council,
(i) any other matters prescribed by the regulations.

(3) The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.

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 implications for Council associated with this report.

CONCLUSION

The minutes of the Audit, Risk and Improvement Committee meeting held on 1 August be received and the recommendations therein be adopted.

7.3 DELIVERY PROGRAM 2022-2026 FULL-YEAR PROGRESS REPORT - JANUARY TO JUNE 2025

IP&R Linkage: **Goal:** Model collaborative and transparent leadership

Strategy: Provide strong long-term direction for the community via the Integrated Planning and Reporting framework

Author: Katrina Gresser, Management Accountant

Authoriser: Cian Middleton, General Manager

File Number: G2025/0287

Annexures: A. Delivery Program 2022-2026 Full-Year Progress Report

RECOMMENDATION

That Council:

1. Receive and note the Delivery Program Full-Year Progress Report from January to June 2025, as appended at *Annexure A.*

BACKGROUND

The Integrated Planning and Reporting ("IP&R") framework contained in the *Local Government Act 1993* ("the Act") requires Council to develop and adopt a suite of strategic documents that included the ten-year Community Strategic Plan 2022-2032, the four-year Delivery Program 2022-2026 and the annual Operational Plan 2024-2025. Under the IP&R framework, Council's General Manager must ensure that regular progress reports are provided to Council detailing the organisation's progress towards implementing the Delivery Program and Operational Plan.

Council's former Community Strategic Plan 2022-2032 was adopted at its Ordinary Meeting held 22 June 2022 **[res. 2022/133]**. This Community Strategic Plan outlined four strategic outcomes that are supported by a combined total of eighteen objectives. Council's former Combined Delivery Program and Operational Plan was adopted by Council at its Ordinary Meeting held 26 June 2024 **[res. 2024/90]** and detailed the four-year strategies and annual actions and programs to be undertaken to meet those targets.

ISSUES AND COMMENTARY

The former Delivery Program 2022-2026 Full-Year Progress Report – January to June 2025 ("the Progress Report") details the progress Council made towards achieving the overarching Delivery Program strategic actions via the actions outlined in the Operational Plan over the final six-month period from 1 January to 30 June 2025 and is appended at *Annexure A***.**

The former Progress Report listed the scheduled completion date for each action as either Quarter 1 (30 September 2024), Quarter 2 (31 December 2024), Quarter 3 (31 March 2025) or Quarter 4 (30 June 2025), Bi-annually or Annually.

Council committed to delivering sixty (60) actions during the 2024-2025 financial year. Those actions were focused on achieving the community's vision across the four key strategic outcomes of Community, Governance, Environment and Economy as outlined in the Community Strategic Plan.

Each of the 60 actions contained in the Operational Plan 2024-2025 were assigned to a Responsible Officer for implementation and completion. In turn, an Authorising Officer was responsible for

monitoring and authorising their Responsible Officer's updates and commentary that provides the information for the following report.

Of these actions, 43% are now Completed and 31% are On Track or Ongoing within their agreed timeframes. 12% are currently Behind Plan, 12% are Off Track with 2% now cancelled during the second half of the financial year period.

A summary of Council's progress in implementing its Delivery Program for the period ending 30 June 2025 is represented in *Table 1* below. This information represents the breakdown of completion categories per strategic action and the total percentage for the period.

	Complete	26
	On Track/Ongoing	19
	Behind Plan	7
	Off Track	7
	Cancelled	1
	Total	60

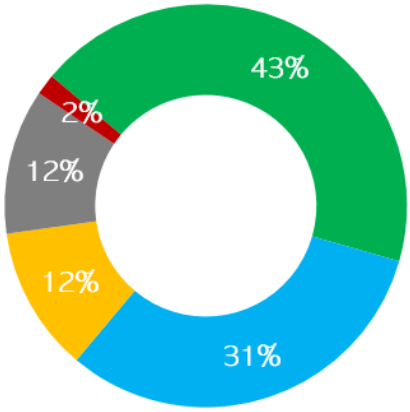

Table 1

LEGISLATIVE AND POLICY IMPLICATIONS

As detailed above, the combined Delivery Program and Operational Plan forms a part of our IP&R framework which Council is required to develop and implement under the Act. The General Manager is required to provide regular reports to Council and the community on the progress of the Delivery Plan's implementation as reflected in this report.

FINANCIAL IMPLICATIONS

Actions contained in the combined Delivery Program and Operational Plan were all resourced for delivery in the 2024-2025 Budget.

RISK IMPLICATIONS

As illustrated in *Table 1*, fourteen (14) of the 60 actions contained in the combined Delivery Program and Operational Plan (representing 24% of all actions) are currently Behind Plan or Off Track, with 1 action having been cancelled.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report. The combined Delivery Program and Operational Plan aligns with Council's Community Strategic Plan, the development of which was informed by extensive community consultation.

CONCLUSION

It is recommended that Council receive and note the Delivery Program Full-Year Progress Report from January to June 2025.

Delivery Program 2022-2026
Full-Year Progress Report

January – June 2025

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Liverpool Plains Shire Council

Acknowledgement of Country:
We acknowledge the traditional owners and custodians of this land, the people of the Kamilaroi Nation. We pay our respects to the Aboriginal Elders, both past and present. We acknowledge and respect their continuing culture and the contribution they make to Liverpool Plains Shire.

Community Images:
The photographs featured have been obtained from many sources including professional photographers and Council officers.

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Front Cover – Construction of Quirindi Aquatic Centre, Quirindi.

Prepared by Liverpool Plains Shire Council

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Our Vision
"We aspire to have a great rural lifestyle that is inclusive of all cultures with access to quality services and facilities. Strong community, council and business leadership, whilst encouraging a thriving economy and a sustainable environment to carry us into the future."

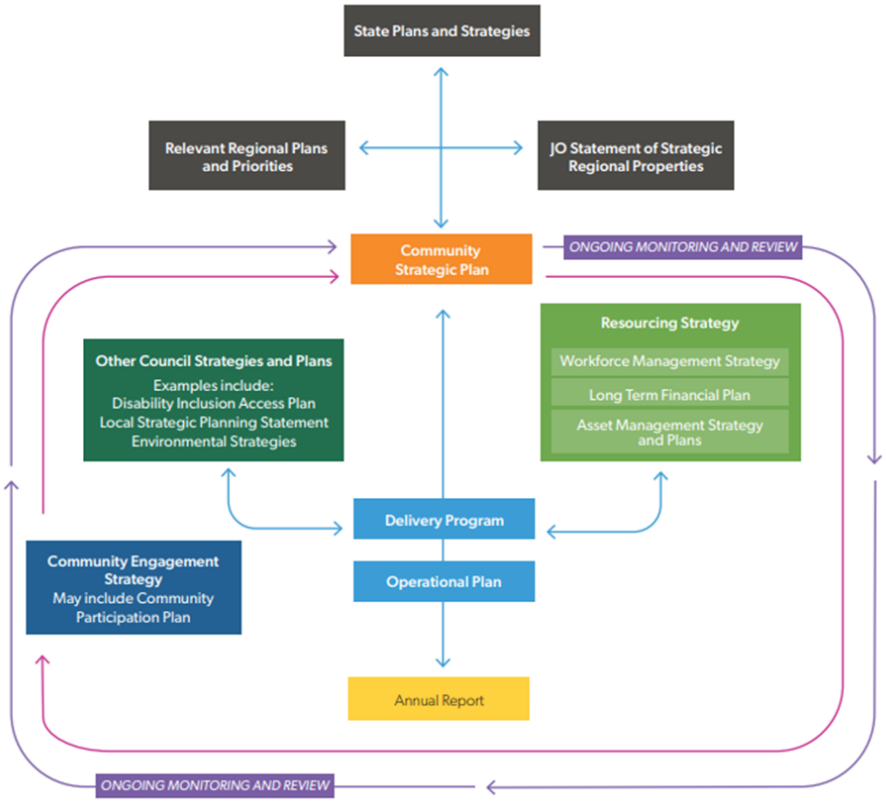
1. Planning for our Future

Our Strategic Approach

The NSW Local Government Integrated Planning and Reporting (IPR) Framework is a legislative requirement for all NSW councils. Council is required to develop a series of strategies and plans that are community focused and provide sustainability for future generations.

Utilising the framework depicted below, these documents detail how Council plans to deliver on our communities' priorities

- Community Strategic Plan (10+years)
- Community Engagement Strategy (4 years)
- Resourcing Strategies and Plans (4-10 years)
- Delivery Program (4 years)
- Operational Plan (1 year)



Purpose of this Report

Liverpool Plains Shire Council's role is to use our community's vision to guide our plans and resources towards our future. The aspirations of the Liverpool Plains community are captured in the Community Strategic Plan for 2022-2032.
The four community outcomes are:

Community - A great rural lifestyle with access to quality services

Governance - Strong community, council and business leadership

Environment - A sustainable environment

Economy - A thriving economy

These four outcomes guide the delivery of the Community Strategic Plan 2022-2032 objectives which are outlined in the following combined documents:

Delivery Program 2022-2026

Our Delivery Program is a statement of commitment to the community from Council members that identifies the strategies that Council will undertake during their term-of-office to achieve the community outcomes identified in the Liverpool Plains Community Strategic Plan.

Operational Plan 2024-2025

Our Operational Plan provides greater detail on the actions, projects and services planned for the current financial year. Other information provided in this plan includes the Annual Capital and Operational Budgets, Capital Program, Revenue Policy and Fees and Charges for the new financial year.

Reporting our Progress

Reporting is a key element of the IP&R framework. We use a variety of tools to report our progress in achieving our Community Strategic Plan (CSP) outcomes through the implementation of the Delivery Program strategies.

The flow of IPR plan and reports:

The Full-Year Progress Report, from January to June 2025, provides both the key highlights and detail of Council's performance on the implementation of the Delivery Program 2022-2026 and the Operational Plan 2024-2025.

This report identifies how Council has progressed with the actions and projects outlined in the Operational Plan for 2024-2025.

This report contains three sections:

Section 1: Planning for our Future
An introduction into why and how Council reports our progress towards achieving the Community Strategic Plan outcomes.

Section 2: Executive Summary
This section outlines our key highlights, together with a snapshot of major projects and programs that provides an overview of what Council has achieved over the last reporting period.

Element 3: Combined Delivery Program/Operational Plan Progress
This section provides both a summary and the detail behind the progress, status and commentary for each action or project contained in the Operational Plan 2024-2025.

2. Executive Summary

Key Highlights

Regional Drought Resilience Plan

The Regional Drought Resilience Plan was submitted to the NSW and Commonwealth Governments and was endorsed by both levels of Government in February 2025. Confirmation of funding for Stage 2 Implementation, has been received from the NSW Government.

Plains Fitness

Membership to Plains Fitness has tripled over the past year. This growth is a testament to the growing enthusiasm for health and fitness within the Liverpool Plains community as well as the commitment of Plains Fitness staff to delivering quality services and facilities.

The surge in membership follows on from a complete refurbishment of the facilities and equipment in late 2023, which included a complete revamp of the downstairs fitness area, addition of five accessible bathrooms and a dedicated group fitness space. Other strategic improvements at Plains Fitness include offering a diverse range of fitness classes and personal training, and the introduction of 24/7 access to members to accommodate all schedules.

Local groups benefit from Community Funding Program

The Community Funding Program aims to assist local organisations in contributing to the community's vision for 'a great rural lifestyle that is inclusive of all cultures, with access to quality services and facilities.'
The Community Funding Program provides financial assistance of up to $2,000 to individual not-for profit community organisations operating within the Liverpool Plains Shire.
The program enables Council to partner with local groups and supports many volunteers across the shire to deliver a broad range of activities.

Community Strategic Plan Endorsed

The Liverpool Plains Shire Community Strategic Plan (CSP) has been endorsed, following a community consultation process to help shape our community's long-term vision, priorities and aspirations. Council has a custodial role in initiating, preparing and maintaining the CSP on behalf of the community, ensuring it reflects the community's needs and values through extensive engagement. The CSP can be accessed from Council's website.

Integrated Planning & Reporting Plans Adopted

Council's suite of strategic integrated planning and reporting plans, including the Long-Term Financial Plan, Asset Management Plans, Workforce Management Plan, and combined Delivery Program and Operational Plan, have been adopted. Together, these plans outline the work Council will undertake to deliver on the community's aspirations set out in the CSP, including the services, projects, programs and events to be delivered over the coming 2025/26 year. All documents can be accessed from Council's website.

Council Administration Building Accessibility Upgrades

Council undertook significant improvements to enhance accessibility for all members of

our community, with works being completed by a local contractor.
Works included demolition and upgrade of existing amenities to include:

- disabled access toilets;
- widening of five internal doors for better accessibility; and
- upgrades to the access ramp into the building.

Partnering with our Community

Partnership projects have been delivered with Winganga Li, Quirindi High School, Werris Creek Football Club, Quirindi CWA , Werris Creek Lions Club, Quirindi Lions Club, Tamworth Family Support Services, Friends of Werris Creek Library, Werris Creek Pre School, Werris Creek Community Garden, St Joseph's Primary School, Currabubula Pres School, Walhallow Local Aboriginal Land Council, Sydney Writers Festival, North West Legal Service, NAIDOC Committee, Oxley Community Transport, Go Co, Sunflowers on the Plains, Quirindi Pre School, Bamara Parent Pathways, and Werris Creek Magpie Female Team.

Customer Service

Extended trading hours at Service NSW Agency introduced in September 2024 provided opportunity for an additional 1,291 customers to utilise this facility.
Annual totals for customer interactions (to 25 June 2025):

- Phone calls - 10,506
- Front counter - 3,628
- Visitor Information Centre - 3,747
- Service NSW Agency - 13,808
- Customer Requests - 5,238

Community Development

The Community Development Officer, worked with the Quirindi High School Student Representative Council to plan activities for Youth Week. Two sports related events were held at Quirindi and Werris Creek, with guest footballer Robbie Farrah. More than 130 people attended both events, Local Lions clubs, and Wlnanga Li contributed to these highly successful events.

Employment Opportunities for our Young People

Council continued to provide opportunities for young people within our workforce, employing seven (7) cadets, apprentices and trainees throughout 2024-2025. Of these, six (6) positions were funded by the Office of Local Government via the Fresh Start Program. Council also engaged four (4) school-based apprentices during the year. In 2025-2026, we will continue to provide opportunities for young people to join our workforce and pursue a career in the local government sector.

Community Funding recipient - Werris Creek Community Garden Inc.

Infrastructure and Works Services

Civil Infrastructure

Council has made substantial progress in maintaining and improving essential infrastructure and services over the past six months. Key achievements include re-sheeting 39 km of gravel roads (100% of the annual target), completing 100% of resealing and heavy patching on sealed roads. Additionally, road rehabilitation was completed on Borah Creek and Blackville Roads.

Parks and Gardens

The Parks and Gardens team has worked diligently to maintain parks, gardens, and council facilities. There has been a slight increase in the number of burials undertaken at the cemeteries.

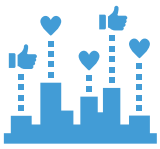
Workshop

Council's workshop team continues to effectively maintain the fleet. A grader and front-end loader have joined the fleet and has been used on the road network.

Waste Management

Landfill operations continue to be managed through a contract extension with Merinda Recyclers.

The Willow Tree Landfill project has commenced construction and is set to be completed late in 2025. As part of the transition to the new Willow Tree Landfill, an operation and management contract is being prepared for Tender at this facility. Council remains committed to delivering waste services and infrastructure to meet the needs of the community and its regulators.



Snapshot of major projects and programs

Quirindi Aquatic Centre
Construction of the upgraded Quirindi Pool continues and all the concrete works for the pool structure has been completed. The new pump house, and its equipment has been installed. It is anticipated that the project will be completed in 2025 in time for the summer season.

Quirindi Water Supply Control System Upgrade
Hardware and control system improvements to operation and monitoring equipment across the Quirindi Town Water Supply infrastructure ensuring reliable automatic operations have been completed. This work has increased the ability to improve pump efficiency and minimise energy costs through being able to proactively manage pump operation within the majority of off-peak time.

Quipolly Water Treatment Plant
The Quipolly Water Treatment Plant has celebrated almost 18 months of reliable operation, with consistent and compliant water quality outcomes being achieved at all times, delivered to the Werris Creek water reticulation. Challenging raw water quality varying from extremely large algae blooms through to highly turbid events from flooding have all been competently treated by the new plant.

Quirindi Watermain Rehabilitations
Construction on the rehabilitation of critical segments of watermain on Whittaker Street and Warrah Ridge Road in Quirindi have now been completed, with the Ray Carter Dr reservoir pipework the only outstanding item which is nearing completion. This work improved aged and susceptible pipework across the Quirindi Creek improving distribution reliability.

Blackville and Premer Bore Upgrades
Planning continued with the required regulators to develop options to address new water quality standards as part of the planned upgrades.

Quirindi Wastewater Treatment Plant Upgrade
Planning continued with the required stakeholders on approvals for this important upgrade to improve the facilities capacity and wastewater quality.

Road Infrastructure Maintenance
Maintained of the road network consisted of re-sheeted 11 km of gravel roads, 100% reseal and heavy patching completed on sealed roads.

Road Rehabilitation
The third section of Borah Creek Road and various sections of Blackville Road was completed with the last section of Borah Creek Road spayed sealing completed in early July.

Fleet Management
Successfully maintained fleet; procured and received front end loader and grader as part of the plant strategy.

Landfill Operations
Willow Tree Landfill works commenced in January 2025 and has progressed well. This project is scheduled for completion in 2025/26.

Yarraman Creek Bridge Project
A contractor was selected for the design and construction of the bridge and the design details are at the 90% stage.

Council is reviewing the design details and work will commence in the first quarter of the new financial year.

Transport for NSW - Roads Maintenance Council Contracts (RMCC)

Council has successfully managed the Transport for NSW (RMCC) contract for maintaining the Kamilaroi Highway, ensuring the completion of all scheduled maintenance activities, including the Heavy Patching Program. Council continues coordinating a multi-million-dollar safety guardrail project, with Stage 1 works receiving approved funding from Transport NSW and Stage 3 likely to be received in the first quarter of this reporting year. Tenders have been received for Stage 1 and they are being assessed.

Werris Creek Pool

Ongoing maintenance and improvement efforts continued in the last six months consisting of relining the 50 m return pipeline, aiming to further reduce water loss following previous successful projects and completion of an initial assessment for short- and long-term options for structural replacement for the roof to the entrance building.

3. Combined Delivery Program/Operational Plan Progress

How to read this report

The Operational Plan lists and describes the actions that reflect both ongoing services and new projects or initiatives that contribute to the four-year Delivery Program deliverables.

The progress of each action is scored under the following criteria outlined in the table below. These scores are then summarised into a visual representation of the status of all actions over the reporting period.

How we rate the delivery of each action:

●	Complete	All agreed delivery milestones achieved
●	On Track/Ongoing	Action is on track/ongoing for delivery
●	Behind Plan	Minor delays on critical milestones
●	Off Track	On hold or delayed on critical milestones
●	Cancelled	Deliverable is no longer proceeding

How this information is presented:

Summary Overview – provides a summary overview of the progress of all 60 actions contained in the Operational Plan.

CSP Outcomes sections – first shows a high-level summary of all actions for each outcome, then outlines the detailed information for each action by:

- Status (see scoring above)
- Progress % towards completion
- Commentary outlining progress.

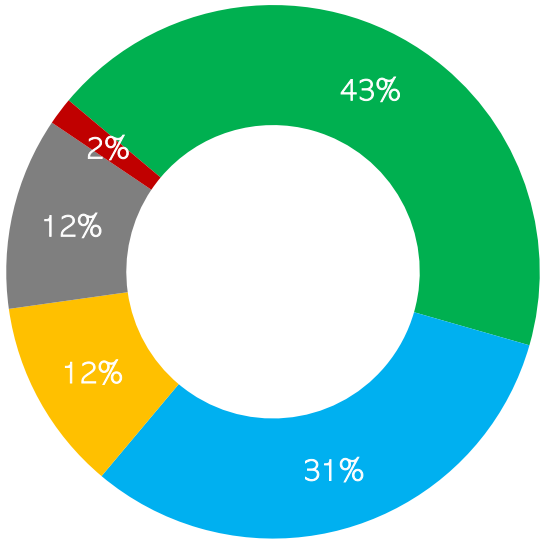
● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

Delivery Program and Operational Plan – Summary overview

Council's Community Strategic Plan identifies four key outcomes with each supporting several strategies. Our Combined Delivery Program 2022-2026 and Operational Plan 2024-2025 details the activities and actions to be undertaken to achieve these strategies.

During 2024-2025, Council committed to delivering 60 actions focused on achieving our community's vision across the four key strategic outcome areas. Of these actions 43% are Completed, 31% are On Track or ongoing within their agreed timeframes. 12% are currently Behind Plan, 12% are Off Track with 2% now cancelled for the financial year period.

Complete	26
On Track/Ongoing	19
Behind Plan	7
Off Track	7
Cancelled	1
Total	60



Completed On Track/Ongoing Behind Plan Off Track Cancelled

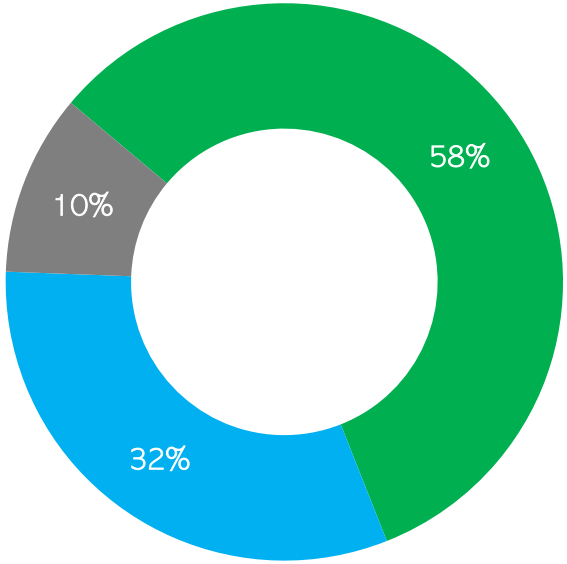
Outcome 1: A great rural lifestyle that is inclusive of all cultures with access to quality services and facilities

Our community values beautiful landscapes, dynamic towns and villages and safe communities and we embrace and include all cultures. We build on our strong community spirit, resilience and sense of belonging.

Our recreation facilities support our communities sporting, health and physical activity needs. Our health and education services meet our needs and provide school, tertiary study and career pathways that support the community, and our transport and telecommunications expand to improve support for our business, lifestyle and remote working.

Outcome summary overview:

Complete	11
On Track/Ongoing	6
Behind Plan	0
Off Track	2
Cancelled	0
Total	19



Completed On Track/Ongoing Behind Plan Off Track Cancelled

1.1: We value beautiful landscapes, dynamic towns and villages and safe communities.

1.1.1: Liaise with all relevant state, federal and community organisations to support partnerships and facilitate safety initiatives

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.1.1.1	Build and maintain a list of community organisations, sports associations, arts and cultural groups, and community services within the Shire	Quarterly updates of contacts shared across the team		Manager Community and Recreation Service	100%	A contact list has been developed and is updated on a regular basis. During 20254/25, Council commenced developing an online Community Directory, which will be made available from Council's website. This will be finalised in early 2025/26.	Annually
1.1.1.2	Partner with Gunnedah Shire Council and Department of Regional NSW on the Regional Drought Resilience Plan	1. Draft Regional Drought Resilience Program approved by Commonwealth Scientific and Industrial Research Organisation (CSIRO) 2. Adoption of final Regional Drought Resilience Program and identification of 4-6 projects		Manager Community and Recreation Service	100%	The Regional Drought Resilience Plan was submitted to the NSW and Commonwealth Governments and was endorsed by both levels of Government in February 2025. Confirmation of funding for Stage 2 Implementation, has been received from the NSW Government.	Q4

1.1.2: Preserve and celebrate the character, heritage and culture of our region

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.1.2.1	Installation of eCliq key system in council facilities to effectively secure premises	Number of facilities completed		Manager Assets and Property	95%	Implementation of the eCliq key system commenced in 2024/25 and will be finalised in early 2025/26.	Annually

1.2: 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.

1.2.2: Identify, seek and obtain grant funding for various community social needs

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.2.2.1	Provide assistance to Local Advisory Groups to address priorities within their communities	1. Review of minutes provided by Local Advisory Groups 2. Response by relevant Council teams to Local Advisory Group requests	●	Manager Community and Recreation Service	20%	Local Advisory Groups were not constituted following the 2024 Local Government elections in September 2024. This will be prioritised early in the 2025/26 year.	Annually

1.2.3: Deliver and support events and festivals that promote engaged citizenship and foster civic pride

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.2.3.1	Facilitate Australian Citizenship ceremonies, as required by Department of Home Affairs	No. of Citizenship Ceremonies held	●	Executive Operations Coordinator	100%	Council held two Citizenship Ceremonies during 2024/25, one in July 2024 and the second in January 2025 on Australia Day. Further Citizenship Ceremonies will be held in 2025/26 as and when required by the Department of Home Affairs.	Bi-Annual
1.2.3.2	Investigate potential partnerships to extend the range of programs and activities available at LPSC libraries, Plains Fitness, Eastside Long Day Care and LPSC pools	Number of activities delivered in partnership with external agencies and the range of activities delivered	●	Manager Community and Recreation Service	100%	Partnerships projects have been delivered with Winganga Li, Quirindi High School, Werris Creek Football Club, Quirindi CWA , Werris Creek Lions Club, Quirindi Lions Club, Tamworth Family Support Services, Friends of Werris Creek Library, Werris Creek Pre School, Werris Creek Community Garden, St Joseph's Primary School, Currabubula Pres School, Walhallow Local Aboriginal Land Council, Sydney Writers Festival, North West Legal Service, NAIDOC Committee, Oxley Community Transport, Go Co, Sunflowers on the Plains, Quirindi Pre School, Bamara Parent Pathways, and Werris Creek Magpie Female Team.	Q4
1.2.3.3	Support the delivery of annual Anzac Day and other Commemorative Services	Commemoration services held	●	Executive Operations Coordinator	100%	In 2024/25, Council supported five ANZAC Day Commemorative Services across the Liverpool Plains Shire, in Quirindi, Werris Creek, Currabubula, Premer and Willow	Q3

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
						Tree. Council will once again support annual ANZAC Day Services in 2025/26.	
1.2.3.4	Undertake a survey with organisers of community events to identify opportunities for support and skills development	Undertake on-line and hard-copy survey with known community organisations delivering events across the shire	●	Manager Community and Recreation Service	0%	Council did not facilitate a survey of organisers of community events to identify opportunities for support and skills development in 2024/25, as programmed. In 2025/26, Council will review its Destination Management Plan and as part of this process, will be engaging with a wide range of visitor economy stakeholders, including event organisers.	Annually

1.2.4: Implement Recreation Strategy 2019-2030 actions

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.2.4.1	Advance the implementation of Council's Recreation Strategy	Deliver the Quirindi Aquatic Centre redevelopment	●	Director Corporate and Community Services	90%	Council made significant progress towards completing the Quirindi Aquatic Centre Project in 2024/25, and as the end of the financial year, the project remains on track for completion prior to the 2025/26 swim season. As such, this project will be formally completed in 2025/26.	Q4

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

1.3: Our health services meet our needs. Education services meet our needs and provide school, tertiary study and career pathways that support the community.

1.3.1: Advocate, facilitate and promote human services by working in partnership with philanthropic, local community groups and key departmental stakeholders across Education, Health, Recreation, and Infrastructure portfolios

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.3.1.1	Provide accredited childcare services to the Liverpool Plains community through the Eastside Long Day Care Centre	1. Maintain accreditation as required 2. Quality Improvement Plan reviewed 3. Service Review completed and recommendations incorporated into Quality Improvement Plan		Childcare Centre Coordinator	70%	The Eastside Long Day Centre continued to provide accredited childcare services throughout 2024/26. Review of the centre's Quality Improvement Plan was commenced and is due for finalisation in 2025/26.	Q2
1.3.1.2	Contractual obligations met for accredited Library Services provided	1. Centrelink Services (Werris Creek) 2. Central Northern Regional Libraries (CNRL) contractual obligations met		Library Services and Community Development Coordinator	100%	Council's libraries continued to provide important services to the Liverpool Plains community throughout 2024/25, with all Central Northern Regional Library (CNRL) obligations met and the Werris Creek library successfully providing Centrelink services in line with service level agreements.	Annually
1.3.1.3	Investigate potential partnership that can deliver additional services via Council's library branches, pools, Plains Fitness and Eastside Long Day Care Centre	Review operations and programs at all facilities and determine opportunities for extensions and improvements		Manager Community and Recreation Service	100%	Partnerships projects have been delivered with Winganga Li, Quirindi High School, Werris Creek Football Club, Quirindi CWA , Werris Creek Lions Club, Quirindi Lions Club, Tamworth Family Support Services, Friends of Werris Creek Library, Werris Creek Pre School, Werris Creek Community Garden, St Joseph's Primary School, Currabubula Pres School, Walhallow Local Aboriginal Land Council, Sydney Writers Festival, North West Legal Service, NAIDOC Committee, Oxley Community Transport, Go Co, Sunflowers on the Plains, Quirindi Pre School, Bamara Parent Pathways, and Werris Creek Magpie Female Team.	Annually

Completed On Track/Ongoing Behind Plan Off Track Cancelled

1.4: Our transport and telecommunications expand to improve support for our business, lifestyle and remote working.

1.4.2: Maintain Council assets in accordance with asset management plans

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.4.2.1	Effective management of the road network	1. No. of km's of rehabilitated road per annum 2. area (m2) maintained through major maintenance	●	Manager Civil Infrastructure	100%	1.100% of re-sealing and heavy patching completed on sealed roads. 2. 11km of road maintenance was completed for the year.	Annually
1.4.2.2	Enhance asset management maturity levels to support decision making	1. Capture asset data for updating Asset Management Plans 2. Develop building asset condition processes and procedures	●	Manager Assets and Property	95%	Council continued to capture asset data to inform our asset management planning and develop building asset condition processes over the course of 2024/25. As a result, we were able to update our Asset Register and Asset Management Plans. We will continue to further refine our asset management planning processes in 2025/26 and beyond.	Annually

1.4.3: Lobby for improved services and infrastructure, such as rail and road, and develop a regional strategy for improved services

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.4.3.1	Seek opportunities for external funding for Council maintained roads	Reduction of roads infrastructure maintenance backlog ratio	●	Director Infrastructure & Environmental Services	100%	Borah Creek road was reconstructed and sealed.	Annually
1.4.3.2	Liaise with State and Federal members to lobby for improved internet and telecommunications for the region	No. meetings participated	●	General Manager	100%	Meetings between Council and NBN were held in Quirindi in October 2024 to discuss ongoing telecommunications challenges and opportunities experienced throughout the Liverpool Plains Shire. Advocating for improved internet and telecommunications services remains an ongoing priority for Council, recognising that this is a responsibility of Federal Government rather than Local Government.	Annually
1.4.3.3	Effective implementation of Councils Freight Strategy	1. Access permits approved	●	Director Infrastructure & Environmental Services	100%	There were 373 permits completed during Jan-Jun 2025 and a total of 664 for the year. The average days of each consent being with Council prior to completion was 3.7 days.	Q4

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
		2. Partner with National Heavy Vehicle Regulator (NHVR) and Roads & Maritime Services (RMS) to have bridges assessed				Pine Ridge Bridge, Pine Ridge and Gap Road, and Werris Creek bridges were assessed through the SLGAAP project, and two bridges were identified as being impaired.	

1.4.4: Develop a strategic plan that encompasses all pedestrian facilities and coordinates investment to provide safe, convenient, and connected active transport options and infrastructure

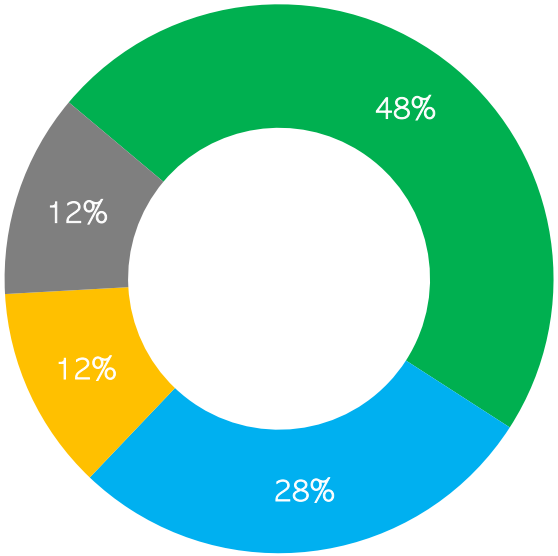
Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
1.4.4.1	Undertake a review of Council's Pedestrian Access Mobility Plan (PAMP)	Explore external funding to complete highest priority actions with the Pedestrian Access Mobility Plan (PAMP)	●	Manager Assets and Property	50%	Council sought funding in 2024/25 to undertake the high-priority actions contained within our Pedestrian Access Mobility Plan (PAMP) but was unsuccessful in obtaining that funding. We will continue to explore alternative funding sources and grant opportunities in 2025/26.	Q1
1.4.4.2	Finalise the design of the Kokoda Trail project between Werris Creek and Quirindi	Develop a project business plan (subject to external funding being sourced)	●	Director Infrastructure & Environmental Services	70%	Council finalised design plans for the Kokoda Trail project and provided those plans to the working group for review and feedback.	Q4

Outcome 2: Strong community, Council and business leadership

Our Council, community and business leaders work together effectively, and our leaders represent the diversity of our community. We encourage our youth to become involved in the community as the leaders of tomorrow and we partner with State and Federal Government, the private sector and community organisations in the provision of facilities and services.

Outcome summary overview:

Complete	12
On Track/Ongoing	7
Behind Plan	3
Off Track	3
Cancelled	0
Total	25



Completed On Track/Ongoing Behind Plan Off Track Cancelled

2.1: Our Council, community and business leaders work together effectively.

2.1.1: Obtain funding for specific community projects and review current community funding arrangements

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.1.1	Maintain a register of grant-ready capital and operational projects	Project Register reviewed/quarterly	●	General Manager	10%	A Grant-ready Projects Register was not developed in 2024/25. Given the competitiveness of both State and Federal Government grant programs, as well as the declining number of grant programs being made available; it is critical that Council prioritise this task in 2025/26 following the finalisation of Council's post-election statutory organisation structure review.	Quarterly

2.1.2: Council facilitates community engagement

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.2.1	Council works alongside the Local Advisory Groups on local priorities and seeks their input on whole of shire priorities	1. Review of minutes provided by Local Advisory Groups 2. Local Advisory Groups included in all major Community Engagement and consultation activities 3. Review of Local Advisory Groups purpose and governance prior to new term of Council 4. Formal dissolution of current Local Advisory Groups at end of current Council	●	Manager Community and Recreation Service	90%	In 2024/25, Council facilitated the conclusion of our Local Advisory Groups in line with the 2021-24 Council term. Following the local government ordinary elections in September 2024, Council undertook an internal review of our committee framework. Local Advisory Groups were not reconstituted in 2024/25, but this will be prioritised in early 2025/26.	Q4

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

2.1.4: Provide funding to the community in an equitable and sustainable manner that delivers benefits for both Council and local people

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.4.1	Undertake a review of the Community Funding Program to determine how the program can better serve the needs of community	1. Administer two rounds of the Community Funding Program. 2.The program is advertised to local community groups 3. All approved funding is acquitted	●	Manager Community and Recreation Service	100%	Council facilitated our annual Community Funding Program in 2024/25 to assist local community groups, sporting clubs and not-for-profits deliver a range of events, projects and programs. We will continue to administer our Community Funding Program in 2025/26.	Bi-Annual

2.1.5: Commit to best practice community engagement initiatives including online platforms and other emerging technologies pursuant to applicable Office Local Government (OLG) Guidelines and responsive complaint management processes

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.5.1	Review the effectiveness of Council's Community Engagement Strategy	Community Engagement - Summary Reports to be provided for major projects or strategic initiatives	●	General Manager	100%	All community engagement programs scheduled for delivery in 2024/25 were completed, including the review of the Liverpool Plains Community Strategic Plan and development of Council's Integrated Planning and Reporting (IP&R) framework. Council utilised its online engagement platform, "Your Say Liverpool Plains", to support these engagements. Further community engagement programs scheduled for delivery in 2025/26 include the development of Council's new Destination Management Plan and Economic Development Strategy, as well as the statutory review of the Disability Inclusion Action Plan.	Q1
2.1.5.2	Review and report on the Community Strategic Plan	Allocate appropriate resources to review and update the plan for adoption within the allocated timeframe and legislated requirements	●	Management Accountant/Integrated Planning & Reporting	100%	Council is required to review and develop the Liverpool Plains Shire Community Strategic Plan within 12 months following each local government ordinary election. The statutory review of the Community Strategic Plan (CSP) was completed, and the revised CSP, 'Horizon 2040', was endorsed by Council at its Ordinary Meeting in June 2025.	Q2

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

2.1.7: Promote open and shared communication throughout the entire organisation and improve staff knowledge, practices and processes whilst investigating opportunities for traineeships

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.7.1	Develop an accessible, contemporary intranet which supports improved communication and work practices within the organisation	Intranet replacement project completed	●	Manager Customer and Information Services	0%	Council programmed a review of the organisation's intranet in 2024/25, but unfortunately, this project was not commenced. This project will be revisited in 2025/26.	Q4
2.1.7.2	Provide enhanced customer experience when communicating with Council	1. Revise Customer Service Charter 2. No. of Customer Requests serviced 3. Recognise and implement service enhancements 4. Undertake a Customer Service satisfaction survey	●	Manager Customer and Information Services	90%	Council continued to provide a wide range of services to our customers throughout 2024/25, including via our Customer Service Centre, Service NSW agency, and Visitor Information Centre. Council also undertook a Customer Satisfaction Survey during the 2024/25 year. A review of Council's Customer Service Charter was scheduled to be completed in 2024/25 but was not completed and finalised prior to the end of the year. This project will be carried forward to 2025/26 for completion.	Q4
2.1.7.3	Coordinate the induction of the newly elected Council members	1. Develop thorough Induction Program for the incoming Council 2. Deliver Induction Program within three (3) months of the election 3. Develop an ongoing professional development plan for the Councillors	●	Coordinator Governance and Risk	100%	Following the 2024 local government ordinary elections in September 2024, Council provided a Councillor Induction Program to our incoming Council, in line with our statutory obligations. In 2025/26, Council will deliver an ongoing Councillor Professional Development Program to support our Councillors in providing strong leadership to our community.	Annually

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

2.1.8: Provide strong direction for the community through the development and delivery of the Integrated Planning and Reporting (IP&R) Framework

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.8.1	Develop a four-year Delivery Program with the newly elected Council	Delivery Program prepared and adopted within the allocated timeframe		Management Accountant/Integrated Planning & Reporting	100%	Following the 2024 local government ordinary elections in September 2024, Council developed a new four-year Delivery Program to operationalise our Liverpool Plains Shire Community Strategic Plan (CSP) and clearly outline what Council will do over the current 2024-28 Council term to deliver on the objectives and strategies of the CSP.	Q3
2.1.8.2	Prepare, deliver and enhance the Integrated Planning and Reporting framework to improve integrated long-term planning and sustainability	1. Coordinate the delivery of all documents assigned under the framework within the allocated timeframes 2. Continue to improve awareness of the Integrated Planning and Reporting requirements for all users		Management Accountant/Integrated Planning & Reporting	100%	Following the 2024 local government ordinary elections in September 2024, Council reviewed its Integrated Planning and Reporting (IP&R) framework in line with statutory requirements. With our new Community Strategic Plan and four-year Delivery Program in place; over the course of 2025/26, we will progress some further strategic work including the review of our Destination Management Plan, Disability Inclusion Action Plan and Economic Development Strategy.	Annually

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

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.9.1	Develop, monitor and report against Council's long term financial plan to ensure and demonstrate council's financial sustainability and inter-generational equity	Financial Strategy parameters reported through the Quarterly Budget Review Statement and meets targets within the Long-Term Financial Plan		Chief Financial Officer	100%	Over the course of 2024/25, Council continued to demonstrate prudent financial management and effective reporting, via producing Quarterly Budget Review (QBR) Statements in line with legislative requirements and reviewing our Long-Term Financial Plan (LTFP). We will continue to review and refine our LTFP in 2025/26 and commission the organisation's first-ever Financial Sustainability Strategy.	Quarterly

Completed On Track/Ongoing Behind Plan Off Track Cancelled

2.1.10: Provide systems and processes to identify and manage all risks of Council both operational and strategic

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.10.1	Facilitate and coordinate Council Audit and Risk Program	1. Facilitate four meetings of Councils Audit, Risk and Improvement Committee 2. Develop and implement a Risk Management Framework		Coordinator Governance and Risk	100%	Council's Audit, Risk and Improvement Committee held four (4) meetings in 2024/25, in line with the Committee's endorsed meeting plan. A four-year meeting plan was also reviewed and endorsed by the Committee. Minutes of all Committee meetings were subsequently tabled at the next scheduled Ordinary Meeting of Council.	Quarterly
2.1.10.2	Facilitate and coordinate Councils Continuous Improvement Program	1. Participate in the StateWide Mutual Continuous Improvement Pathway (CIP) Program 2. Implement Council's Internal Audit Program for the 2024-25 financial year 3. Monitor and Report on the progress of Council's Internal Audit Action Items plan 4. Facilitate Council's Service Delivery Plans 5. Facilitate and review Council's Business Continuity Plan		Coordinator Governance and Risk	100%	As part of our commitment to effective risk management, Council participated in the StateWide Mutual Continuous Improvement Program (CIP) in 2024/25 and delivered an Internal Audit Program comprising two internal audits. Findings and recommendations from both the StateWide Mutual CIP and Internal Audit Program will support Council in strengthening our internal controls, mitigating risks, and supporting business improvement across our organisation and operations.	Annually
2.1.10.3	Deliver an effective Risk, Safety and Insurance program	1. Participate in regular meetings of the Work Health and Safety (WHS) Committee 2. Manage insurance renewal and claims 3. Monitor and report on incidents and claims		Coordinator Governance and Risk	100%	Council's WHS Committee met six (6) times in 20-4/25. The WHS Committee also implemented a Workplace Inspections across Council's facilities. The Quirindi Aquatic Centre Project Risk Assessment was reviewed monthly in line with the Project Control Group Meetings. All changes were reported each month. Staff commenced the first Department Risk Assessments in March 2025. This will become an annual ongoing process for	Annually

Completed On Track/Ongoing Behind Plan Off Track Cancelled

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
		against Council's Insurance				Council with reporting to Council's Executive and Audit, Risk and Improvement Committee. Council maintained all required Insurances throughout 2024/26. Through partnering with StateWide Mutual and JLT, Council was able to keep the annual increases below industry average.	

2.1.11: Develop a strong organisational culture and provide a contemporary, professional and safe work environment to attract, develop and retain a high-performing workforce

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.11.1	Build a positive employee culture and become an employer of choice	1. Complete a Yearly Employee Engagement Survey 2. In consultation with staff, develop and implement organisational Values and Behavior Standards		Manager Human Resources	85%	Implementation of corporate values and behaviours continued throughout 2024/25. Following the recruitment of Council's General Manager in April 2025, the post-election statutory review of Council's organisation structure was undertaken, and a workplace change process commenced to implement the new structure. Council's Strategic Workforce Management Plan was also reviewed and significantly redrafted to include an action plan to enable Council to work towards strengthening its position as an Employer of Choice in the Liverpool Plains. Recruitment of the new Executive Leadership Team will be finalised in early 2025/26, and an employee engagement survey will be undertaken mid-year.	Q2

2.1.12: Implement systems and processes to safeguard against business interruption from internal and external risks

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.12.1	Deliver an effective Information Technology program	1. Manage Councils managed services contract 2. Plan and update Councils IT Business		Manager Customer and Information Services	70%	Council's externally managed ICT services contract was continued throughout 2024/25, and Council invested considerable effort and resources into supporting the implementation of the new core business system, Civica Authority. In 2025/26, stronger focus will be placed on	Q4

Completed On Track/Ongoing Behind Plan Off Track Cancelled

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
		Continuity Plan and sub-plans 3. Review Councils IT assets 4. Develop a Technology Roadmap				developing a Strategic Technology Roadmap for the organisation.	
2.1.12.2	Continue to enhance Councils Cyber Security maturity level	1. Review and update the Agency Information Guide 2. Undertake assessment for Councils Cyber Security maturity 3. Facilitate training for key users to advance Councils Cyber Security maturity		Manager Customer and Information Services	90%	Throughout 2024/25, Council regularly monitored cyber security with the assistance of external vendors. Council completed an assessment of the organisation's cyber security maturity and commenced taking steps to align systems with Essential Eight industry standard model. Further improvements will be undertaken in 2025/26 to work towards Essential Eight compliance.	Q4
2.1.12.3	Ongoing implementation of the Business and Customer Systems Remediation Project	1. Implement improvements to core Finance and Planning software 2. Implement improvements to Customer Request and Cemetery software 3. Rollout of integration to NSW Planning Portal		Manager Customer and Information Services	70%	Throughout 2024/25, Council progressed the implementation of the core business system, Civica Altitude. The Cemeteries module was successfully implemented, however, future efforts to improve data quality will bring additional benefits. Utilising integration between business systems has allowed implementation of a consistent workflow to realise improved processing of customer requests received from multiple sources. The NSW Planning Portal project remains incomplete due to factors caused by an external software vendor.	Q4

2.1.13: Service Delivery Reviews are undertaken to improve Councils financial sustainability

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.13.1	Prepare a business plan for Eastside Long Day Care Centre 2025-2026	Review the recommendations and business case resulting from the Service Review		Manager Community and Recreation Service	85%	In 2024/25, Council developed a new Quality Improvement Plan for the Eastside Long Day Care Centre to provide a roadmap for improving service delivery and ensuring compliance with our legislative requirements. In 2025/26,	Q2

Completed On Track/Ongoing Behind Plan Off Track Cancelled

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
	that reflects the recent service review findings	of Eastside Long Day Care Centre				this Quality Improvement Plan will be finalised and implementation will commence.	

2.1.14: Implement recommendations from the Disability Inclusion Action Plan (DIAP)

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.1.14.1	Implement the Inclusion Plan 2024-2026	1. Establish Inclusion Advisory Group 2. Work with Joint Consultative Committee 3. Work with Managers' Group to monitor progress against proposed actions on a quarterly basis		Manager Community and Recreation Service	60%	Council progressed some of the actions contained in our Disability Inclusion Action Plan (DIAP) throughout 2024/25 and adopted an inclusive approach in designing the new Quirindi Aquatic Centre. In 2025/26, we will review our Disability Inclusion Action Plan in line with statutory requirements and work towards improving our progress reporting and monitoring of the plan's implementation.	Q4

2.2: Our leaders represent the diversity of our community.

2.2.2: Implement VendorPanel across the organisation to drive efficiency in procurement and engage local suppliers

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.2.2.1	Enhance Council's procurement and contract management with a focus on value for money, optimised risk allocation and improved sustainability	1. Update the Contract Register on Council's website at the end of each quarter 2. Enhance procurement data analytics functionality 3. Continue procurement training across Council 4. Enhance vendor partnerships with increased utilisation of VendorPanel		Chief Financial Officer	20%	Over the course of 2024/25, Council utilitised online procurement platform, VendorPanel, for most procurement activities and continued to administer EftSure, a secure business payment system to reduce the risk of cyber fraud in procurement activities. In 2025/26, Council will continue to strengthen our procurement framework and focus on achieving value-for-money in our procurement activities.	Annually

2.3: We encourage our youth to become involved in the community as the leaders of tomorrow.

2.3.1: Council be an employee of choice for youth

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.3.1.1	Involve young people in planning and coordination of Youth Week activities	1. Demonstrate consultation with local youth groups 2. Actively seek to engage young people in planning for Youth week activities and School Holiday Programs	●	Library Services and Community Development Coordinator	100%	The Community Development Officer, worked with the Quirindi High School Student Representative Council to plan activities for Youth Week. Two sports related events were held at Quirindi and Werris Creek, with guest footballer Robbie Farrah. More than 130 people attended both events, Local Lions clubs, and WInanga Li contributed to these highly successful events.	Quarterly
2.3.1.2	Develop career opportunities for youth	1. Build Relationship with Quirindi High School 2. Provide opportunities for work experience 3. Provide traineeship and apprenticeship opportunities for youth	●	Manager Human Resources	100%	Council continued to provide opportunities for young people within our workforce, employing seven (7) cadets, apprentices and trainees throughout 2024/25. Of these, six (6) positions were funded by the Office of Local Government via the Fresh Start Program. Council also engaged four (4) school-based apprentices during the year. In 2025/26, we will continue to provide opportunities for young people to join our workforce and pursue a career in the local government sector.	Q4

2.4: We partner with State and Federal Government, the private sector and community organisations in the provision of facilities and services.

2.4.1: Demonstrate support of the State Emergency Service (SES), Volunteer Rescue Association (VRA) and Rural Fire Service (RFS) volunteers

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.4.1.1	Support Fire Rescue NSW, Rural Fire Service, State Emergency Service and Volunteer Rescue Association	Provide support and services to Rural Fire Service (RFS) in accordance with the service level agreement	●	Director Infrastructure & Environmental Services	100%	Council attended Bush Fire Management Committee meetings throughout the year and continued to provide support and services to the RFS.	Quarterly

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

2.4.2: Meet all statutory requirements regarding development approval processes

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
2.4.2.1	Commence implementation of actions within adopted Growth Management & Housing Strategy	1. Issue of Planning Certificates and diagrams - within 5 days of receipt >90% 2. No. of development applications determined within timeframes >80%		Manager Planning and Regulation	50%	Council progressed the finalisation of the draft Growth Management and Housing Strategy (GMHS) in 2024/25 and developed an implementation plan to support achievement of the strategy's objectives. Once the draft GMHS is adopted in early 2025/26, we will work towards implementing the strategy's objectives.	Annually

Completed On Track/Ongoing Behind Plan Off Track Cancelled

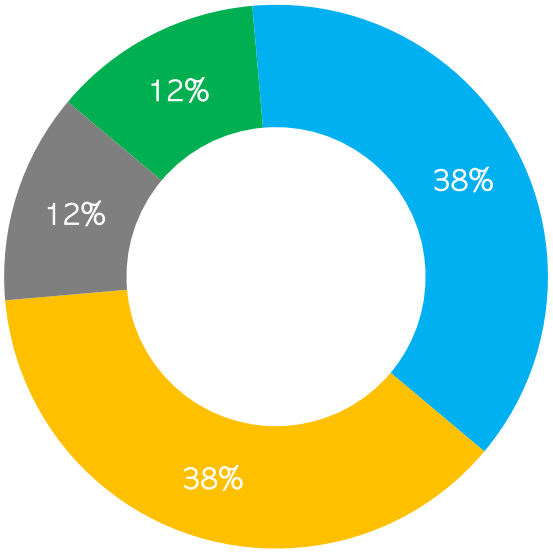
Outcome 2: A sustainable environment

Our infrastructure is well planned and maintained and will meet our needs now and in the future. We have access to affordable, clean water supplies and actively manage impacts on our natural environment.

Our local farming is sustainable, and we protect our environment and reduce our environmental footprint.

Outcome summary overview:

Complete	1
On Track/Ongoing	3
Behind Plan	3
Off Track	11
Cancelled	0
Total	8



Completed On Track/Ongoing Behind Plan Off Track Cancelled

Outcome 3: A sustainable environment

3.1: Our infrastructure is well planned and maintained and will meet our needs now and, in the future.

3.1.1: Develop long-term strategies to plan and maintain current and future infrastructure

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
3.1.1.1	Development of flood study for Werris Creek	Explore funding opportunities to complete the Werris Creek Flood Study		Director Infrastructure & Environmental Services	5%	Due to resourcing constraints, Council did not investigate funding opportunities to complete the Werris Creek Flood Study.	Q2

3.1.3: Increase awareness of infrastructure responsibilities and costings

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
3.1.3.1	Review and update of Asbestos Register	The asbestos register is updated and current		Manager Assets and Property	95%	Council reviewed our Asbestos Register in 2024/25, ensuring the Asbestos Register continues to list all known buildings within the Liverpool Plains Shire that contain asbestos. We will continue to undertake periodic reviews to ensure the register remains current and compliant.	Q4

3.2: We have access to affordable, clean water supplies.

3.2.2: Endorse best practice regulated operation of water and sewerage systems

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
3.2.2.1	Implement best practice management plans	1. Liquid Trade Waste Policy adopted 2. Developer Servicing Plan adopted		Manager Water Services	20%	Project stalled, for new plans, due to resourcing constraints. Existing Best Practice plans continue to be maintained.	Q1

Completed On Track/Ongoing Behind Plan Off Track Cancelled

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
3.2.2.2	Undertake data capture of on-site Sewerage Management Systems across the Council area	Number of properties inspected	●	Manager Water Services	5%	Progress is confined to undertaking new and ad-hoc requested approvals due to unfunded and un-resourced staff for this role.	Q4

3.3: We actively manage impacts on our natural environment.

3.3.1: Identify and benchmark waste management systems to ensure best practice and consistent fees

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
3.3.1.1	Continue the implementation of the Waste Management Strategy program	1. Completion of the Willow Tree Landfill 2. Remediation of all existing landfills 3. Construction of Quirindi Waste Transfer Station	●	Manager Civil Infrastructure	50%	Council progressed t	Q4

3.3.7: Increase awareness of the environmental impact of poor waste management

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
3.3.7.1	Develop and implement Waste Management education programs	Diversion rate from landfill >15%	●	Manager Civil Infrastructure	50%	Waste stream audit undertaken on kerbside collection bins.	Q1

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

3.5: We protect our environment and reduce our environmental footprint.

3.5.1: Council works in partnership with the NSW Government and industry to achieve the NSW Government's Net Zero Target

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
3.5.1.1	Delivering renewable energy solutions across Council facilities	Kw. of solar installed	●	Director Infrastructure & Environmental Services	70%	76kw of solar installed on Quirindi Library, Werris Creek Library, and Quirindi Works Depot.	Q4
3.5.1.2	Electric vehicle charging stations installed within the shire in accordance with the NSW Governments Electric Vehicle Strategy	1. External funding received 2. No. of charging stations installed	●	Director Infrastructure & Environmental Services	100%	1. Solar panels installed. 2. All six charging points have been installed.	Q4

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

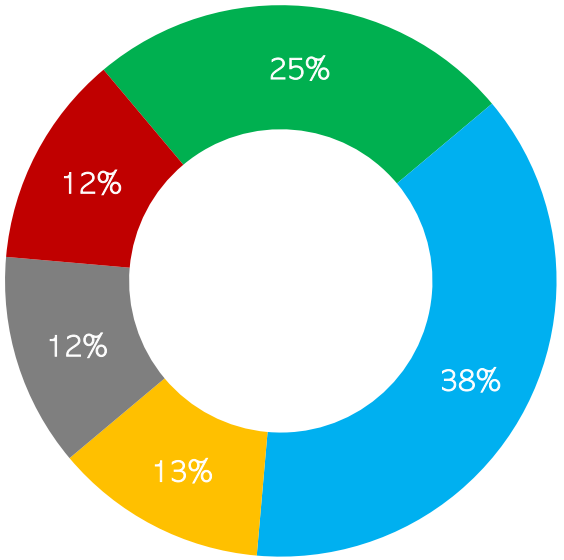
Outcome 4: A thriving economy

Our agricultural economy is thriving, and we pursue secondary industry to support all potential growth areas across the broader regional economy. We grow our population, diversity and employment opportunities. Our town centres are attractive and vibrant places. We foster new residential and business development built on our local strengths.

Our planning reflects the diversity of our towns and villages and enables future development. We develop our business community to support small and medium-sized business and remote working and develop our visitor economy.

Outcome summary overview:

Complete	2
On Track/Ongoing	3
Behind Plan	1
Off Track	1
Cancelled	1
Total	8



Completed On Track/Ongoing Behind Plan Off Track Cancelled

Outcome 4: A thriving economy

4.1: Our agricultural economy is thriving, and we must pursue secondary industry to support all potential growth areas across the broader regional economy.

4.1.1: Advocate for employment opportunities within the Shire

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.1.1.1	Advocate for industry and employment development opportunities arising from the State Government's Namoi Regional Job Precinct	Identify regional employment opportunities	●	General Manager	100%	Council held a workshop with the NSW Department of Primary Industries and Regional Development (DPIRD) in November 2024 to explore development opportunities for the Liverpool Plains. Following this workshop, a draft Investment Opportunities Analysis document was prepared by DPIRD. In June 2025, a review of Council's Economic Development Strategy was commissioned. This project will be completed in the first half of 2025/26 and serve as a roadmap for Council's economic development and industry engagement activities over the coming four years.	Q1

4.2: We grow our population, diversity and employment opportunities.

4.2.1: Utilise membership of Namoi Unlimited to advocate a whole-of-region approach to economic and business development

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.2.1.1	Council actively participates in a Regional Alliance	No. of meetings attended	●	Executive Operations Coordinator	100%	Council maintained strong and effective working relationships with neighbouring councils, including Gunnedah Shire Council and Tamworth Regional Council, throughout 2024/25 and partnered to deliver several projects and initiatives. Examples of collaborations include the Drought Resilience Project, the Kamilaroi Highway destination marketing campaign, and joint procurement initiatives. Council's Mayor and General Manager continue to maintain close working relationships with their respective counterparts at neighbouring councils.	Annually

● Completed ● On Track/Ongoing ● Behind Plan ● Off Track ● Cancelled

4.2.2: Review existing business, infrastructure and industries to identify opportunities to value-add

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.2.2.1	Deliver the Werris Creek Industrial Precinct Upgrade	Project milestones met	🔴	Director Infrastructure & Environmental Services	0%	In 2024/25, the NSW Government withdrew its funding for the Werris Creek Industrial Precinct Project and Council subsequently resolved to discontinue the project. Council will actively seek further opportunities in the future to attract investment to Werris Creek and achieve positive economic development outcomes for the community.	Q4

4.2.3: Undertake a targeted campaign to attract new residents to the shire

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.2.3.1	Continue the development of New Residents Packs	No. of packs issued	⚫	Marketing and Communications Officer	25%	Council did not produce or distribute New Resident Information Packs in 2024/25. This action will be reviewed in 2025/26 as part of Council's broader destination marketing and resident attraction program, including the development of destination brand, launch of dedicated Visit Liverpool Plains website, and production of new resident welcome resources.	Annually

4.3: Our town centers are attractive and vibrant places. We foster new residential and business development built on our local strengths.

4.3.1: Review Local Environment Plan (LEP) and Development Control Plan (DCP)

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.3.1.1	Review planning controls in the context of the adopted Growth Management and Housing Strategy	1. Finalise and adopt the Growth Management Strategy	🔵	Manager Planning and Regulation	90%	Council made significantly progress towards completing the draft Growth Management and Housing Strategy in 2024/25 and reviewing the draft strategy following public exhibition. The draft strategy is due to be finalised and adopted by	Annually

🟢 Completed 🔵 On Track/Ongoing 🟡 Behind Plan ⚫ Off Track 🔴 Cancelled

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
		2. Review and amend the Local Environment Plan as required 3. Review and update the Development Control Plan				Council and submitted to the NSW Department of Planning in the first half of 2025/26.	

4.3.2: Identify opportunities and lobby to reduce red tape to make investments viable in our Shire

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.3.2.1	Review and streamline approvals processes that are under Council's control	1. Make submissions to legislative reviews 2. Engage in workshops/forums/conferences		Manager Planning and Regulation	70%	Council invested in improving DA processing times throughout 2024/25, including streamlining internal resources such as assessment sheets, exhibition notices, and Council report templates. However, further inefficiencies remain and Council is yet to fully transition to assessing DAs solely within the NSW Planning Portal. Further improvements will be undertaken in 2025/26.	Annually

4.4: Our planning reflects the diversity of our towns and villages and enables future development. We develop our business community to support small and medium-sized business and remote working.

4.4.1: Actively promote cultural, community and recreational facilities

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.4.1.1	Undertake a survey to map local arts and crafts practitioners, arts and cultural groups, and arts and cultural events	Participate in the Regional Arts NSW network, through membership of Arts North West		Manager Community and Recreation Service	20%	Council actively participated in the Regional Arts NSW Network, through membership of Arts North West, over the 2024/25 year. In 2025/26, Council will be reviewing its Destination Marketing Plan and through that review, will be considering how the local arts and culture sector can be supported and developed to grow the shire's visitor economy.	Q4

Completed On Track/Ongoing Behind Plan Off Track Cancelled

4.5: We develop our visitor economy.

4.5.1: Visitor Economy Strategy implemented

Action Code	Action Name	Performance Measure	Traffic Lights	Responsible Officer Position	Progress	Comments	Completion Period
4.5.1.1	With the assistance of the Local Advisory Group network, monitor and map significant community events	Continue to map community managed events across the Shire		Manager Community and Recreation Service	40%	The Currabubula Local Advisory Group (LAG) held several community events in 2024/25 and the Premer LAG held two events commemorating Premer's centenary. Further work in mapping the profiling the local events calendar is required, and this was intended to be undertaken as part of the development of Council's Arts and Culture Plan. The review of Council's Arts and Culture Plan will be completed in 2025/26.	Annually

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Liverpool Plains Shire Council

7.4 REVIEW OF INFORMATION AND RECORDS MANAGEMENT POLICY

IP&R Linkage: **Goal:** Demonstrate good governance

Strategy: Develop and implement a robust governance and integrity framework

Author: Jared McCulloch, Risk Management Coordinator

Authoriser: Cian Middleton, General Manager

File Number: G2025/0184

Annexures: A. Information and Records Management Policy

RECOMMENDATION

That Council:

1. Place the draft Information and Record Management Policy, appended at *Annexure A*, on public exhibition for a period of 28 days.
2. Receive a further report following the conclusion of the public exhibition period or, if no submissions are received, adopt the draft Information and Record Management Policy as exhibited.

BACKGROUND

Council has several policies that guide officers and Councillors as they perform duties in relation to Council's Governance. These policies are reviewed regularly to ensure that all legislative and regulatory obligations are reviewed and correct for staff and councillors to complete their roles.
The Information and Records Management Policy was adopted in June 2021 **[res. 2773]** following the consolidation of the Records Management Policy and the Records Management Policy and Procedures for Councillors.

ISSUES AND COMMENTARY

The Information and Records Management Policy details Council's obligations to comply with the requirements outlined in the State Records Act. Under the State Records Act and has various responsibilities with respect to the collection, use, retention and disposal of records it holds.

Summary of Changes

Minor formatting updates to the new Policy template and designs, updates to the clarification around Roles and Responsibilities, additional of Risk Management and Compliance considerations.

LEGISLATIVE AND POLICY IMPLICATIONS

The adoption of the revised Policy will enable Council to comply with the legislative requirements outlined in the State Records Act. As detailed above, Council is deemed a 'public office' under the State Records Act and have various responsibilities with respect to the collection, use, retention and disposal of records it holds.

Additionally, all Council Officials have individual responsibilities with respect to records management under the M*odel Code of Conduct for Local Councils in NSW* ("the Model Code"). Clause 8.21 specifically requires all Council Officials must comply with the requirements of the State

Records Act and the council's Records Management Policy. Further requirements regarding records management are outlined at clauses 8.22, 8.23 and 8.24 respectively.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

The adoption of the updated Information and Records Management Policy will reduce the risk of Council failing to comply with the legislative requirements outlined in the State Records Act.

COMMUNITY CONSULTATION

Council policies shall be considered by Council and advertised for a period of 28 days to allow for public comment. Council will consider all submissions prior to formally adopting the Information and Records Management Policy.

CONCLUSION

The draft Policy *Information and Records Management* appended at *Annexure A* has been reviewed in accordance with legislation. It is recommended that Council adopt the draft Information and Record Management Policy for inclusion in Council's Policy Register following a 28-day public exhibition period.

Information and Records Management Policy

February 2024

liverpoolplains.nsw.gov.au

Liverpool Plains Shire Council

INFORMATION ABOUT THIS DOCUMENT

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D22/6660	June 2021	Review and Combine Policy 1.42 – Records Management and Policy 1.43 – Records Management Policy and Procedures for Councillors.
1.42	27 September 2006	Records Management Policy Resolution 10523
1.43	27 September 2006	Records Management Policy and Procedures for Councillors Resolution 10523
Version 4	July 2025	Update to new template, revision of structure and security groups

Further Document Information and Relationships	
Related Legislation	*State Records Act 1998* *State Records Regulation 2015* *Evidence Act 1995* *Government Information (Public Access) Act 2009* *Health Records and Information Privacy Act 2002* *Privacy and Personal Information Protection Act 1998* *Public Finance and Audit Act 1983*
Related Policies	Business Continuity Management Plan Privacy Policy
Related Documents	NSW State Records Standard: No. 11 – Physical storage of state records NSW State Records Standard: No. 12 – Standard on records management Privacy Management Plan State Records NSW - Local government records (GA39)

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

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1 Objective

The purpose of the Information and Records Management Policy is to:

a. Ensure that full and accurate records of all activities and decisions of Liverpool Plains Shire Council (Council) are created, managed and retained or disposed of appropriately and in accordance with relevant legislation.

b. Enable Council to achieve information accessibility, business enhancement and improvement,

c. Provide for Council to meet its obligations for accountability while ensuring that it protects the rights and interests of Council, its staff, customers and the community.

2 Scope

This Policy applies to all Liverpool Plains Shire Council operations and covers activities undertaken by councillors, staff, consultants, volunteers and contractors when discharging functions of Council. All staff, consultants, volunteers and contractors of Council must comply with this document in their conduct of official business of Council.

This Policy applies to information and records in all formats, including electronic records.

3 Policy Statement

Liverpool Plains Shire Council (Council) is committed to meeting its responsibilities under the *NSW State Records Act 1998* and to implementing best practice in its information management practices and procedures. The State Records Act requires public offices to 'make and keep full and accurate records' of their business activities.

The requirement for Council to maintain a Records Management Program stems from the *State Records Act 1998 (NSW),* Section 12(2) which stipulates that Council must establish and maintain a records management program in conformity with standards and codes of best practice from time to time approved by the State Records Authority. Also included in the Act, is the monitoring power to require Council to investigate recordkeeping practices when instructed.

Records are a corporate asset, forming the corporate memory. They support accountability of the organisation by providing evidence of actions and decisions and are a vital asset providing support of our daily functions and operations. They support decision-making, policy formulation and protect the interests of Council.

Other legal obligations relating to records management and provision of records arise from the Acts, Regulations and standards listed in the Document Information section of this Policy.

Council is committed to a culture of best-practice records and information management, compliant with the relevant legislative and regulatory requirements and underpinned by the principles in *AS ISO 15489.1: 2017 Information and documentation - Records management, Part 1: Concepts and principles,* throughout the information lifecycle.

Records and information are captured, managed and used in the most efficient and appropriate format, with a preference for the creation and maintenance of digital only records wherever possible. Information is not unnecessarily duplicated, and the creation, storage and management of irrelevant, unnecessary or ephemeral information are kept to a minimum.

Personal information is collected lawfully and fairly, and is safeguarded from unauthorised access, use, disclosure, modification or loss in accordance with the

Privacy and Personal Information Protection Act 1998 (PPIP Act) and the Council's Information Security Management System.

4 Roles and Responsibilities

Council is responsible for the protection, custody and return of all State Records.

General Manager

The General Manager is responsible for ensuring that Liverpool Plains Shire Council complies with the regulations and requirements of the State Records Act and leading staff (either directly or through delegated authority) in their understanding of, and compliance with this Policy.

Director Corporate Performance and CFO

- Is the nominated Senior Responsible Officer for the oversight of Council's records and information management and has ownership of this Policy;
- Is responsible for reporting to the State Records Authority on Council's Records Management Program; and
- Has responsibility to ensure Council's records management methods and recording systems are reviewed at appropriate intervals to ensure their continuing suitability and effectiveness.

Records Manager

Responsibilities include:

- Ensure compliance with all Acts and Standards relating to recordkeeping within Local Government;
- Approve all system changes, including changes to Security Groups, Content Manager User Permissions, destruction of records and creation of retention schedules.
- Ensure compliance with Council's Information and Records Management Policy and Procedures;

Supervisors/Managers

Responsibilities include:

- To ensure that records are created and managed within their area of supervision in a way that complies with Council's Information and Records Management Policy and Procedures;
- To advise the Council's Records staff on statutory and regulatory requirements for records relating to their specific activities;
- To ensure that contracts with service providers contain records management clauses in accordance with this Policy;
- To ensure staff within their area is aware of their recordkeeping responsibilities and trained in Council's Records Management System (Content Manager) and other applicable business systems; and
- To ensure recordkeeping is part of exit procedures.

Records Staff

Responsibilities include:

- To ensure that records are created and managed by the Records Department in a way which complies with this Policy, State Records NSW - Local government records (GA39) and Council's Records Management Program;

- To maintain a central register of all Council's critical document and record retention systems;
- To make recommendations for improvement or modification of practices relating to Councils records and information;
- To establish and maintain standard operating procedures in support of Council's Records Management Program, including the development and maintenance of a standard Naming Convention for all Council records; and
- To provide assistance and guidance to Council staff in relation to their recordkeeping responsibilities.

All Staff

Responsibilities include:

- To comply with Council's adopted Information and Records Management Policy, and Procedures;
- To create full and accurate records of their business activities;
- To ensure that all records are suitably saved into Council's approved recordkeeping systems;
- To ensure all records are handled with care;
- To not destroy records without authority; and
- To protect sensitive records from unauthorised access.

5 Creation and Capture of Records

All staff, councillors, contractors and volunteers are responsible for ensuring records of business activities they undertake are created and captured in Council's approved record keeping system.

6 Access to Council Records

6.1 Public Access

Liverpool Plains Shire Council makes information available to the public in line with NSW Government requirements.

The NSW Government Information (Public Access) Act 2009 (GIPA Act) Section 6 states:

1. An agency must make the government information that is its "open access information" publicly available unless there is an overriding public interest against disclosure of the information.
2. Open access information is to be made publicly available free of charge on a website maintained by the agency (unless to do so would impose unreasonable additional costs on the agency) and can be made publicly available in any other way the agency considers appropriate. e

The types of Council information defined as Open access Information is set out in Section 18 of the GIPA Act and Section 1 of the Government Information (Public Access) Regulation 2009 (GIPA Regulation).

6.2 Staff Access

Access to Council records is made in accordance with relevant legislation and Council's Code of Conduct. Staff will be granted access to Council's Records Management System (Content Manager) in accordance with their role and responsibility.

Only staff with delegate authority can release Council records.

6.3 Requests for Council Information

Members of the public are permitted to request access to Council's records.

Access to information that is not Public Access Information is available to staff and members of the public in two (2) ways:

Informal Access Request - Access to information which is not available as Mandatory Release or Authorised Proactive Release information may be provided through Informal Release. In this regard, applications should be made to Council by submitting the appropriate 'Informal Access to Information' application form. Council will endeavour to release information in response to such a request, subject to any reasonable conditions as Council deems fit to impose.

Formal access requests - Notwithstanding the lodgement of an information application, Council may require a formal access application to be submitted where the information sought:

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure; or
- Contains personal or confidential information about a third party that requires consultation; or
- Would involve an unreasonable amount of time and resource to produce.

To make a formal request for information, a 'Formal Access Information' application form should be completed. In accordance with the GIPA Act, an application fee of $30.00 is payable, and additional processing charges may be applicable. An acknowledgement of such application will be provided by Council within five working days.

6.4 Requests for access to your Personal Information

Members of the public can request access to personal information that Council holds about them using either the Privacy and Personal Information Protection Act 1998 (PPIP Act) or the Government Information (Public Access) Act 2009 (GIPA Act).

All requests must be in writing to Council using the Informal Access Request form or Formal Access Request from.

7 Storage, Protection and Security

All records should be stored appropriately to allow for their retrieval, use and preservation.

In doing so, the security, privacy and confidentiality of records should be maintained.

The following security groups are established in Content Manager, with access to each security group restricted to the identified members:

Group	Members
System Administration	Coordinator Risk Management Manager Corporate Governance Records Officer
General Manager Confidential	General Manager Coordinator Executive Services Executive Services Officer

Executive Leadership Team Confidential	General Manager Director Corporate Performance and CFO Director Planning and Recreation Director Infrastructure and Utilities Executive Services Officer
Leadership Team Confidential	General Manager Director Corporate Performance and CFO Director Planning and Recreation Director Infrastructure and Utilities Manager Property and Recreation Manager Operations Manager Corporate Governance Manager Customer & Information Services Manager Human Resources Manager Planning and Regulation Manager Water Services Manager Engineering, Assets and Projects Manager Finance Executive Services Officer
Human Resources Confidential	General Manager Manager Human Resources Human Resources Officers Payroll Officer
Public Officer Confidential	General Manager Director Corporate Performance and CFO Manager Corporate Governance
Payroll Confidential	Management Accountant Payroll Officer
Internal Audit Confidential	General Manager Director Corporate Performance and CFO Manager Corporate Governance Coordinator Risk Management
Unrestricted	All Users are staff that require access to review and upload documents into the Records Management System.

8 Archiving, Disposal and Destruction

All records must be protected, maintained and accessible for their entire retention period as outlined in the General Disposal Authority No. 39 for Local Government Records (GA39) under the *State Records Act 1998*.

Records cannot be disposed of without the approval of the Manager Customer and Information Services.

8.1 Appraisal and Transfer

Records are to be appraised prior to individual business units boxing/archiving the records to ensure compliance with the retention and disposal schedule. Once the

records are boxed, both the boxes and a list of the contents against each box are to be provided to the Records Officer for indexing, registration and archiving.

8.2 Disposal

Original and source records will be stored and maintained by the Records Officer in day boxes for a period of six (6) months, which complies with General Retention and Disposal Authority No. 45 for Original or Source Records (GA45).

8.3 Retention

All records required to be maintained on a permanent basis as per their retention schedule will be stored in a secure environment.

Documents and metadata of documents must be maintained electronically on servers. Backups of the server are taken on a regular basis.

9 Risk Management

Poor management of Council's records and information has the potential to cause substantial problems for the organisation, such as economic or financial losses, exposure to litigation, injuries, delays, reputational damage and customer dissatisfaction.

Council recognises that its records and information needs to be managed like any other asset and aims to mitigate recordkeeping risks through:

a. The implementation of sound internal controls for the capture, registration, identification, storage, security and disposal of all records to ensure the integrity of records and information, particularly the preservation of key corporate information. This in turn provides protection and support in litigation including the management of risks associated with the existence of, or lack of, evidence of organisational activity.

b. Managing the publication, use, privacy and protection of records. Council acknowledges that it is vital to ensure that security standards are sufficient to guarantee that exposure or unauthorised use does not take place.

c. Governance and management oversight, but also ensuring that recordkeeping responsibilities are allocated clearly and that all staff know what they are expected to do and how they should contribute their records to the shared corporate pool. A degree of human error is inevitable but a culture of accountability is an important safeguard for Council, against risk.

10 Compliance

All Council staff are expected to read this Policy carefully so as to ensure that they are well aware of their recordkeeping responsibilities and processes to which they are to conform.

Any breaches of this Policy will be referred to the General Manager for appropriate action. Non-compliance with this Policy may result in disciplinary action being taken.

8 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND UTILITIES

8.1 REPEAL OF KERB AND GUTTER POLICY, FOOTPATHS POLICY, DISPOSAL OF SURPLUS EQUIPMENT POLICY, AND CORPORATE PROPERTY AND DISPOSAL OF LAND POLICY

IP&R Linkage: **Goal:** Demonstrate good governance

Strategy: Develop and implement a robust governance and integrity framework

Author: George Vorobieff, Director Infrastructure and Utilities (Acting)

Authoriser: Cian Middleton, General Manager

File Number: G2025/0217

Annexures:
A. Kerb and Gutter Policy
B. Footpaths Policy
C. Disposal of Surplus Assets Policy
D. Corporate Property and Disposal of Land Policy

RECOMMENDATION

That Council:

1. Repeal the Kerb and Gutter Policy appended at *Annexure A*.
2. Repeal the Footpaths Policy appended at *Annexure B*.
3. Repeal the Disposal of Surplus Equipment Policy appended at *Annexure C*.
4. Repeal the Corporate Property and Disposal of Land Policy appended at *Annexure D*.

BACKGROUND

As work has been undertaken to develop Council's policies and Asset Management Plans, a number of policies are no longer relevant as they are covered through alternate policies or through adopted Asset Management Plans.

ISSUES AND COMMENTARY

The below policies are recommended for repeal, with reasons provided:

Policy Name	Last Review Date	Reason for Repeal
Kerb & Gutter Policy	28/08/2013	The details in this are duplicated across other Council plans. Asset Management Plan considers priority ranking for new assets and renewal of existing.
Footpaths Policy	26/02/2014	The details in this are duplicated across other Council plans. Asset Management Plan considers priority ranking for new assets. Council's current Pedestrian Access and Mobility Plan sets expected construction standards for various paths.

Disposal of Surplus Equipment Policy	28/05/2015	This policy is covered within Council's Procurement Policy.
Corporate Property & Disposal of Land Policy	31/07/2019	This policy is now covered within Asset Management Plans, Council's Procurement Policy, and Council's existing legislative obligations

LEGISLATIVE AND POLICY IMPLICATIONS

The repealing of these policies ensures that Council's policies are consistent, strategic in nature, and do not have duplicated obligations with other Council documents.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

The items considered in these policies are now incorporated into other policies or plans adopted by Council. It is not considered that repealing these gives rise to any new risks.

COMMUNITY CONSULTATION

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

CONCLUSION

These policies should be repealed as their positions are now reflected within other policies, adopted Asset Management Plans, or other Council adopted plans.

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER **Policy No. 2.15**

POLICY TITLE: **KERB AND GUTTER**

File Reference: **13.6.1**
Date Adopted: **25th July 2007**
Minute No: **11114**
Last Updated:

History of Policy Review

Version	Adoption Date	Minute No	Details of Review
1	25th July 2007	11114	New Policy
2	28th August 2013	507	Budget considerations
3			Changes due to restructure

OBJECTIVES

Kerb and gutter is used to collect stormwater run-off and direct it towards Council's underground pipe system via kerb inlet pits. The use of kerb and gutter collects run-off from hardstand areas, mainly roads, and prevents flow through private properties at other than designated drainage points.

POLICY TITLE: KERB AND GUTTER Policy No: 2.15

POLICY STATEMENT

1. Construction

Kerb and gutter construction shall be of cast-in-situ concrete in accordance with specifications as approved by the Director Engineering Services. Where new kerb and gutter is to be constructed, driveway laybacks shall be located in consultation with the adjacent landowner.

2. Priorities

A Forward Works Kerb and Gutter Program shall be prepared by undertaking a needs analysis using priorities allocated on the following basis:

Priority 1 A location where stormwater run-off is affecting community amenity

Priority 2 Regional Roads where a need has been established

Priority 3 Local urban roads where a need has been established

Priority 4 A location for which a request has been submitted, but assessed as having no great need.

3. Funding

For all new kerb and gutter construction, the land owner adjacent to each section of kerb and gutter shall be required to contribute 50% of the costs incurred by Council to construct the kerb and gutter in accordance with the Roads Act 1993.

Where the kerb and gutter is to be constructed on a land owner's side boundary, the land owner shall be required to contribute 25% of the costs incurred by Council to construct the kerb and gutter.

The determination of 'side boundary' and 'front boundary' shall be from the orientation of any dwellings or improvements present on the property, however in the absence of any identifiable improvements the frontage shall be regarded as the narrowest boundary adjoining the works.

4. General

In the case of new shopping centres, commercial developments, industrial developments or urban subdivisions where kerb and gutter does not exist and is considered necessary, the developer shall be required to construct new kerb and gutter for the full road reserve frontage of that development with construction being to the satisfaction of the Director Engineering Services.

All ramps associated with new kerb and gutter shall comply with Disability Access Standards, for longitudinal grades and horizontal cross-falls.

The Director Engineering Services shall present the "Future Capital Works - Kerb and Gutter Programme" in priority order based on the needs analysis for review, prior to any proposed annual kerb and gutter budget considerations.

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER **Policy No. 2.5**

POLICY TITLE: **FOOTPATHS**

File Reference No.: **F.16**
Date Adopted **19th November, 2003**
Minute No: **8759**
Last Updated: **26th February 2014**

History of Policy Review

Version	Adoption Date	Minute No	Details of Review
1	19th November 2003	8759	New Policy
2	20th December 2006	10710	Capital Works Changes
3	30th June 2011	13619	Funding/Alignments/Widths
4	26th February 2014	723	Capital Works Changes

OBJECTIVES

Footpaths are the major means by which pedestrians can be separated from motor vehicles on roads. They provide a safe environment for pedestrians and as such have a special place in the road safety equation.

POLICY TITLE: FOOTPATHS **Policy No. 2.5**

POLICY STATEMENT

1. CONSTRUCTION

Path construction shall be of cast-in-situ concrete or brick paving in accordance with specifications as approved by the Director - Works. Where a new path is to be constructed intersecting a bitumen or gravel crossover, the crossover shall be upgraded to a new concrete cross-over. Where a new path abuts an existing concrete or brick paved crossover in poor condition, the path should be constructed through the crossover and the crossover modified accordingly in consultation with the adjacent landowner.

2. ALIGNMENT AND WIDTHS

A path shall generally be a minimum 1.2 metres in width and desirably be located a minimum 1.5 metres behind the back of the road kerb line. Dual use paths shall be a minimum 2.5 metres wide.

In particular circumstances where the cross-sectional shape of the verge prevents construction of the path on the desirable alignment, paths may be constructed on alternate alignments subject to:

a) The alignment not causing interference to the alignment of the various public utility services installed in or to be installed within the road verges;

b) The path width being not less than 1.5 metres if the path is located within one metre of the back of the kerb;

c) The path not causing interference to permitted informal angle parking zones.

d) When a kerb side path is constructed, concrete crossover aprons may be replaced, if they are assessed to present a hazard to future path users;

e) Path to be constructed to full verge width in areas adjacent to shopping centres and areas where, in the opinion of the Council, pedestrians congregate in large numbers. Where these paths are constructed with brick paving, vehicle crossovers being upgraded shall be constructed with brick paving having a contrasting colour;

f) Where a new path is to be constructed on a mid-verge or property line alignment, it shall be constructed on a smooth even plane between any concrete or brick paved crossovers and at a level compatible with the crossovers. Where it is not practical to construct the path to the crossover level, the footpath shall be constructed through the crossover and, the crossover ramped or reconstructed to suit the level of the path.

3. PRIORITIES

Future pathway construction projects shall be selected from Councils "Future Capital Works Pathway Program" with priority based on a needs analysis using the following criteria:

Priority 1 A location where conflict with vehicular traffic creates a dangerous situation for pedestrians.

Priority 2 Schools, shopping centres and other locations where pedestrians congregate in numbers or where the condition of an existing path could present a hazard to pedestrians.

Priority 3 Regional roads where a need has been established.

Priority 4 Local urban roads where a need has been established.

Priority 5 A path for which a request has been submitted, but assessed as having no great need.

4. EXTENT

A path shall be constructed on the verge of a road reserve where a need has been established. The following criteria should be used in establishing the need:

a) Pedestrian usage;

b) Vehicle numbers;

c) Assessment of conflict between pedestrians and vehicles;

d) Function of the path;

e) Road visibility, width and condition of verges.

5. FUNDING

For all new footpath construction, the land owner adjacent to each section of path may be required to contribute to half the costs incurred by the Council to construct the path in accordance with Section 217 of the Roads Act 1993 or as per the following criteria;

Residential and Village Areas (as defined under the LPSC LEP) – Property owners in residential or village areas, excluding non exempt crown or public land, shall be required to contribute 50% of the actual cost of constructing a new foot path or shared path to the frontage of their property to a maximum frontage length of 20 metres with no charge for any additional frontage. The contribution rate shall be reduced to 25% of the actual cost of construction for maximum boundary length of 20m for property owners with a side boundary fronting the new footpath construction. The front or side boundary of a property shall be determined from the street address, orientation of any dwelling on the property or in the case of street corner blocks the shortest boundary fronting the roadway shall be regarded as the frontage.

Commercial and Industrial Areas – Property owners in commercial or industrial areas shall be required to contribute 50% of the full cost of constructing a new footpath or shared path for the length of the property boundary fronting the footpath construction.

All non exempt crown and public land shall be required to contribute at the rate of 50% of the actual cost of the work for the full length of the property boundary fronting the footpath construction.

For all new crossover construction in relation to footpath developments, the land owner for which access is provided shall be required to contribute half the cost incurred by the Council to construct the crossover in accordance with Section 218 of the Roads Act 1993.

6. GENERAL

a) In the case of new shopping centres, commercial or industrial developments where full verge paving is considered necessary, the developer shall be responsible for the full cost of construction for the frontage of the development in addition to any other development approval condition. Construction of the path must be to the satisfaction of the Director - Works.

b) All new paths shall comply with Disability Access Standards, in particular for wheel-chair/pram-ramps at crossings, longitudinal grades and horizontal cross-falls.

c) The Director - Works shall present the five (5) year Path Forward Works Program based on the Needs Analysis for review, prior to annual budget considerations.

d) In the event of substantial opposition to a proposed path, Council is to be consulted to determine whether the proposed path is to be constructed based on the original need with particular emphasis on the safety aspects associated with the path - ie. an assessment of whether the path would be considered essential. If it is not considered essential, it would be replaced on the program by the next highest priority project. If the need is determined as not sufficient to pursue, it is referred back to the Path Forward Works Programme to be considered when the need is then justified to proceed.

e) Where practicable, advice should be conveyed to the landowners where a path is to be constructed twelve (12) months prior to the construction commencing.

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER **Policy No. 1.12**

POLICY TITLE: **DISPOSAL OF SURPLUS EQUIPMENT/SCRAP AND LOW VALUE ASSETS**

File Reference No: **A.48**
Date Adopted: **17th July 2002**
Minute No: **7989**
Last Updated: **28th May 2014**

History of Policy Review

Version	Adoption Date	Minute No	Details of Review
1	17th July 2002	7989	New Policy
2	28th May 2014	928	Policy Review

OBJECTIVES

To ensure that Liverpool Plains Shire Council's disposal of "Surplus Equipment/Scrap and Low Value Assets" is conducted in a cost effective, ethical, accountable and professional manner that:

1. Realises the residual or fair value of surplus assets.

2. Provides equal opportunity to the general public to submit a proposal for the purchase of such items.

3. Reduces employee exposure to possible corrupt practices in the disposal of assets.

POLICY TITLE: **DISPOSAL OF SURPLUS EQUIPMENT/ SCRAP AND LOW VALUE ASSETS** **Policy No. 1.12**

POLICY STATEMENT

It is the policy of Liverpool Plains Shire Council to ensure the disposal of surplus equipment/scrap and low value assets is conducted in a best practice manner that provides for the correct and ethical disposal of such assets.

Council and Council Committees when disposing of assets shall comply with the requirements of the Local Government Act 1993 (in particular section 55), the Local Government General Regulation and this policy.

NOTE: Because of the sometimes low economic value of many assets such as "scrap" the disposal process can be treated as unimportant. The underestimation of asset values by an employee may result in its improper disposal, and hence may be seen as an act of misconduct.

It is important that Council actively and regularly communicates to staff that all assets purchased by the organisation, or materials associated with a purchase remain the property of Council and shall be disposed of in accordance with the disposals procedure.

DELEGATION

That the General Manager be responsible for authorising the disposal of "Surplus Equipment/Scrap and Low Value Assets" in accordance with section 377 of the Local Government Act 1993 (general power of the Council to delegate).

PROCEDURE FOR THE DISPOSAL OF SURPLUS EQUIPMENT/SCRAP AND LOW VALUE ASSETS

1. DETERMINING THE METHOD OF DISPOSAL

Department Directors or Managers shall be responsible for the cost benefit analysis evaluation and disposal of selected items in accordance with the following methods:

- Trade-in where supplier offers fair value for item.
- Relocation to another project or job.(redistribution of cost required).
- Relocation to another department within the organisation.
- Use as spare parts (where practical).
- Recycling (Commercially or in-house).
- Dumping (where items have no economic value or are environmentally undesirable)
- Invitation of public quotations or public auction (Registering and securing as surplus item)

NOTE: All items disposed of must be reported to the General Manager and then entered into the Disposals register.

2. RECORDING AND SECURING OF USED AND SURPLUS ITEMS

All materials other than designated inventory items that are deemed to be surplus assets shall be returned to the Purchasing Officer for credit transfer and recording in Councils "Surplus Items Register" (SIR). The record is to be countersigned by the Returning Officer (Ganger/Supervisor).

Department Directors or Managers shall notify the General Manager in writing of all other surplus equipment or assets of low value that are to be disposed of in accordance with this policy. These items must also be recorded in the (SIR).

The Director of Works shall be responsible for the assessment of surplus inventory items and will report such items to the General Manager.

Those inventory items then deemed to be surplus to Council's requirements shall be physically removed from the store and placed in the "Surplus Items" location. All stock transfers must be issued and accordingly recorded in the SIR.

The Purchasing Officer is responsible for the safe storage and custody of all items registered for disposal.

All items marked for disposal shall be sorted accordingly to ensure that valuable items are not mixed with, or are contaminated by, assets of a lower value.

3. INVITATION OF PUBLIC QUOTATIONS / PUBLIC AUCTION

As the policy deals with the disposal of low value assets staff should observe the following quotations procedure:

ESTIMATED VALUE	REQUIREMENT
$0 to $1000	At the discretion of the General Manager.
$1001 to $5,000	Minimum 2 quotations
$5,001 to $150,000	Minimum 3 quotations
Greater than $150,000	In accordance with Tender Procedure

3.1 VALUATION AND APPROVAL

To ensure maximum net return of materials the Purchasing Officer will arrange for the valuation of surplus items, by either independent assessment or estimation by experienced persons. Values are to be recorded in the SIR.

The Chief Financial Officer shall provide the General Manager with a list of all surplus items recorded for disposal. The General Manager will determine if a disposal sale is necessary and the appropriate disposal method.

The Chief Financial Officer shall co-ordinate the disposal sale.

3.2 PUBLIC NOTICE

Council shall give 28 days notice of a disposal sale and the advertisement shall include the following information:

- Method of disposal (Public Quotations or Auction).
- Date of Auction or Closing date for quotations.
- Major items for disposal.
- Inspection date and time.
- Location of items.
- Agents.
- Council contact.

RECORDING OF DISPOSALS

All disposals must be accounted for with sales written back to the appropriate asset ledgers and sale results recorded in the SIR. The Chief Financial Officer shall report to the General Manager and Council on the outcome of the sale.

LIVERPOOL PLAINS SHIRE COUNCIL
CORPORATE PROPERTY & DISPOSAL OF LAND POLICY

Version	Date	Resolution No	Details
1	31 July 2019	3379	New Policy
2			

POLICY OBJECTIVE

The objective of this policy is to:

a. Facilitate effective management of Council's property assets.
b. Establish the underpinning principles of equity and transparency in Council's property dealings.
c. Ensure that all dealings in property matters relating to Council owned property or property acquisitions by Council are handled within legislative requirements.
d. Support the objective of generating alternative/additional forms of income for the Council through property development/investment.
e. Facilitate local business activity, including tourism, where appropriate.
f. Ensure that Liverpool Plains Shire Council has open and accountable framework to consider acquisition and disposal of land assets.
g. Establish the criteria under which Council will consider acquisition and sale of land and easements.

RELEVANT LEGISLATION

- *Local Government Act 1993*
- *Valuation of Land Act 1916*
- *Environmental Planning and Assessment Act 1979*
- *Protection of the Environment Operations Act 1998*
- *Residential Tenancies Act 2010*
- *Land Acquisition (Just Terms Compensation) Act 1991*
- *Roads Act 1993*
- *Retail Leases Act 1994*
- *Crown Lands Act 1989*
- *Crown Land Management Act 2016*
- *National Parks and Wildlife Conservation Act 1975*

EFFECTIVE DATE AND POLICY REVIEW

The policy shall be reviewed every four years or earlier if required by legislation, Council resolution or recommendation of the General Manager. If the policy is not reviewed within this timeframe, it remains active until such time as it is reviewed or revoked by Council.

This policy comes into effect on 25 September 2019.

Signed by General Manager: _____

R S (Ron) van Katywk

Date Approved: 25/09/2019

POLICY

1 POLICY STATEMENT

1.1 The purpose of this policy is to describe the manner in which Liverpool Plains Shire Council (Council) will undertake its corporate property management functions, including the acquisition and divestment of land, by:

- Ensuring that all disposals of Council land and buildings are in accordance with the *Local Government Act* and *Roads Act.*
- Ensuring that Council's assets are utilised to their full potential for the benefit of the Liverpool Plains Shire community.
- Establishing processes which demonstrate good governance.
- Properly reviewing future land requirements before designating any land as "surplus".
- Optimising Council revenue from the sale of surplus land.

1.2 To achieve this, Liverpool Plains Shire Council will conduct its undertakings with respect to the disposal, acquisition and management of properties within its corporate property portfolio in accordance with the Council-endorsed document: “Corporate Property Directive”. A copy of the Directive can be obtained by contacting Council or emailing lpsc@lpsc.nsw.gov.au.

8.2 MONTHLY WATER AND WASTE WATER STATUS REPORT

IP&R Linkage: **Goal:** Plan, deliver and maintain affordable and reliable water and waste services

Strategy: Provide sufficient potable water supply through effective water distribution systems

Author: Luke Whitten, Water Services Engineer

Authoriser: George Vorobieff, Acting Director Infrastructure and Utilities

File Number: G2025/0301

Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Monthly Water and Wastewater Status Report for July 2025.

BACKGROUND

Liverpool Plains Shire Council (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.

Council also maintains two centralised wastewater systems. These utilise a variety of treatment technologies to treat municipal wastewater including residential sewerage and pre-treated liquid trade waste to return to the environment.

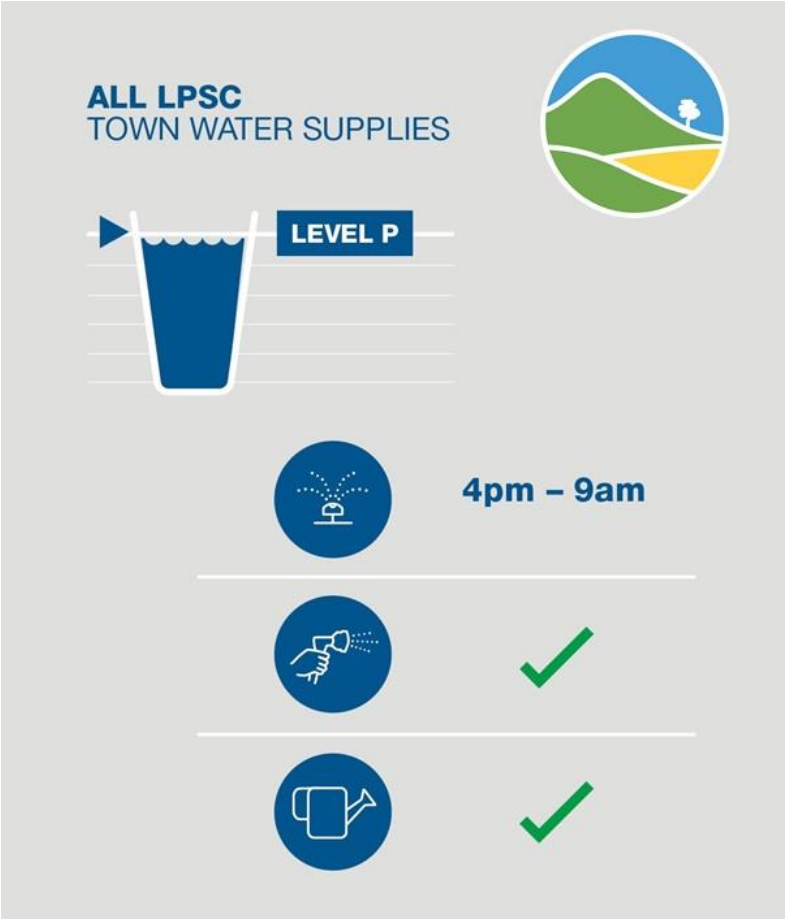
Water Services staff constantly monitor and adapt with the actions required to provide a continuous supply of quality drinking water and appropriately treated wastewater.

ISSUES AND COMMENTARY

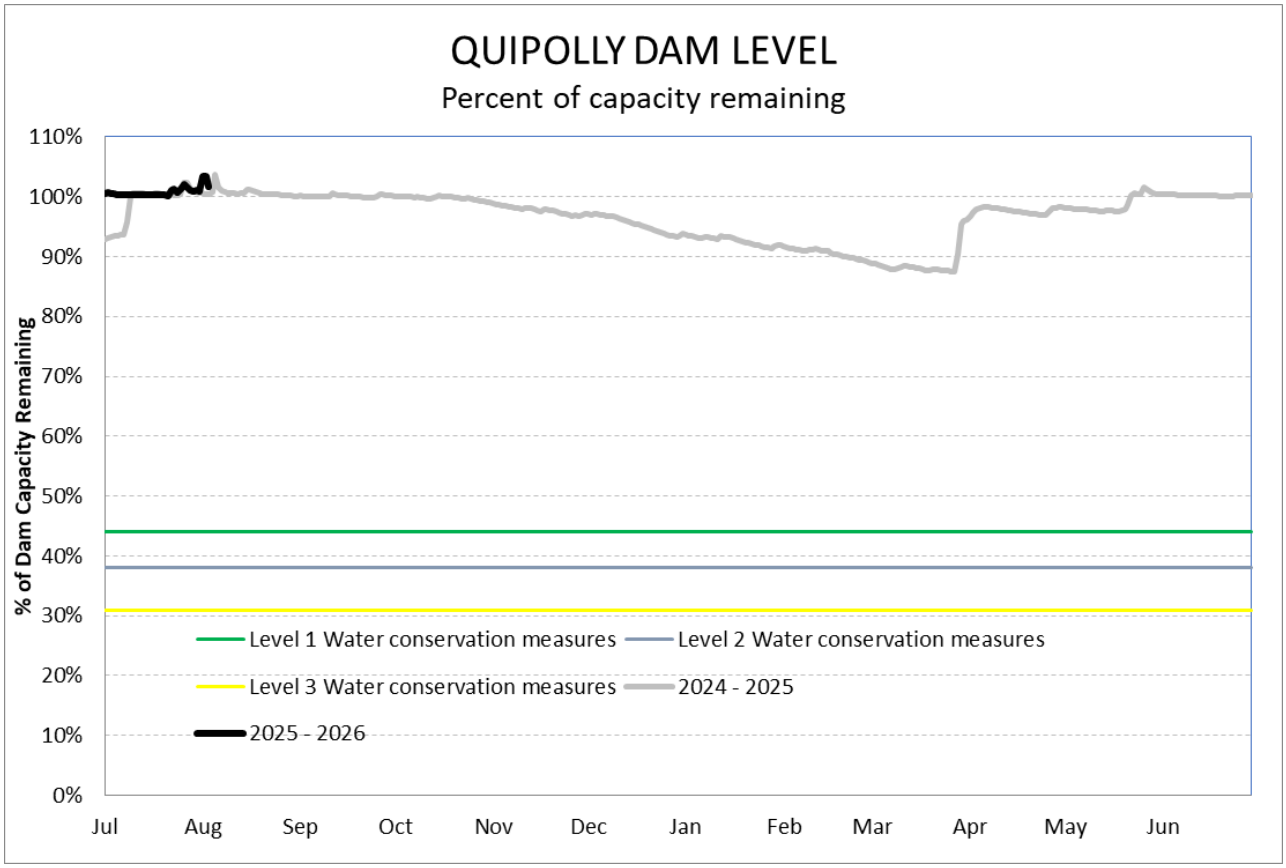
Water Quantity

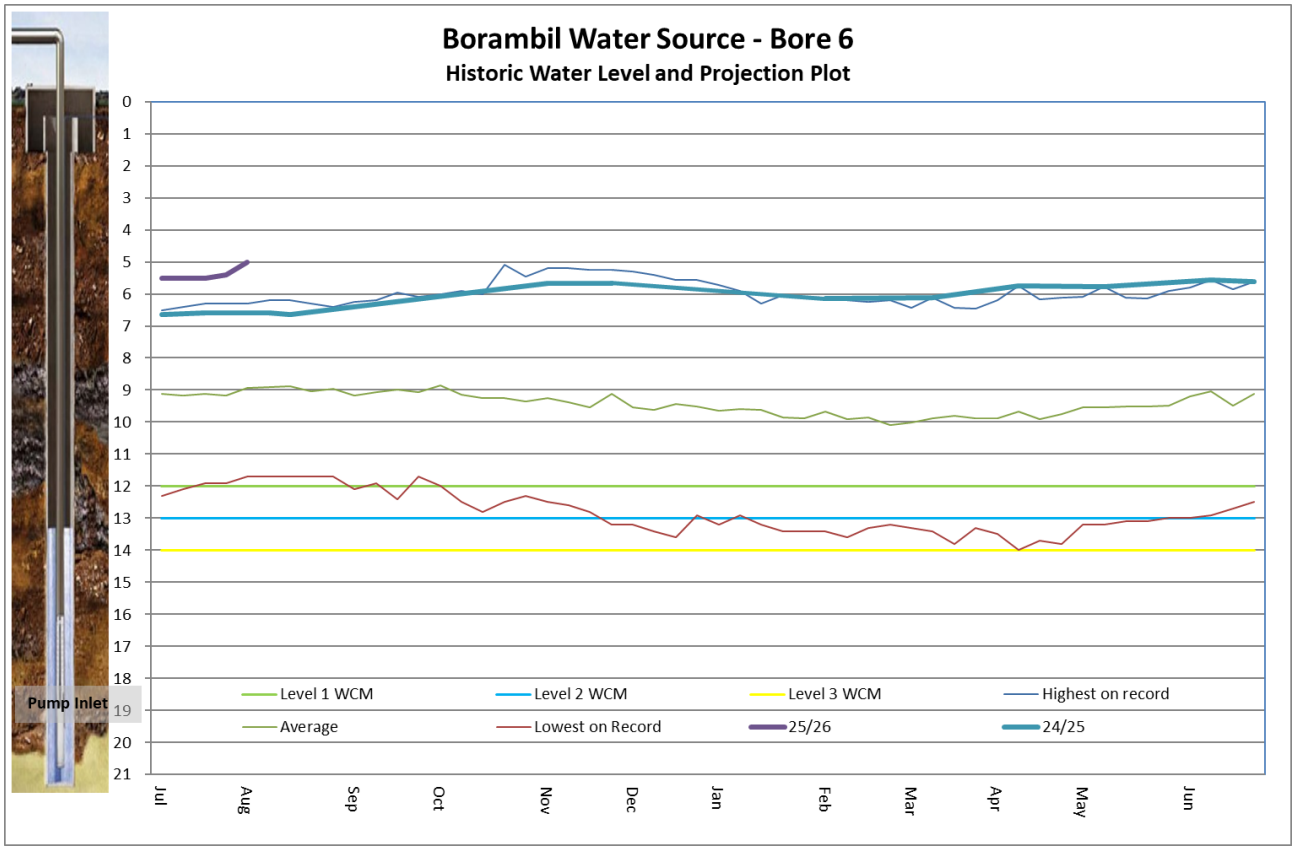
The climate outlook for the Liverpool Plains from the Bureau of Meteorology (BOM) is forecasting an above average likelihood of exceeding median rainfall over the next three months to November 2025. Demand is therefore forecast to be below average into Spring, however in good seasons water usage typically increases rapidly in any dry weeks as consumers tend to maintain higher lawn and garden standards in these seasons.

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.



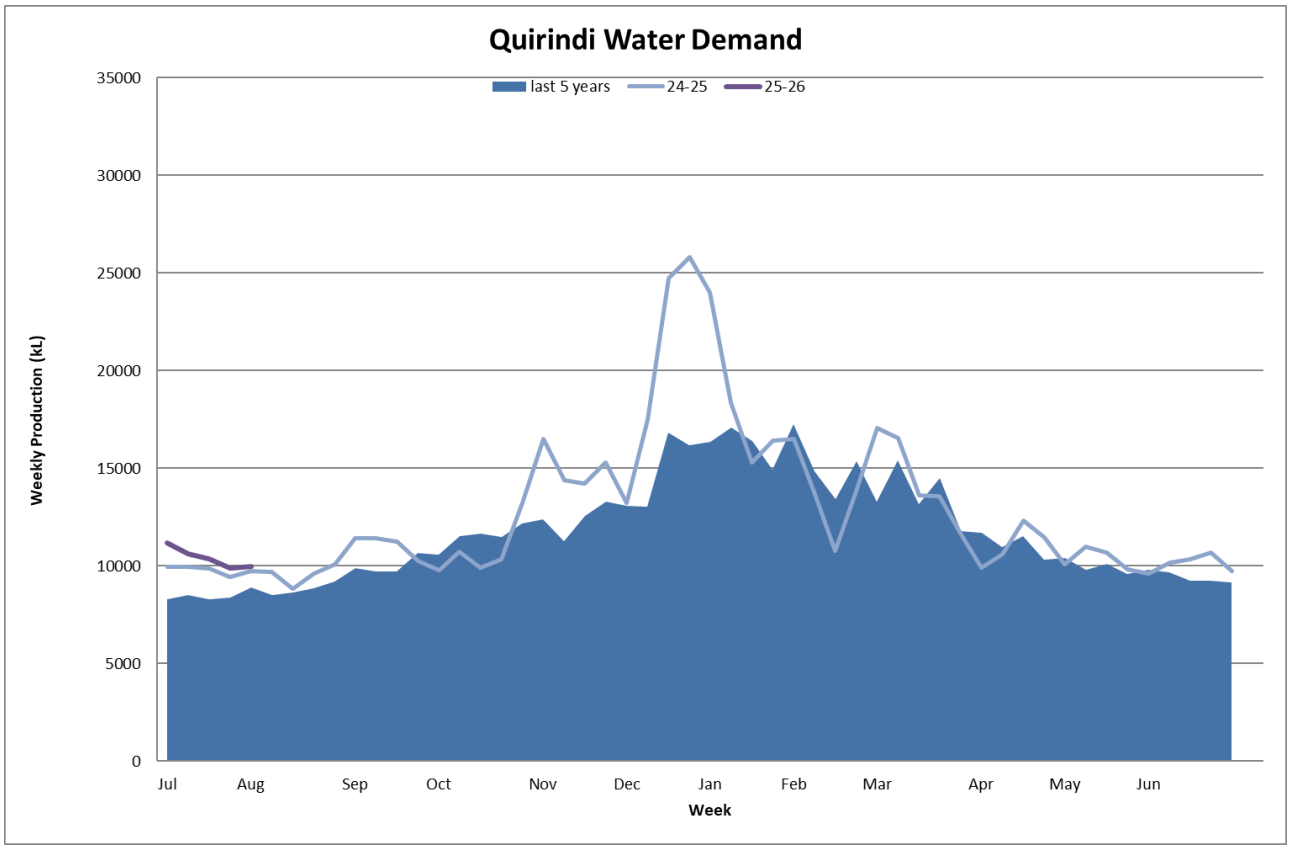
Major Water Source Summary

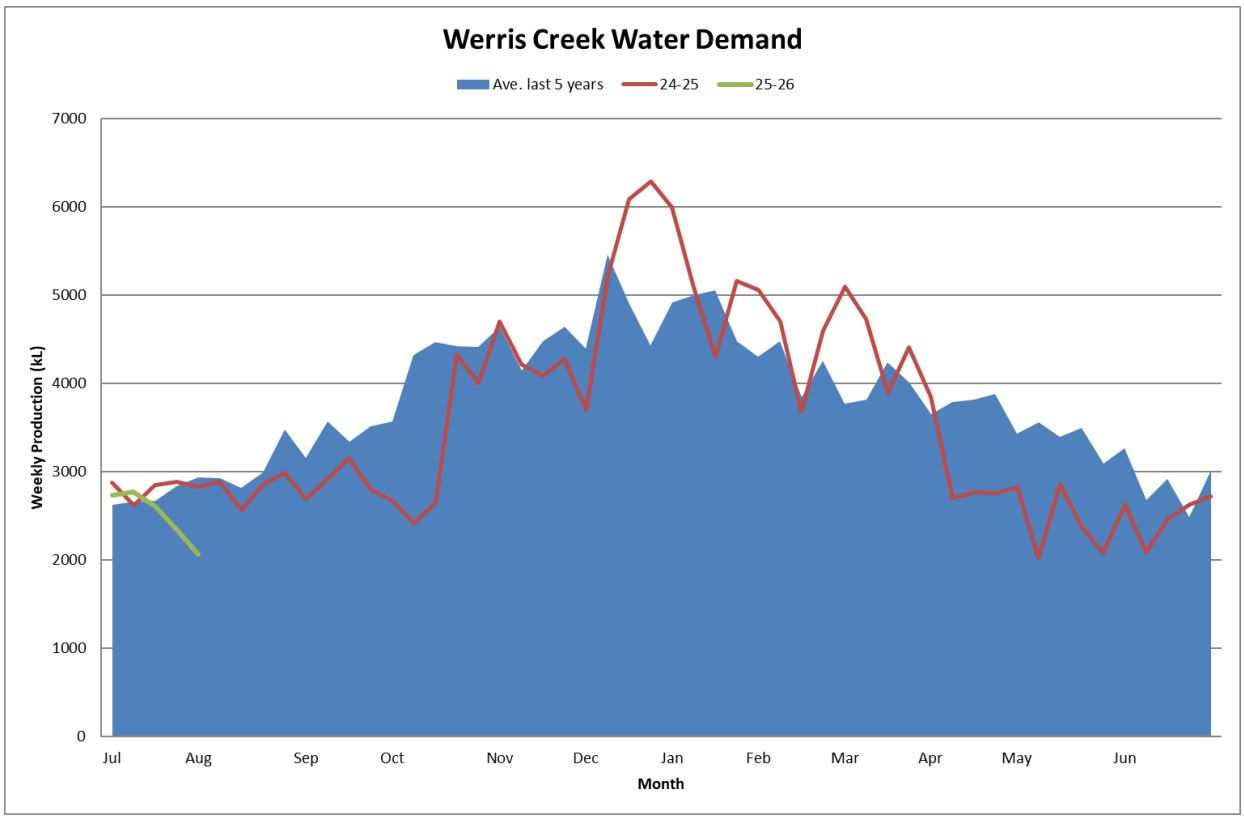




Quipolly Dam was at 101.0% at the end of July up 0.8% over the month. The groundwater level in the Borambil system has remained near capacity, remaining at a record for this time of year.

Town Usage Trends





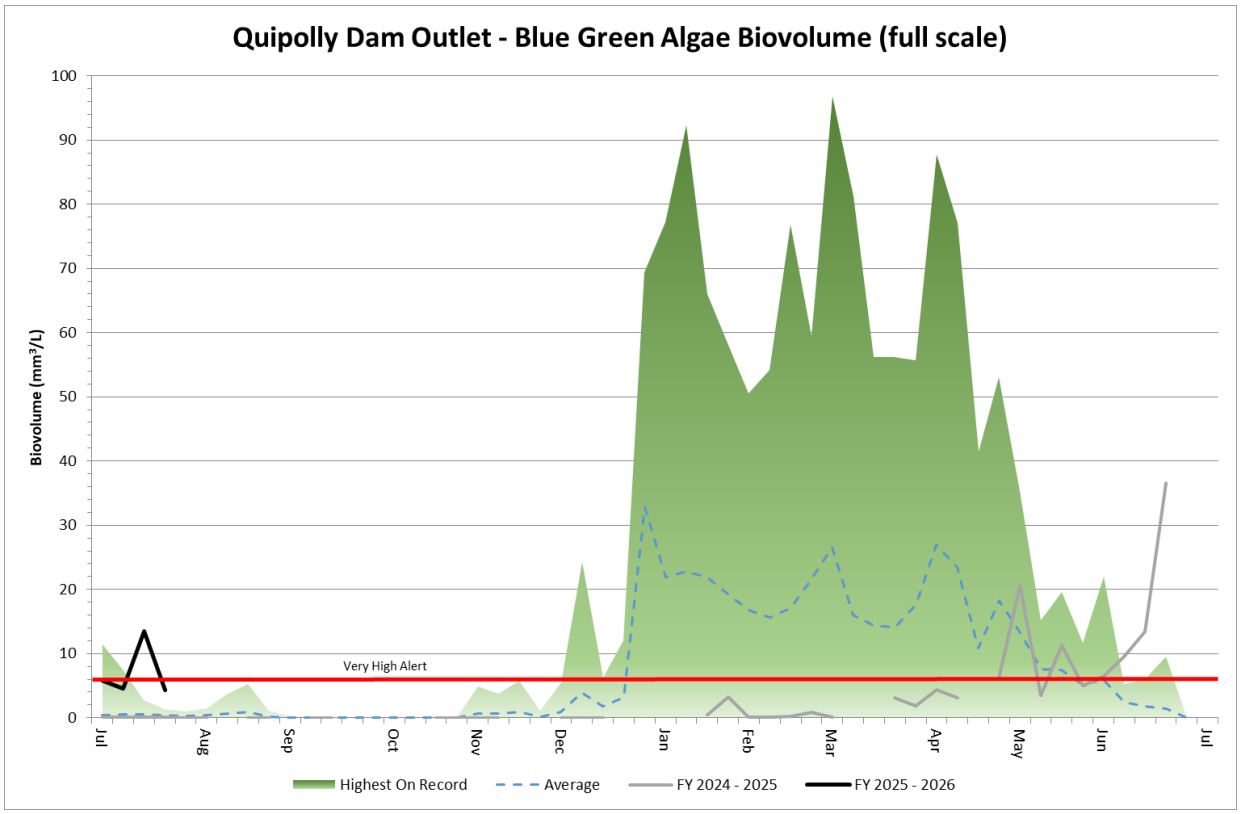
Demand has decreased through July across the water supplies.

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: Very High Alert (steady)

Recreational Alert (Fishing): Red Alert (steady)

BGA had dropped at the start of July but is back to very high alert for drinking water. The recreational alert level has remained at red alert for fishing. With the recent significant rainfall and inflows into Quipolly Dam it is anticipated that the bloom will now break down, however this can still take several weeks. Operations staff will continue to respond in accordance with established response protocols when required.

Drinking Water Quality Events:

There were no water quality events reported to NSW Health in the period.

Waste Water Quantity

Town Volumes Treated

Sewer - Quirindi — **01 Jan 2025 - 31 Dec 2025**

Quirindi WWTP - EPA Report (Lab)

Flow Monitoring — Report Generated: Friday, 08 August 2025

Environment Protection Licence: 806

	Total Daily Outflow EPA Point 1	Comments
Limit	4200	
Samples Required	Daily	
No of Samples	212	
No of Exceedances	0	
Minimum	117	
Average	445.943	
Maximum	1,339	
Units	kL/day	

Sewer - Werris Creek — **01 Jan 2025 - 31 Dec 2025**

Werris Creek WWTP - EPA Report (Lab) - EPA P2

Flow Monitoring — Report Generated: Friday, 08 August 2025

Environment Protection Licence: 575

	Total Daily Inflow (Manual Entry)	Total Daily Inflow (SCADA) EPA P2	Comments
Annual Limit		200 ML/yr	
Samples Required	Daily	Daily	
No of Samples	0	231	
No of Exceedances	0	0	
Minimum	0	0	
Average		268.5670996	
Maximum	0	2647	
Units	kL/day	kL/day	

Waste Water Quality

Summary of Environment Protection Licence Monitoring

Quirindi

EPA Point 1 – Tertiary treatment

	Parameters										
	Biological Oxygen Demands	Total Suspended Solids	Oil & Grease	pH	Ammonia as Nitrogen	Nitrates + Nitrites as Nitrogen	Kjeldahl Nitrogen	Total Nitrogen	Total Phosphorus	Conductivity	Faecal Coliforms
90 %ile Allowed	20	30	10								
Calculated 90%ile	15	74	8								
Samples Required	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Fortnightly
No of Samples	15	15	15	15	15	15	15	15	15	15	15
No of Exceedances	1	13	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
No of Allowed Exceedances	2	2	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Minimum	3	26	3	8.56	0.02	0.01	0.4	0.4	0.67	901	1
Average	13	49	4	9.26	1.62	0.40	5.4	6.6	1.65	1156	33
Maximum	66	91	11	9.73	7.65	2.26	16.2	20.9	3.99	1320	130
Units	mg/L	mg/L	mg/L	pH Unit	mg/L	mg/L	mg/L	mg/L	mg/L	µS/cm	CFU/100mL
02/01/2025	4	38	<5	9.58	0.02	<0.01	1.7	1.7	0.67	1300	≈1
14/01/2025	4	39	<5	9.56	0.02	<0.01	3.0	3.0	0.72	1300	≈20
29/01/2025	6	28	<5	9.56	0.04	<0.01	0.4	0.4	1.16	1320	≈21
11/02/2025	9	51	<5	9.30	0.05	<0.01	1.9	1.9	1.46	1180	18
25/02/2025	3	34	<5	9.57	0.03	<0.01	2.9	2.9	0.83	1170	≈11
11/03/2025	14	80	11	9.32	0.05	<0.01	6.0	6.0	1.29	1150	≈11
27/03/2025	7	57	<5	9.37	0.09	<0.01	3.6	3.6	0.83	1210	≈45
09/04/2025	12	49	<5	9.36	0.04	0	5.0	5.3	1.36	901	≈130
24/04/2025	10	64	<5	9.73	0.03	<0.01	1.2	1.2	0.76	947	≦1
07/05/2025	9	34	<5	9.50	0.04	<0.01	2.9	2.9	0.90	979	≈6
22/05/2025	14	56	<5	9.31	0.10	0	1.2	1.4	1.09	1070	≈72
04/06/2025	10	42	<5	8.65	7.65	1	11.4	13.0	3.29	1240	32
19/06/2025	15	26	<5	8.56	7.00	1	16.2	19.2	3.53	1170	≈45
02/07/2025	14	43	<5	8.66	6.38	2	10.2	14.9	3.99	1210	38
17/07/2025	66	91	11	8.94	2.80	2	13.6	20.9	2.93	1190	≈6

EPA Point 2 – Secondary treatment

	Test Information			Parameters									
	Date of Results Obtained	Date Uploaded	Report Number	Biological Oxygen Demands	Total Suspended Solids	Oil & Grease	pH	Ammonia as Nitrogen	Nitrates + Nitrites as Nitrogen	Kjeldahl Nitrogen	Total Nitrogen	Total Phosphorus	Conductivity	Faecal Coliforms
Samples Required				Monthly	Monthly		Monthly				Monthly	Monthly	Monthly	
No of Samples				16	16	9	9	9	9	9	9	9	9	10
Minimum				2	2.5	2.5	7.86	0.21	2.8	1.6	4.4	2.78	1330	3500
Average				7	7.80	2.50	8.05	7.12	15.8	11.9	27.7	4.96	1394	124475
Maximum				18	22	2.5	8.18	19.3	25.1	37.0	55.6	6.73	1480	480000
Units				mg/L	mg/L	mg/L	pH Unit	mg/L	mg/L	mg/L	mg/L	mg/L	µS/cm	CFU/100mL
02/01/2025	06/01/2025	06/01/2025	ES2500077002	4	7	<5	8.09	2.24	18.5	5.0	23.5	5.27	1480	18000
14/01/2025	23/01/2025	23/01/2025	ES2500991002	2	8									
29/01/2025	05/02/2025	05/02/2025	ES2502585002	4	6	<5	8.02	1.6	23.1	5.2	28.3	4.89	1420	250000
11/02/2025	19/02/2025	19/02/2025	ES2503866002	3	6									
25/02/2025	05/03/2025	05/03/2025	ES2505493002	4	<5	<5	8.15	0.3	11.2	1.8	13	6.73	1400	3500
11/03/2025	19/03/2025	19/03/2025	ES2506983002	4	<5									
27/03/2025	03/04/2025	03/04/2025	ES2508641002	2	<5	<5	8.18	0.38	7.3	1.7	9	4.31	1380	29000
09/04/2025	16/04/2025	16/04/2025	ES2510201002	4	<5									
24/04/2025	01/05/2025	01/05/2025	ES2511693002	5	<5	<5	7.86	0.21	2.8	1.6	4.4	4.97	1360	5300
07/05/2025	15/05/2025	15/05/2025	ES2513066002	16	15									
22/05/2025	11/06/2025	11/06/2025	ES2515050002	18	22	<5	8.02	14.5	25.1	20.5	45.6	4.41	1390	480000
04/06/2025	13/06/2025	13/06/2025	ES2516647002	15	8									
19/06/2025	26/06/2025	26/06/2025	ES2518378002	11	18	<5	7.99	18.4	18.6	37.0	55.6	6.35	1330	10000
02/07/2025	09/07/2025	09/07/2025	ES2519961002	8	12									
17/07/2025	23/07/2025	23/07/2025	ES2521703002			<5	8.11	19.3	19.6	22.4	42	2.78	1390	200000

The results for Quirindi are typical for historic performance, with performance deficiencies to be addressed with the progressing upgrade to the treatment plant.

Werris Creek

EPA Point 1 – Tertiary treatment

	Parameters								
	Biological Oxygen Demands	Total Suspended Solids	Oil & Grease	pH	Ammonia	Total Nitrogen	Total Phosphorus	Conductivity	Faecal Coliforms
90 %ile Allowed	20	30	10						
Calculated 90%ile	12	48	3						
Samples Required	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
No of Samples	8	8	8	8	8	8	8	8	8
No of Exceedances	0	2	0	N/A	N/A	N/A	N/A	N/A	N/A
No of Allowed Exceedances	1	1	1	1	1	1	1	1	1
Minimum	1	11	2.5	8.04	0.94	4.9	0.92	770	370
Average	8.375	25.25	2.5	8.32875	7.0275	13.375	2.2775	864.625	3633.75
Maximum	14	50	2.5	8.58	14.2	29.4	3.65	1020	7000
Units	mg/L	mg/L	mg/L	pH Unit	mg/L	mg/L	mg/L	µS/cm	CFU/100mL
04/01/2025	4	15	<5	8.44	1.57	5.2	0.92	949	1600
31/01/2025	<2	17	<5	8.18	5.35	9.5	1.56	1020	370
27/02/2025	14	47	<5	8.58	0.94	8.1	3.65	778	1200
25/03/2025	7	50	<5	8.33	2.91	4.9	1.91	805	6800
23/04/2025	11	14	<5	8.38	8.33	10.1	2.03	848	1900
21/05/2025	9	18	<5	8.25	9.52	15.8	2.34	770	7000
17/06/2025	11	30	<5	8.04	14.2	29.4	3.55	873	4200
15/07/2025	10	11	<5	8.43	13.4	24	2.26	874	6000

EPA Point 3 – Secondary treatment

	Parameters								
	Biological Oxygen Demands	Total Suspended Solids	Oil & Grease	pH	Ammonia	Total Nitrogen	Total Phosphorus	Conductivity	Faecal Coliforms
Samples Required	Monthly	Monthly		Monthly		Monthly	Monthly	Monthly	
No of Samples	9	9	9	9	9	9	9	9	9
Minimum	12	2.5	2.5	7.15	6.65	30.2	3.94	583	94000
Average	21	17	4	7.30	10.0	43.6	6.8	863.63	1278000
Maximum	31	29	10	7.46	14.1	54.1	9.84	984	2300000
Units	mg/L	mg/L	mg/L	pH Unit	mg/L	mg/L	mg/L	µS/cm	CFU/100mL
04/01/2025	23	29	<5	7.25	9.33	46.6	7.96	882	1800000
31/01/2025	12	22	6	7.26	9.56	38.5	7.03	877	94000
27/02/2025	15	18	<5	7.34	8.1	40.8	9.84	872	730000
25/03/2025	14	8	<5	7.27	6.65	46.1	6.85	923	2000000
23/04/2025	24	11	<5	7.23	11.2	47.9	6.42	984	2300000
21/05/2025	16	<5	<5	7.15	7.35	30.2	3.94	583	500000
17/06/2025	30	27	<5	7.43	14.1	54.1	6.02	885	1100000
15/07/2025	31	21	10	7.46	13.9	44.4	6.72	903	1700000

The results for Werris Creek are typical to historic performance, with evidence of infiltration events occurring during heavy rainfall being shown in the data.

A clearer version of the data can be found at EPA monitoring and pollution - Liverpool Plains Shire Council .

Notifiable Pollution Incidents

There were no notifiable incidents reported to the NSW EPA during July. There were 2 incidents notified to the NSW EPA at the start of August, these were 1 each for the Werris Creek and Quirindi WWTP systems relating to surcharges resulting from exceeding the system capacity during wet weather of 2-3 August 2025 which was more than the required operating capacity of the system.

LEGISLATIVE AND POLICY IMPLICATIONS

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

The *Protection of the Environment Operations Act 1997* requires sewage treatment systems treating more than 100ML per annum to be licenced under section 55 of the act.

FINANCIAL IMPLICATIONS

All works are undertaken within budgetary allocations made in Council's Operational Plan & Budget.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY CONSULTATION

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

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

Water Services staff continue to consult with NSW Health and NSW EPA regarding water quality and discharge to the environment matters as required.

CONCLUSION

It is recommended that Council receive and note the Water and Wastewater Status Report as detailed above.

8.3 MONTHLY WORKS REPORT

IP&R Linkage: **Goal:** Plan, deliver and maintain infrastructure that meets our needs

Strategy: Develop and implement an asset management strategy that proactively plans maintenance, aligns long-term planning with community needs, and

delivers maintenance and renewal works in accordance with the adopted plans

Author: George Vorobieff, Acting Director Infrastructure and Utilities

Authoriser: Cian Middleton, General Manager

File Number: G2025/0309

Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Monthly Works Report for July 2025.

BACKGROUND

Liverpool Plains Shire Council (Council) manages and maintains a vital road network of 1,300 kilometres that underpins the economic prosperity and social connectivity of our community. This report provides a snapshot of road works undertaken by Council during the previous month.

ISSUES AND COMMENTARY

Location	Update
Merriwa Road Rehabilitation	RNR commenced rehabilitation works on Merriwa Road, between Little Jacks Creek Road and Tourles Road, on 7 July 2025. The project consists of 3 km of road rehabilitation and the first section of work measuring 1.1 km in length was completed except the sprayed sealing.
Borah Creek Road Rehabilitation	The final section of rehabilitation works for Borah Creek Road was completed on 10 July 2025.
Waverly Road Rehabilitation	Rehabilitation works on Waverly Road was completed on 10 July 2025, and line marking finalised on 24 July 2025.
Maintenance Grading	Maintenance grading was carried out on the following roads: • Wallabadah Creek Road • Howes Hill Road • Cattle Lane • Tribella Road

Coonabarabran Road **Edge Rehabilitation**	Edge rehabilitation works on Coonabarabran Road were completed on 18 July 2025.

Figure 1 View of Waverly Road after rehabilitation

Figure 2 View of the completed Waverly Road

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

All works are undertaken within budgetary allocations made in Council's Operational Plan & Budget.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY CONSULTATION

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

CONCLUSION

It is recommended that Council receive and note the Monthly Works Report as detailed above.

8.4 MONTHLY SHIRE PRESENTATION REPORT

IP&R Linkage: **Goal:** Enhance our landscapes, town centres and villages

Strategy: Enhance and maintain public spaces and landscapes whilst protecting and celebrating local identity

Author: George Vorobieff, Acting Director Infrastructure and Utilities

Authoriser: George Vorobieff, Acting Director Infrastructure and Utilities

File Number: G2025/0310

Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Monthly Shire Presentation Report for July 2025.

BACKGROUND

Liverpool Plains Shire Council (Council) manages and maintains many facilities that underpins the economic prosperity and social connectivity of our community. This report provides a snapshot of facilities and works undertaken by Council during the previous month.

ISSUES AND COMMENTARY

Location	Update
Sporting Grounds	Line marking was carried out on the athletics track at Goland Field in preparation for the upcoming school carnival, ensuring the facility is clearly marked and ready for student participation. Playground maintenance was completed in Werris Creek, Quirindi, Willow Tree, and Wallabadah as part of Council's regular maintenance program to ensure the equipment remains safe, functional, and well-presented for community use.
Town Maintenance	Street sweeping and litter collection was carried out in Quirindi and across the wider shire to maintain cleanliness, improve amenity, and present well-kept public spaces for residents and visitors.
Vegetation Control	Tree trimming was undertaken along Quirindi, Werris Creek, Merriwa Road, and Wallabadah to reduce overhanging branches and improve safety in preparation for the storms. Mowing was undertaken at multiple locations, including Quirindi Cemetery, Main Street Quirindi, Werris Creek township, Showground, Willow Tree township, Warrah Hall, Yarraman Cemetery, Colly Blue Cemetery, and the First Fleet Memorial Garden, to maintain a neat appearance and ensure these community spaces remain well-presented and accessible.

Cemetery Maintenance	Grave digging services were carried out at cemeteries in Quirindi, Wallabadah, Werris Creek, and Spring Ridge to support ongoing burial requirements within the community.
Aerodrome	Routine inspections were conducted at the airport to ensure compliance with safety regulations and operational standards.

Figure 1 Railway Monument Cleanup

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

All works are undertaken within budgetary allocations made in Council's Operational Plan & Budget.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY CONSULTATION

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

CONCLUSION

It is recommended that Council receive and note the Monthly Shire Presentation Report as detailed above.

8.5 TENDER EVALUATION - REGPO012526 ROAD SAFETY BARRIER SYSTEMS

IP&R Linkage: **Goal:** Plan, deliver and maintain infrastructure that meets our needs

Strategy: Seek opportunities to implement continuous improvement methodologies to optimise business processes

Author: Abhijith Kumar, Design and Project Engineer

Authoriser: George Vorobieff, Acting Director Infrastructure and Utilities

File Number: G2025/0311

Annexures: Nil

RECOMMENDATION

That Council:

1. Adopt the suppliers listed below to be appointed to this contract as Panel Source suppliers to Liverpool Plains Shire Council for an initial period of 24 months from 1 July 2025 to 30 June 2027:
   (a) A1 Highways Pty Ltd
   (b) Safe Direction Pty Ltd
   (c) Destraz Pty Ltd t/a D & P Fencing Contractors
   (d) Guardrail Infrastructure Pty Ltd t/a Guardrail Installations Australia
   (e) Guardrail Systems Pty Ltd
   (f) Industrial Galvanisers Corporation Pty Ltd t/a Ingal Civil Products
   (g) The Trustee for AJ & LJ Irwin Family Trust t/a Irwin Fencing Pty Ltd
   (h) RBK Pty Ltd t/a RBK Civil t/a Topnotch Fencing
2. Allow provision for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2028.

BACKGROUND

Liverpool Plains Shire Council (Council) requires the services of suitably qualified and experienced Road Safety Barrier Contractors to assist with the delivery and maintenance of Road Safety Barrier systems across local road infrastructure. The establishment of a panel contract will allow Council's Operations Service Unit to realise essential continuity of services as well as best of market solutions across a range of existing and emerging platforms.

TENDERING PROCESS

The tender process was conducted in accordance with Council's Procurement Policy and the *Local Government (General) Regulation 2021*.

Advertisement of Tender

The tender was advertised on **08 April 2025** in TenderLink, Regional Procurement's online tender platform. The tender period remained open until **06 June 2025,** providing all interested parties adequate time to submit a response.

Tender Submissions Received

Nine tenders were submitted by the closing date. The submissions were reviewed for compliance with the tender requirements, with all meeting the mandatory criteria.

Participants

The following companies participated in the tender process and submitted conforming tenders:

- A1 Highways Pty Ltd
- Safe Direction Pty Ltd
- Destraz Pty Ltd t/a D & P Fencing Contractors
- Guardrail Infrastructure Pty Ltd t/a Guardrail Installations Australia
- Guardrail Systems Pty Ltd
- Industrial Galvanisers Corporation Pty Ltd t/a Ingal Civil Products
- The Trustee for AJ & LJ Irwin Family Trust t/a Irwin Fencing Pty Ltd
- LB Australia Pty Ltd
- RBK Pty Ltd t/a RBK Civil t/a Topnotch Fencing

Evaluation Panel

The evaluation panel consisted of the Account Executive (Regional Procurement), and Council's Manager Civil Infrastructure.

Evaluation Process

Tenders were evaluated based on the pre-determined criteria outlined in the tender documents. Each submission was scored out of 100.

EVALUATION CRITERIA

The tender submissions were assessed based on the following evaluation criteria:

Criteria	Weightings %
Mandatory Criteria	Pass/Fail
Local Content	10
Previous Experience	10
Physical Resources	10
Ecologically Sustainable Development	10
Work, Health & Safety	10
Tender Price	50

The tender evaluation matrix ensured a transparent and equitable assessment process, balancing technical and price criteria.

TENDERS RECEIVED

Council received nine submissions by close of tender. Tenders were received from:

- A1 Highways Pty Ltd
- Safe Direction Pty Ltd
- Destraz Pty Ltd t/a D & P Fencing Contractors
- Guardrail Infrastructure Pty Ltd t/a Guardrail Installations Australia
- Guardrail Systems Pty Ltd
- Industrial Galvanisers Corporation Pty Ltd t/a Ingal Civil Products
- The Trustee for AJ & LJ Irwin Family Trust t/a Irwin Fencing Pty Ltd
- LB Australia Pty Ltd
- RBK Pty Ltd t/a RBK Civil t/a Topnotch Fencing

All tenders were assessed as a conforming tender and underwent full evaluation.

EVALUATION AND ANALYSIS

All tenders were assessed as having capability with Council's Road Safety Barrier Systems. A summary of the tender assessment panels evaluation scoring is provided following.

REGPRO012526	Weighting	Road Safety Barrier Systems Cat.1 Supply and Install					
Evaluation Criteria	%	A1 Highways	D&P Fencing Contractors	Guardrail Installations Australia	Guardrail Systems	Irwin Fencing	RBK Civil T/A Topnotch Fencing
Submitted Pricing							
Supply & install							
Scenarios (Lump Sum) AA		$53,234.34	$48,899.40	$35,766.00	$38,506.40	$40,277.60	$37,372.00
Scenarios (Lump Sum) BB		$33,221.12	$24,888.60	$21,646.00	$21,591.20	$21,676.60	$20,854.00
Scenarios (Lump Sum) CC		$46,380.48	$38,324.00	$30,570.00	$36,188.00	$24,585.00	$24,900.00
See Scenarios tab (excel pricing) for more information							
	20	13.44	14.63	20.00	18.58	17.76	19.14
	10	6.28	8.38	9.63	9.66	9.62	10.00
	20	10.60	12.83	16.08	13.59	20.00	19.75
Total Price	**50**	**30.32**	**35.84**	**45.72**	**41.82**	**47.38**	**48.89**
WH&S	10	7.00	7.00	10.00	10.00	5.00	10.00
ESD	10	8.00	7.00	10.00	10.00	7.00	10.00
Physical Resources	10	7.00	7.00	7.00	7.00	7.00	7.00
Previous Experience	10	7.00	7.00	7.00	7.00	7.00	7.00
Local Content	10	7.00	8.00	8.00	7.00	7.00	7.00
Total	**100**	66.32	71.84	87.72	82.82	80.38	89.89

REGPRO012526	Weighting	Road Safety Barrier Systems Cat.2 Supply Only					
Evaluation Criteria	%	**A1 Highways**	**Guardrail Installations Australia**	**Ingal Civil Products**	**Irwin Fencing**	**LB Australia**	**Safe Direction**
Submitted Pricing							
Supply Only							
Total Price of Tendered Pay Items	$	$59,083.64	$51,112.00	$48,676.00	$43,314.00	Insufficient items offered to evaluate	$48,098.50
Total Price	**50**	**36.65**	**42.37**	**44.49**	**50.00**		**45.03**
WH&S	10	7.00	10.00	10.00	5.00	3.00	10.00
ESD	10	8.00	10.00	6.00	7.00	5.00	10.00
Physical Resources	10	7.00	7.00	7.00	7.00	7.00	7.00
Previous Experience	10	7.00	7.00	7.00	7.00	7.00	7.00
Local Content	10	7.00	8.00	0.00	7.00	7.00	7.00
Total	**100**	72.65	84.37	74.49	83.00	29.00	86.03

All submissions except LB Australia Pty Ltd scored suitably to be accepted onto a contract panel for the required services with strong scores in all criteria.

SUMMARY

The outcome of the tender process provided that all tenders except LB Australia Pty Ltd demonstrated strong value for money, quality and safety and coverage of the range of services sought by Council.

CONCLUSION

To meet the upcoming Road Safety Barrier Systems needs of LPSC a public tender was called to form a panel contract. The submissions received from the following respondents all present value for money and are recommended to be accepted onto a Road Safety Barrier Systems contract panel:

(a) A1 Highways Pty Ltd,

(b) Safe Direction Pty Ltd,

(c) Destraz Pty Ltd t/a D & P Fencing Contractors,

(d) Guardrail Infrastructure Pty Ltd t/a Guardrail Installations Australia,

(e) Guardrail Systems Pty Ltd,

(f) Industrial Galvanisers Corporation Pty Ltd t/a Ingal Civil Products,

(g) The Trustee for AJ & LJ Irwin Family Trust t/a Irwin Fencing Pty Ltd, and

(h) RBK Pty Ltd t/a RBK Civil t/a Topnotch Fencing.

9 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY

9.1 MONTHLY DEVELOPMENT AND BUILDING STATISTICS REPORT

IP&R Linkage: **Goal:** Deliver quality, effective and sustainable civic services

Strategy: Development and planning services meets all statutory requirements regarding the development and other applications and certificates

Author: David Kitson, Manager Planning and Regulation

Authoriser: Cian Middleton, General Manager

File Number: G2025/0307

Annexures: Nil

RECOMMENDATION

That Council:

1. Receive and note the Monthly Development and Building Report.

BACKGROUND

The Development and Building Statistics Report is provided to Liverpool Plains Shire Council (Council) on a monthly basis and provides a snapshot of development activity within the Liverpool Plains Shire local government area during the previous month.

ISSUES AND COMMENTARY

Development and building statistics for July 2025 are provided as follows:

Regulatory Approvals

The following Development and Complying Development Applications were issued in the month of July 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 – July 2025

Application No.	Address	Land Title	Development	Determination
10.2025.16.1	81 Silo Road, Werris Creek	Lot 1 DP 819889	Manufactured Building Crew Rest Facility	Approved Under Delegation
10.2025.18.1	719 Warrah Creek Road, Warrah Creek	Lot 2 DP 1184083	Replace Existing Dwelling with a Manufactured Dwelling	Approved Under Delegation

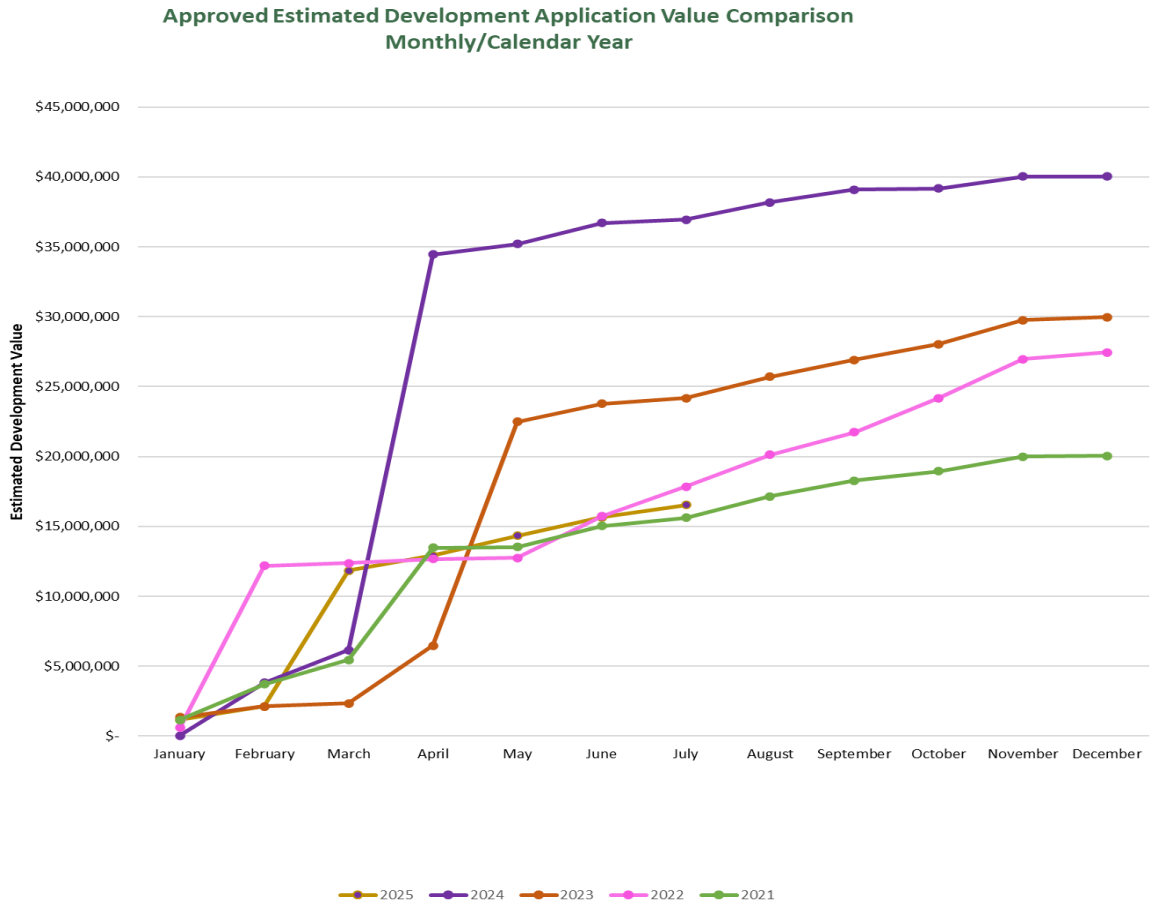
Complying Development Applications – July 2025

Application No.	Address	Land Title	Development	Determination
16.2025.9.1	23 Robey Avenue Quirindi	Lot 7 DP 1182313	Single Storey Dwelling with Attached Dwelling	Private Certification
16.2025.8.1	16 Bank Lane Quirindi	Lot 1 DP 541955	Minor Demolition and Alteration & Additions to an Existing Dwelling	Private Certification

Estimated Approved Development Value

The following graphs displays the estimated cost of development approved for the 2025 calendar year up until 31st July 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 approved estimated total development value for 2025 is currently 62% lower than the 2024 total; however, as we are early in the calendar year, there is significant opportunity for this figure to increase over the coming months as larger projects progress through the assessment and approval stages.


Approved Estimated Development Application Value Comparison
Monthly/Calendar Year
Estimated Development Value
$45,000,000
$40,000,000
$35,000,000
$30,000,000
$25,000,000
$20,000,000
$15,000,000
$10,000,000
$5,000,000
$-
January
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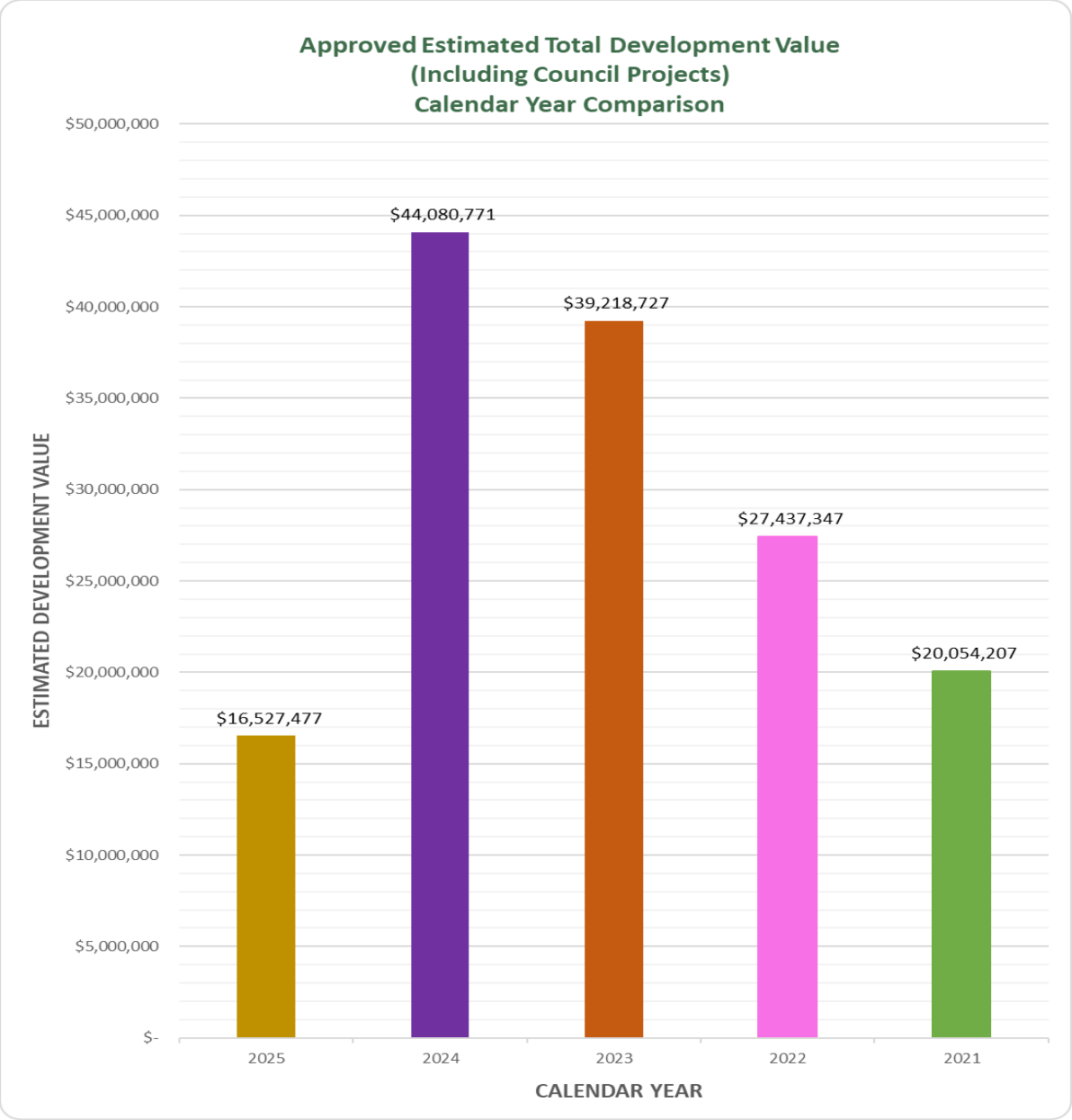


Application Processing Numbers

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

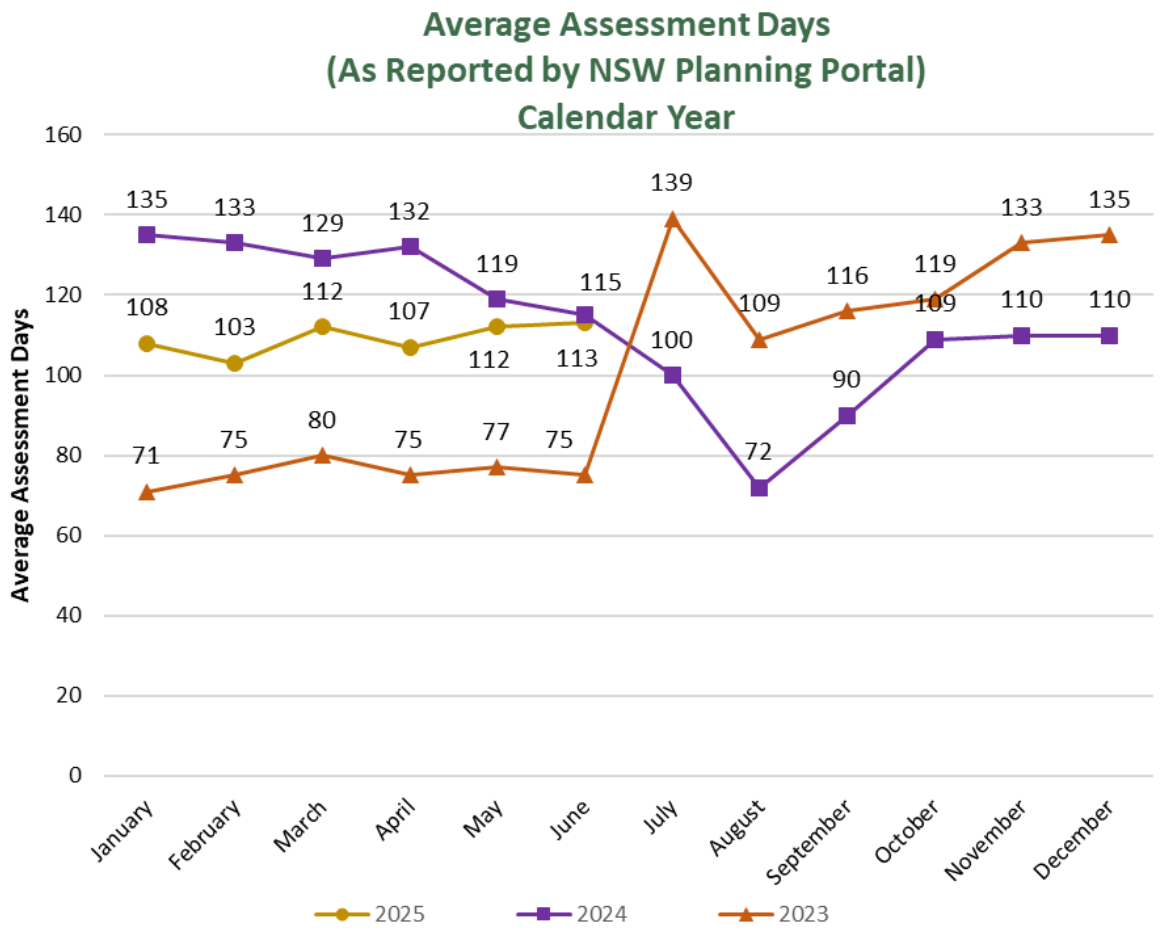
Application Type	2025	2024	2023	2022	2021
Development Applications	35	59	69	79	95
Complying Development Certificates	7	15	18	25	15
Construction Certificates	13	29	30	35	53
Section 68 Certificates	23	41	43	52	49
Occupation Certificates	18	32	35	19	28
Subdivision Certificates	2	4	3	7	7
Sub-Total	**98**	**180**	**198**	**217**	**247**

Section 10.7	210	519	449	658	429
Sewer Plans	116	205	216	236	375
Swimming Pool	5	17	16	5	6
Notices & Orders	19	52	49	90	17
Building Certificates	5	3	7	3	3
Dwelling Entitlements	0	6	8	22	1
Sub-Total	**355**	**802**	**745**	**1014**	**831**
Total	**453**	**982**	**943**	**1231**	**1078**

Development Assessment Time

Presented below is the culminative average development assessment released by the Department of Planning, Housing and Infrastructure for the 2025 Calander year.

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



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 that Council receive and note the Monthly Development and Building Report for July 2025 as provided.

9.2 ADOPTION OF DRAFT GROWTH MANAGEMENT AND HOUSING STRATEGY

IP&R Linkage: **Goal:** Deliver quality, effective and sustainable civic services

Strategy: Development and planning services meets all statutory requirements regarding the development and other applications and certificates

Author: Cian Middleton, General Manager

Authoriser: Cian Middleton, General Manager

File Number: G2025/0308

Annexures:
A. Growth Management and Housing Strategy (Draft 4.3)
B. Growth Management and Housing Strategy Exhibition Outcomes Report

---

RECOMMENDATION

That Council:

1. Adopts the draft Growth Management and Housing Strategy, appended at *Annexure A*.

BACKGROUND

At its Ordinary Meeting held 27 October 2021, Liverpool Plains Shire Council ("Council") resolved to undertake a comprehensive Growth Management and Housing Strategy ("GMHS") to guide Council's decision-making in relation to ensuring that the long-term housing needs of the Liverpool Plains Shire community are met **[res.2021/188]**. Council subsequently commissioned the preparation of a draft GMHS.

At its Ordinary Meeting held 22 November 2023, Council endorsed the draft GMHS for public exhibition **[res. 2023/228]**. The draft GMHS was subsequently publicly exhibited for a three-month period, during which time various public meetings, community information sessions and drop-in sessions were delivered to raise awareness of the draft GMHS and facilitate feedback from both community and government stakeholders.

Council received a total of 41 submissions on the draft GMHS, including eight agency submissions, two internal submissions, 15 landowner submissions, and 16 general submissions. The draft GMHS was subsequently reviewed to address feedback raised via the submissions, and improve overall alignment with the *Local Housing Strategy Guideline 2018* and is now tabled for adoption by Council.

ISSUES AND COMMENTARY

The draft Growth Management and Housing Strategy ("the draft GMHS") has been developed to provide a framework to encourage sustainable growth in the Liverpool Plains Shire, while preserving the agricultural values and natural beauty of the region. The principal goal of the draft GMHS is to facilitate the economic growth of the shire through ensuring housing growth is encouraged and supported.

The draft GMHS sets out a vision for housing in the Liverpool Plains Shire to grow at a modest rate, taking advantage of the rural and lifestyle living available in close proximity to major centres and local services, and regional townsite lots with direct access to local services.

The draft GMHS has been structured on four (4) key strategic directions, each supported by a range of sensible, realistic and cost-effective actions for Council to deliver to achieve the vision outlined in the document:

1. **Direction One:** Support rural and lifestyle living across the Shire, particularly in reasonably close proximity to towns and villages, and along major road connections, whilst balancing the need to protect productive agricultural land.
2. **Direction Two:** Support the growth of townsite living, particularly in the major towns of Quirindi and Werris Creek.
3. **Direction Three:** Remove barriers to housing growth.
4. **Direction Four:** Work with stakeholders to facilitate housing growth.

Following adoption by Council, the GMHS will be referred to the NSW Department of Planning and Environment, requesting the Department's endorsement. An action plan to support the implementation of the GMHS will then be developed, with individual actions programmed for delivery via Council's annual Operational Plans.

LEGISLATIVE AND POLICY IMPLICATIONS

Local councils in NSW are required to prepare Local Housing Strategies in accordance with the *Local Housing Strategy Guideline 2018* issued by the NSW Department of Planning and Environment. Upon adoption, the draft GMHS will provide support for various proposed land use activities and streamline and simplify any planning proposals for the rezoning of land that is consistent with, or included in, the GMHS.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with the adoption of the draft GMHS. However, implementation of the 16 individual actions contained within the draft GMHS will require varying levels of budget allocation. Implementation of the individual actions will be programmed via Council's annual Operational Plan & Budget.

RISK IMPLICATIONS

Adoption of the draft GMHS, as recommended, ensures that Council has a Local Housing Strategy in place to support various proposed land use activities within the local government area and streamline and simplify planning proposals for the rezoning of land to facilitate growth and development.

COMMUNITY CONSULTATION

As previously noted, the draft GMHS was publicly exhibited for a three-month period from Wednesday, 29 November 2023 to Friday, 1 March 2024. The public exhibition process was extensively promoted via Council's website, social media channels, and an online survey.

Public meetings were held during the exhibition period at both Quirindi and Werris Creek, on 12 February and 13 February 2024, respectively. Information sessions were also held throughout February 2024 at Currabubula, Spring Ridge, Wallabadah and Willow Tree. In total, these public meetings and community information sessions were attended by 83 attendees.

41 submissions were received on the draft GMHS during that exhibition period, including eight agency submissions, two internal submissions, 15 landowner submissions, and 16 general

submissions. The Engagement Outcomes Report appended at *Annexure B* outlines the nature of the submissions received, and how these have been considered in the review of the draft GMHS.

CONCLUSION

The draft GMHS has been reviewed to address the feedback raised via the public exhibition period, conducted from November 2023 to March 2024. Further the draft GMHS has been refined to better align with the *Local Housing Strategy Guideline 2018* issued by the NSW Department of Planning and Environment. It is recommended that Council now formally adopt the draft GMHS, appended at *Annexure A*.

LIVERPOOL PLAINS SHIRE COUNCIL

GROWTH MANAGEMENT AND HOUSING STRATEGY

GM&HS

ADOPTED BY COUNCIL
day, month, 2025

QUIRINDI POST-SECOND WORLD WAR MEMORIAL

VERSION v4.3 (FOR ADOPTION)
DATE 15-08-2024

ATTRIBUTION

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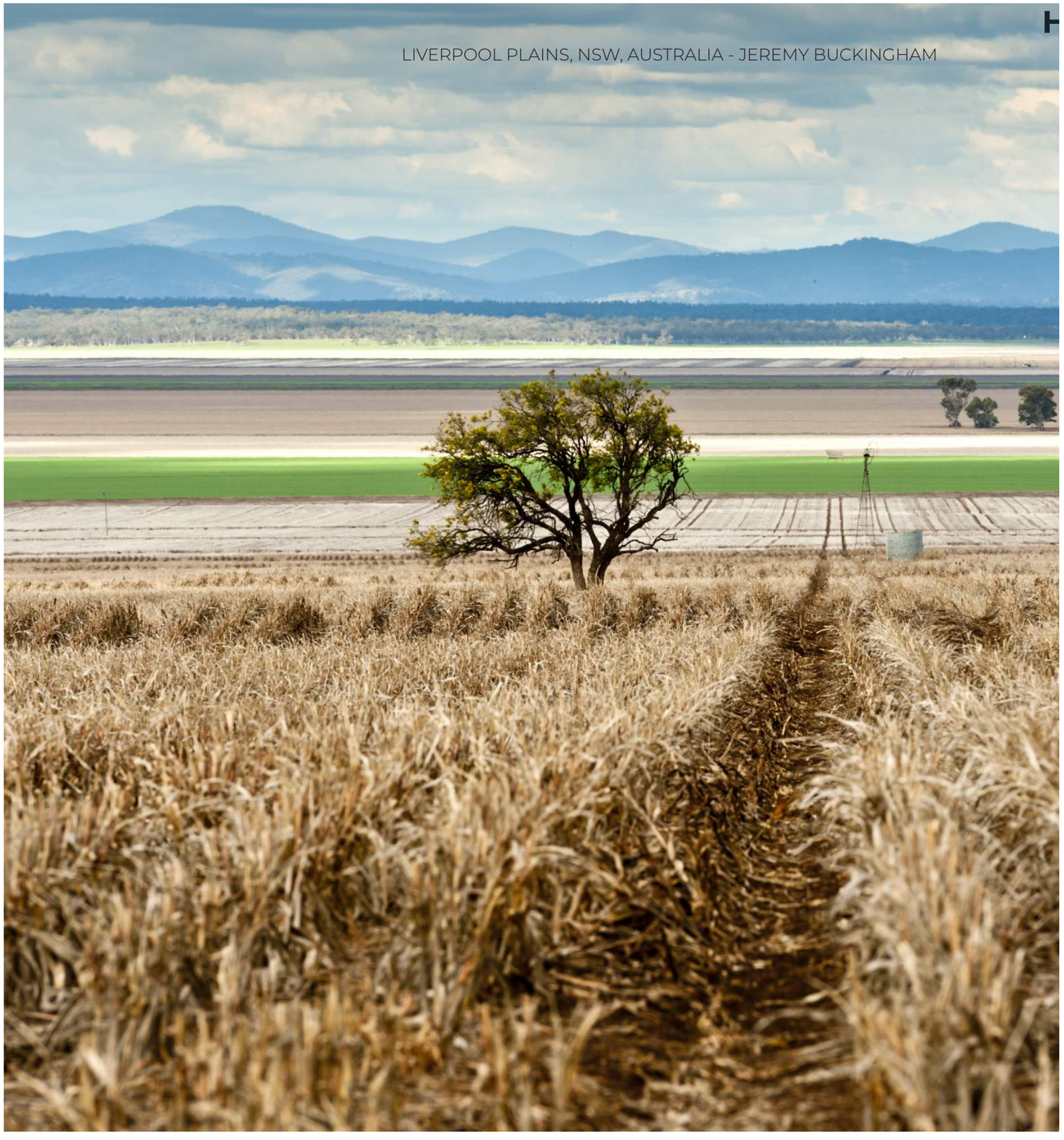

ACKNOWLEDGMENT OF COUNTRY

We acknowledge the traditional custodians of the Liverpool Plains Shire, the Kamilaroi, Wiradjuri, and Gamilaraay peoples, and pay our respects to their Elders past, present and emerging. We recognise their continuing connection to the land, waters and culture, and we honour their ongoing contribution to this region and beyond. We also acknowledge the broader Aboriginal and Torres Strait Islander communities who call the Liverpool Plains home, and reaffirm our commitment to working towards reconciliation, respect and a brighter future for all Australians.

CROP ROWS LIVERPOOL PLAINS - JEREMY BUCKINGHAM

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LIVERPOOL PLAINS SHIRE COUNCIL

MESSAGE FROM
THE MAYOR AND GENERAL MANAGER

The Councillors and Management of Liverpool Plains Shire Council are dedicated to ensuring the growth and prosperity of our community. We are a diverse region with a rich agricultural heritage, and we are focused on building a sustainable future that meets the needs of our residents and businesses alike.

This Strategy will be a blueprint for our Shire that will help ensure it reaches its full potential as a place to live and work. This strategy removes barriers to housing development in our towns and rural areas to support the growth of our Shire.

Council is committed to working with government agencies to upgrade infrastructure necessary to support further housing and industrial development, as well as, working with both developers, housing providers and government agencies to create new housing developments that are both affordable and environmentally sustainable.

Council recognises that housing affordability is a major issue for many of our residents, particularly young families and seniors, and we are committed to ensuring that everyone has access to safe and secure housing. We also see the need to explore new ways to re-purpose existing buildings and properties to meet the current and future needs of our community.

The journey ahead is one that will require collaboration, innovation, and dedication from all quarters of our community.

Together, we shall shape the Liverpool Plains that thrives, offers opportunities for all, and remains rooted in the values that define us

CIAN MIDDLETON
GM of Liverpool Plains Shire Council

COUNCILLOR KENNETH CUDMORE
Mayor of Liverpool Plains Shire Council

MARSHALL MACMAHON HOTEL, WALLABADAH - JAN SMITH

SECTION 1
INTRODUCTION

GM&
HS

EXECUTIVE SUMMMARY
STRATEGIC CONTEXT
LOCAL GOVERNMENT AREA SNAPSHOT
HOUSING VISION

EXECUTIVE SUMMARY

Widely regarded as the 'food bowl of New South Wales', the Liverpool Plains Shire sits upon some of the most fertile soil in Australia. The area benefits from an authentic rural feel, with stunning landscapes and charming townships. The Shire enjoys a short drive to the regional hub of Tamworth and access to local services at the major towns of Quirindi and Werris Creek, as well as other towns and villages. The Shire positions itself of having the best of both worlds, attractive rural landscapes and lifestyle living, with local services nearby and access to a significant regional centre along good transport links.

This Growth Management and Housing Strategy acts as a framework to encourage sustainable growth in the Liverpool Plains Shire while preserving the agricultural values and natural beauty of the region. The over-arching goal of this Strategy is to support the economic growth of the shire through ensuring housing growth is encouraged and supported.

This Strategy sets out a vision for Housing in the Liverpool Plains Shire to grow at a modest rate, taking advantage of the rural and lifestyle living available in close proximity to major centres and local services, and regional townsite lots with direct access to local services.

In order to achieve that vision, in addition to its over-arching goal, this Strategy is based upon three objectives:

1. Support rural and lifestyle living across the Shire, whilst protecting productive agricultural land.
2. Support the growth of townsite living.
3. Find ways to remove barriers to, and encourage, housing development.

The Strategy discusses the approach to acheiving those objectives along with mechanisms that Council and other stakeholders can consider in terms of implementation. The Strategy settles on four key directions to implement the Strategy, each supported by a range of sensible, realistic and cost-effective actions to take:

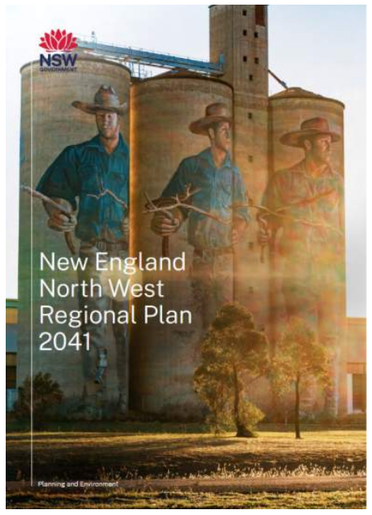
Direction One
Support rural and lifestyle living across the Shire, particularly in reasonably close proximity to towns or villages, and along major road connections, whilst balancing the need to protect productive agricultural land.

Direction Two
Support the growth of townsite living, particularly in the major towns of Quirindi and Werris Creek.

Direction Three
Remove Barriers to housing growth.

Direction Four
Work with stakeholders to facilitate housing growth.

JEREMY BUCKINGHAM - CROPS AT BANDO, LIVERPOOL PLAINS



NEW ENGLAND NORTH WEST REGIONAL PLAN 2041

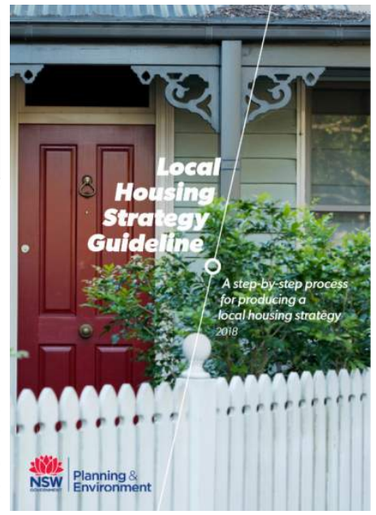
The ***New England North West Regional Plan 2041*** is a framework for the New England North West region which guides land use planning undertaken by local councils. The plan covers many aspects of land use planning, including housing, infrastructure, the environment, and employment.

This framework is beneficial to a local strategy within the region, as it provides more specific guidance catered to the area. It provides valuable insight as the stepping stone between the Growth Management and Housing Strategy and the NSW State Housing Strategy.

DPHI LOCAL HOUSING STRATEGY GUIDELINE

The ***Department of Planning, Housing and Infrastructure Local Housing Strategy Guideline*** is a detailed guide to aid in preparation of Local Housing Strategies by Local Government in NSW. It provides a clear framework and establishes what investigations and conclusions should be included in Local Housing Strategies.

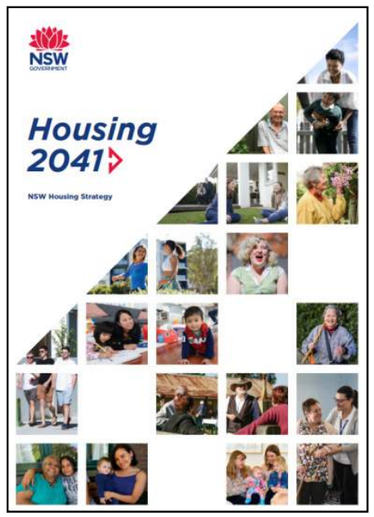
The clear, concise, and direct input from this guideline is a useful tool to develop a strategy alongside. It outlines the values and priorities that a land-use strategy should have, and can be used as an in-depth checklist to ensure that a strategic document covers all relevant aspects. The LPSC GM&HS has been prepared to be consistent with this guideline to preparing a Local Housing Strategy.



HOUSING 2041: NSW HOUSING STRATEGY

Housing 2041: NSW Housing Strategy is a longer term strategy which represents a 20-year vision for NSW Housing. It encapsulates the goals and ambitions of the NSW State Government with respect to housing, and places emphasis on Supply, Diversity, Affordability, and Resilience as key pillars of its housing system.

A State-Level Housing Strategy is a valuable high-level resource to guide local housing strategies, and provides direction which aids in determining the overarching philosophy of the strategy.

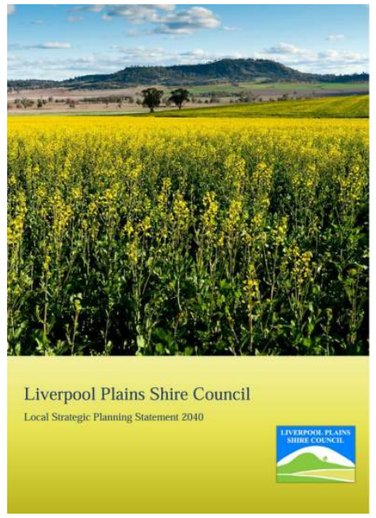


COMMUNITY STRATEGIC PLAN

The ***Community Strategic Plan*** is a 10 year plan which identifies the aspirations of and priorities for the Liverpool Plains community. There are four key questions which it aims to address;

1. Where are we now?
2. Where do we want to be in ten years' time?
3. How will we get there?
4. How will we know we have arrived?

It's important that the Growth Management and Housing Strategy considers the milestons and priorities of the Community Strategic Plan when planning sustainable growth across the Shire, however it should be noted that the CSP remains a high-level document which should guide but not directly inform the GH&HS.



LOCAL STRATEGIC PLANNING STATEMENT

The Liverpool Plains Shire Council Local Strategic Planning Statement forms a long-term vision for the shire, incorporating economic, environmental, social, and cultural factors, whilst acknowledging the requirement for adaptation as circumstances shift over time.

Similarly to the GM&HS, the LPSC LSPS was developed in collaboration with members of the community, as well as local businesses and organisations to achieve a balanced perspective. The 20 year vision provided by the LSPS is categorised broadly as being for a sustainable, growing, and thriving Liverpool Plains Shire. It aims to achieve this through a number of planning priorities:

1. Manage natural hazards and climate change risks
2. Protect and enhance areas of environmental value
3. Further leverage the agricultural sector to encourage growth and diversification
4. Embrace tourism
5. Manage resources and renewable energy
6. Efficient transport and connectivity networks
7. Deliver key infrastructure as a foundation for growth
8. Sustainable & growing settlements
9. Protect and celebrate our unique sense of place

The LPSC GM&HS mirrors these priorities, with a focus on protecting areas of environmental value, critical infrastructure and sustainable growth as key areas which influence the implementation of all of the planning priorities.

NAMOI REGIONAL JOB PRECINCT

The ***Namoi Regional Job Precinct*** Namoi Regional Job Precinct (RJP) seeks to boost the area's agriculture industry by streamlining the planning system, leveraging state and local government collaboration. Driven by intensive livestock, agriculture is key to the Namoi region's continued economic success. Adopting a collaborative and evidence-based approach, the vision for Namoi RJP is to support high-potential agriculture sectors, targeting intensive livestock, to further expand economic growth and attract new investments while protecting the amenity and productivity of existing uses.

Local government areas of the Namoi RJP

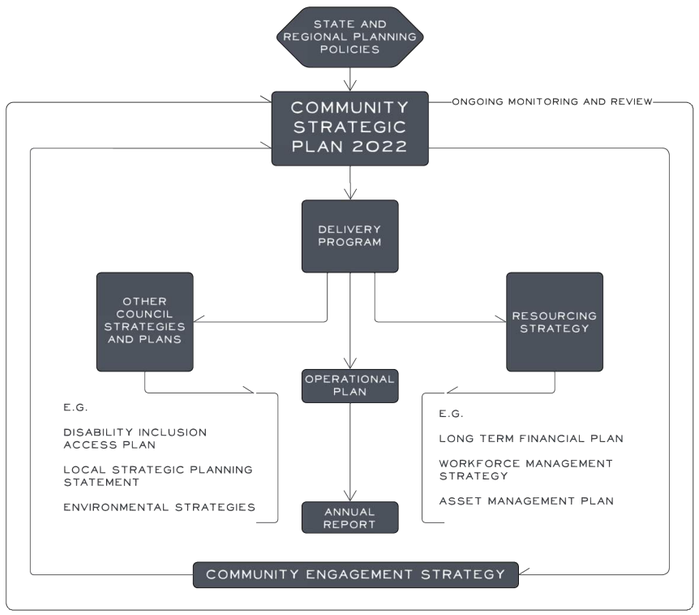
INTEGRATED PLANNING AND REPORTING FRAMEWORK

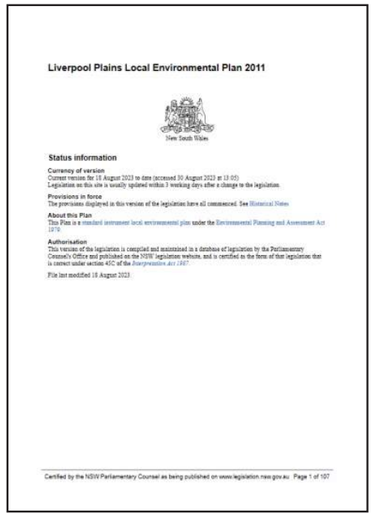
The NSW Integrated Planning and Reporting (IP&R) framework is a planning and reporting system used by local councils. The framework is designed to improve the way councils plan, deliver and report on services and infrastructure for their local communities.

The IP&R framework relies on a suite of plans that are integrated and aligned with each other. These plans include the Community Strategic Plan (CSP), the Delivery Program, and the Operational Plan. The CSP sets out the long-term vision for the local government area, while the Delivery Program outlines the short to medium-term objectives that will help achieve this vision.

The framework also includes a reporting component, with councils required to report annually on their progress towards achieving the objectives set out in their plans. This reporting is designed to ensure that councils remain accountable to their local communities and provide transparency in their decision-making processes.

A key aspect of the IP&R Framework is community involvement, with consultation every step of the way ensuring that valued input from the community is sought at every stage. As the LPSC Growth Management and Housing Strategy is undertaken through the IP&R framework, community input is pursued throughout the process to ensure that the resulting strategy is one which benefits the wider region.




Liverpool Plains Local Environmental Plan 2011

New South Wales

Status information

Currency of version
Current version for 18 August 2023 to date (accessed 30 August 2023 at 13:05)
Legislation on this site is usually updated within 3 working days after a change to the legislation.

Provisions in force
The provisions displayed in this version of the legislation have all commenced. See Historical Notes

About this Plan
This Plan is a standard instrument local environmental plan under the Environmental Planning and Assessment Act 1979.

Authorisation
This version of the legislation is compiled and maintained in a database of legislation by the Parliamentary Counsel's Office and published on the NSW legislation website, and is certified in the form of that legislation that is correct under section 45C of the Interpretation Act 1987.

File last modified 18 August 2023.

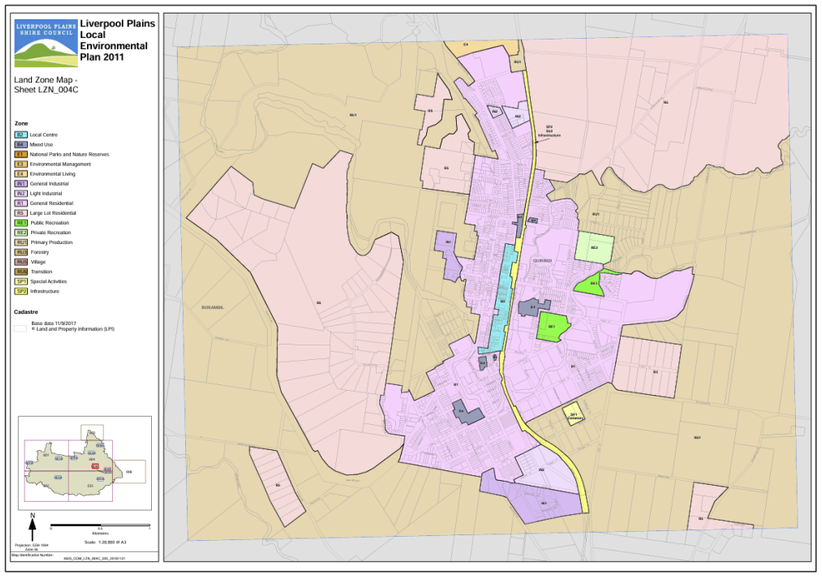
Certified by the NSW Parliamentary Counsel as being published on www.legislation.nsw.gov.au Page 1 of 107

LOCAL ENVIRONMENTAL PLAN

The ***Local Environmental Plan*** is a statutory planning instrument which forms the planning provisions for the Liverpool Plains region, and enables the approval of development by council, along with other statutory planning documents.

The Liverpool Plains LEP was introduced in 2011 following the amalgamation of the Gunnedah, Parry, and Quirindi shire councils.

Being the principal local document which governs planning in the region, the LEP forms the key statutory tool to help shape planning in the shire moving forward.



DEVELOPMENT CONTROL PLAN

The ***Development Control Plan*** is a council plan which aims to:

- Define development standards which deliver the outcomes desired by the community and council.
- Provide clear and concise development guidelines for various forms of development.
- Encourage innovation in design and development by not over-specifying development controls.
- Provide certainty in development outcomes for developers and the community.

The Liverpool Plains DCP was introduced in 2012, following the introduction of the Liverpool Plains LEP in 2011. A DCP can be used to direct new development in the shire, and can have precinct-specific sections which could be implemented to present a certain style of development as desired. It is important to note, however, that DCPs are non-statutory, and as such can be varied on merit.

WAR MEMORIAL AT QUIRINDI, NEW SOUTH WALES - MATTINBGN

ABOUT THE SHIRE

The Liverpool Plains region of New South Wales was originally inhabited by several Aboriginal groups, including the Kamilaroi / Gamilaraay and Wiradjuri peoples. These groups are the traditional custodians of the land, and their culture and traditions are deeply connected to the region's landscape and natural resources.

It is important to acknowledge and pay respect to these Indigenous communities, who have lived on this land for thousands of years and continue to maintain strong connections to their cultural heritage. Today, many Aboriginal people continue to live in the Liverpool Plains region and are working to preserve and promote their culture and traditions.

As visitors or residents of the region, it is important to recognize and respect the ongoing connection of Aboriginal people to this land.

SUNSET IN QUIRINDI

The Liverpool Plains is home to some of the most fertile soil in the world. The black soil found in the region is high in nutrients and is ideal for agriculture.

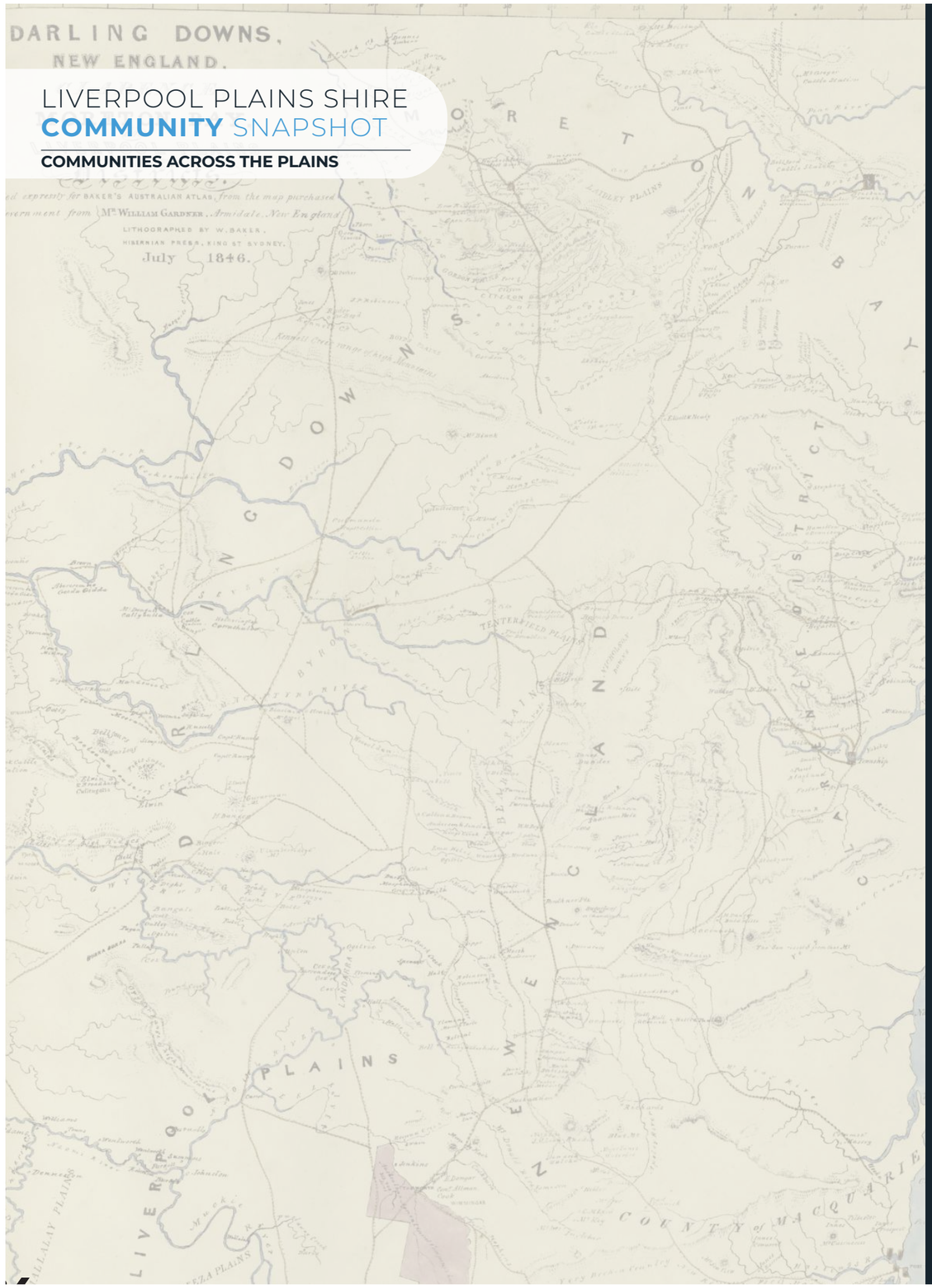
The Liverpool Plains Shire is a local government area situated in the Liverpool Plains region of New South Wales, Australia. It covers an area of approximately 508,551 hectares and is home to over 7,500 people, with its administrative centre located in the town of Quirindi. The shire is known for its rich agricultural land, with farming being the primary industry in the area. The region is known as the food bowl of New South Wales, producing a wide range of crops such as wheat, sorghum, and sunflowers. It also has a significant livestock industry, with cattle, sheep, and poultry being reared in the area. The fertile soil and favourable climate make it a productive and prosperous agricultural region.

The region is also known for its natural beauty, with stunning landscapes and a diverse range of flora and fauna.

The Liverpool Range, located in the eastern part of the shire, offers a spectacular backdrop for outdoor activities such as bushwalking, camping, and picnicking. The area is also home to numerous parks and reserves, including the Quirindi Rural Heritage Village, and the Wallabadah National Park.

The Liverpool Plains Shire Council is responsible for providing a range of services to its residents, including waste management, road maintenance, and community facilities such as libraries, parks, and sporting grounds. The council is committed to supporting local businesses and encouraging economic growth in the area.

Overall, the Liverpool Plains Shire is a vibrant and thriving community that values its rich agricultural heritage and natural beauty. Its residents are proud of their region and are committed to preserving its unique character and enhancing its future prosperity.



LIVERPOOL PLAINS SHIRE **COMMUNITY** SNAPSHOT

COMMUNITIES ACROSS THE PLAINS

COMMUNITY BREAKDOWN

Fig. 1

POPULATION
7551
ABS 2021

MEDIAN AGE
47
ABS 2021

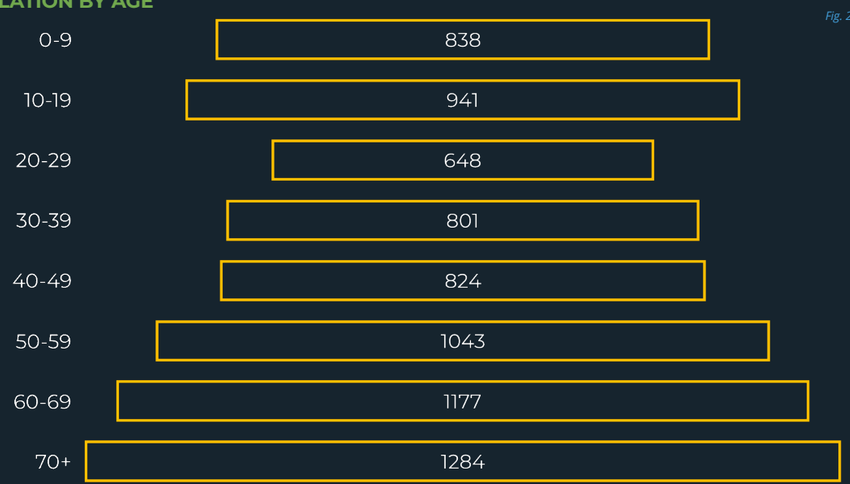
LGA AREA
508,551 ha

MEDIAN HOUSE PRICE IN QUIRINDI
$311,000
APRIL 2022 - MARCH 2023

CURRABUBULA TO TAMWORTH
25 MIN

POPULATION BY AGE

Fig. 2



COMMUNITY PROFILE
CURRABUBULA EST. 1855

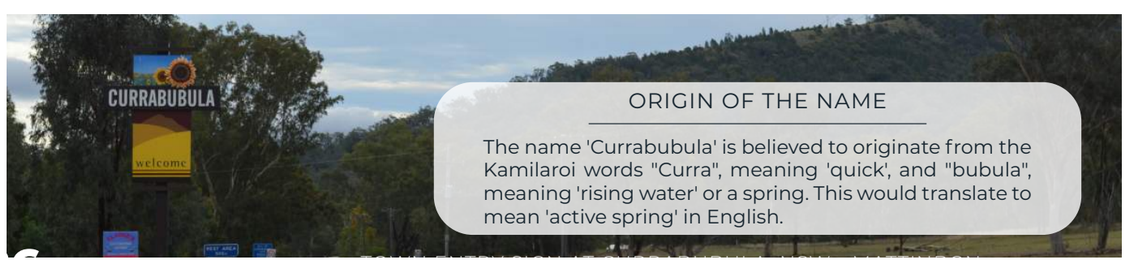
This small village in the Liverpool Plains region of NSW has a charming character with a population of around 330 people. Located around 30 kms south-west of Tamworth, and 15km North-East of Werris Creek, the village has a friendly and welcoming feel with beautiful historic buildings lining the main street. Despite its small size, Currabubula offers plenty of opportunities for tourists with its local markets, antique stores, historic pub, and the annual Currabubula Red Cross Art Exhibition.

POPULATION	339
MEDIAN AGE	41
GENDER SPLIT	53M/47F
POPULATION IN THE LABOUR FORCE (%)	64%
UNOCCUPIED PRIVATE DWELLINGS (%)	18% (27)

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

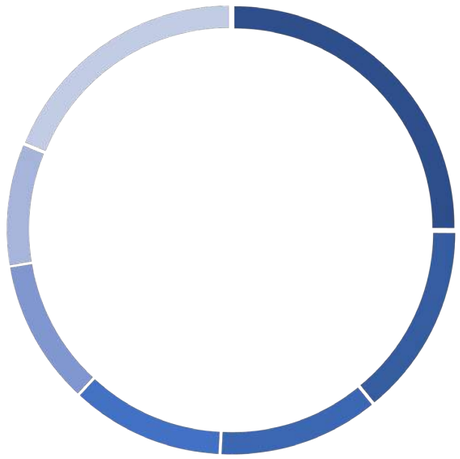
Currabubula has a younger township compared to the majority of the shire, with a median age of only 41. More of its residents are in the labour force, with a large proportion of managers and professionals amidst the population, likely owing to a short commute to Tamworth. Another large proportion is of Labourers, Technicians, Trade workers, and Machinery operators/drivers - a common theme across the shire.

The majority of Currabubula residents either own their home or have a mortgage, with only 23% of the residents renting their home. Despite the low population, 27 dwellings across Currabubula are unoccupied – 18% of all dwellings.



PROPERTY AND INDUSTRY BREAKDOWN
CURRABUBULA EST. 1855

INDUSTRY OF EMPLOYMENT



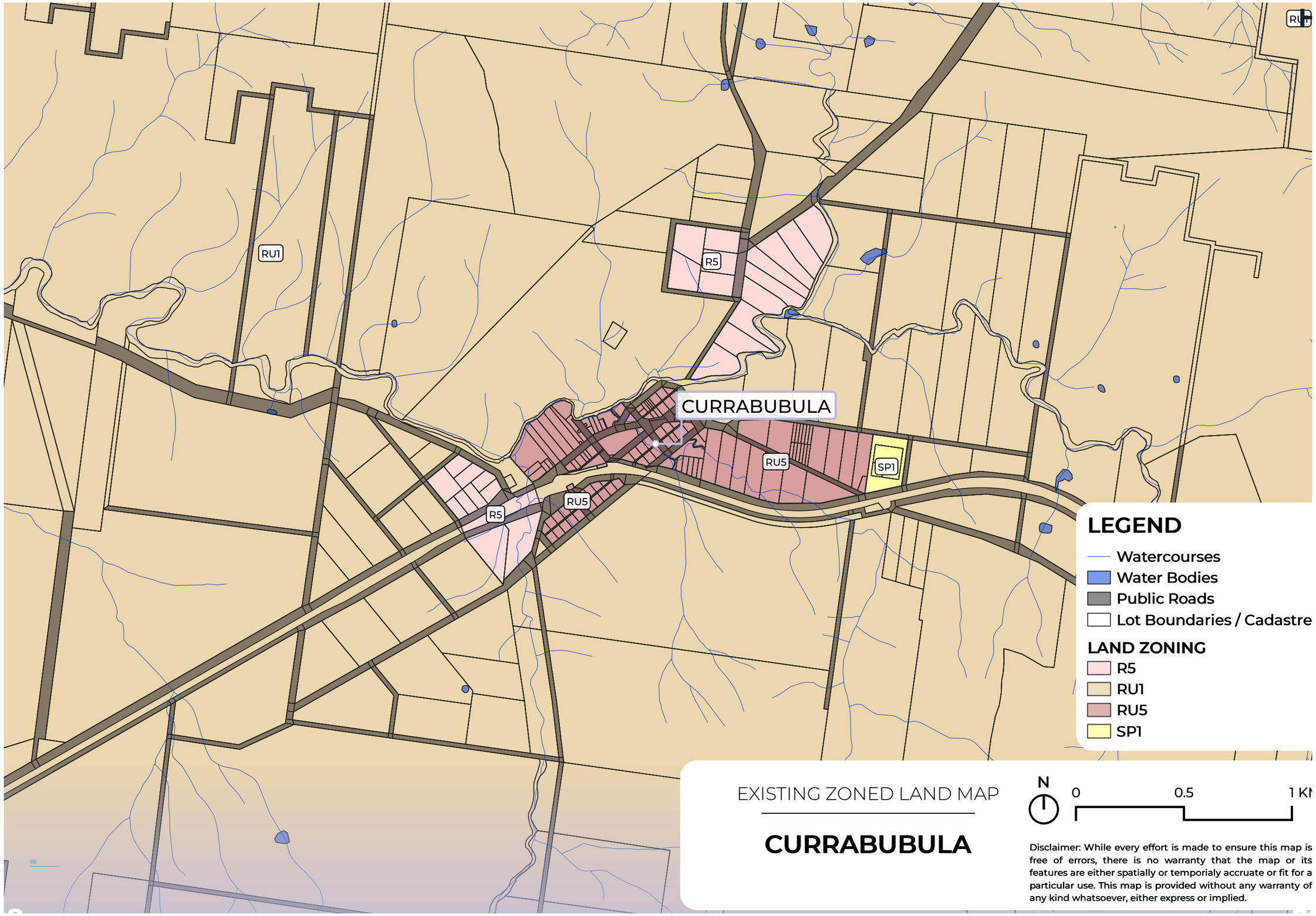
- 25.1% - MANAGEMENT
- 14% - PROFESSIONALS
- 11.7% - TECHNICIANS AND TRADES WORKERS
- 11.1% - MACHINERY OPERATORS AND DRIVERS
- 10.5% - COMMUNITY AND PERSONAL SERVICE WORKERS
- 8.8% - LABOURERS
- 18.8% - OTHER

PROPERTIES RENTED/ PROPERTIES OWNED OR MORTGAGED

- 76% - Owned or Mortgaged
- 23% - Renting
- 1% - Other Tenure Type

INCOME (PERSONAL / HOUSEHOLD)	$748 (PERSONAL) $1553 (HOUSEHOLD)
MEDIAN WEEKLY RENT	$270
MEDIAN WEEKLY MORTGAGE	$380

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS


RU1
R5
CURRABUBULA
RU5
SP1
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RU5
LEGEND
Watercourses
Water Bodies
Public Roads
Lot Boundaries / Cadastre
LAND ZONING
R5
RU1
RU5
SP1
EXISTING ZONED LAND MAP
CURRABUBULA
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Disclaimer: While every effort is made to ensure this map is free of errors, there is no warranty that the map or its features are either spatially or temporialy accruate or fit for a particular use. This map is provided without any warranty of any kind whatsoever, either express or implied.

COMMUNITY PROFILE
QUIRINDI EST. 1856

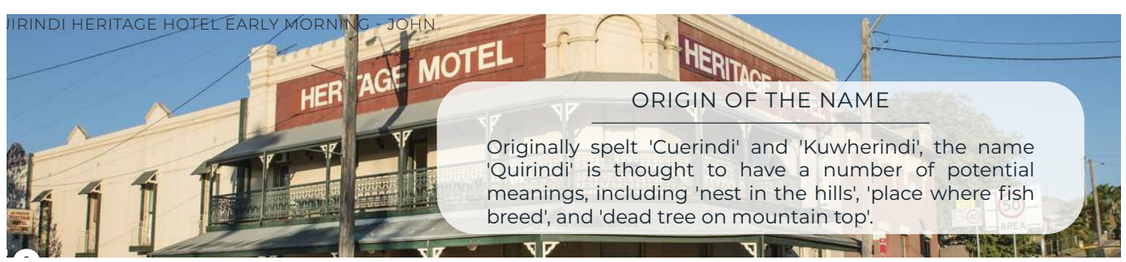
Quirindi is widely considered the hub of the Liverpool Plains Region; a larger town in the shire with a population of around 2600 people. The town has a bustling feel with plenty of shops and services available. Quirindi is home to an amalgam of both older 19th Century heritage buildings such as the Quirindi Railway Station, and newer more contemporary buildings and infrastructure. The town offers opportunities for both tourists and residents, with a range of recreational facilities and community events throughout the year.

POPULATION	2602
MEDIAN AGE	47
GENDER SPLIT	48M/52F
POPULATION IN THE LABOUR FORCE (%)	48%
UNOCCUPIED PRIVATE DWELLINGS (%)	12% (139)

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

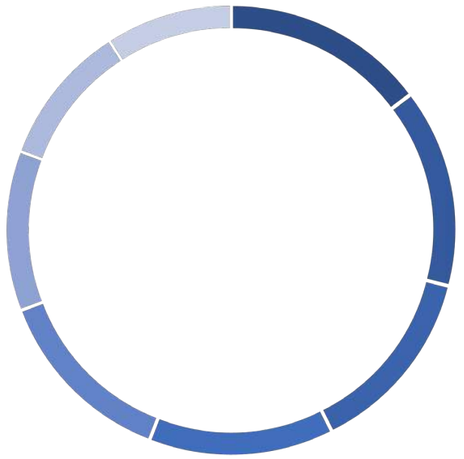
Quirindi is the largest town across the shire and serves as a central hub for the community. Just under half of Quirindi residents are in the labour force, with almost half of that workforce being Labourers, Technicians, Trade workers, and Machinery Operators/drivers. The most common occupation in Quirindi is community and personal service workers, likely due to the older population when compared to some other towns across the plains.

32% of Quirindi residents are renting as of 2021, a higher percentage compared to other towns in the shire. More than 139 dwellings across Quirindi are unoccupied – making up 12% of dwellings within the town.



PROPERTY AND INDUSTRY BREAKDOWN
QUIRINDI EST. 1856

INDUSTRY OF EMPLOYMENT



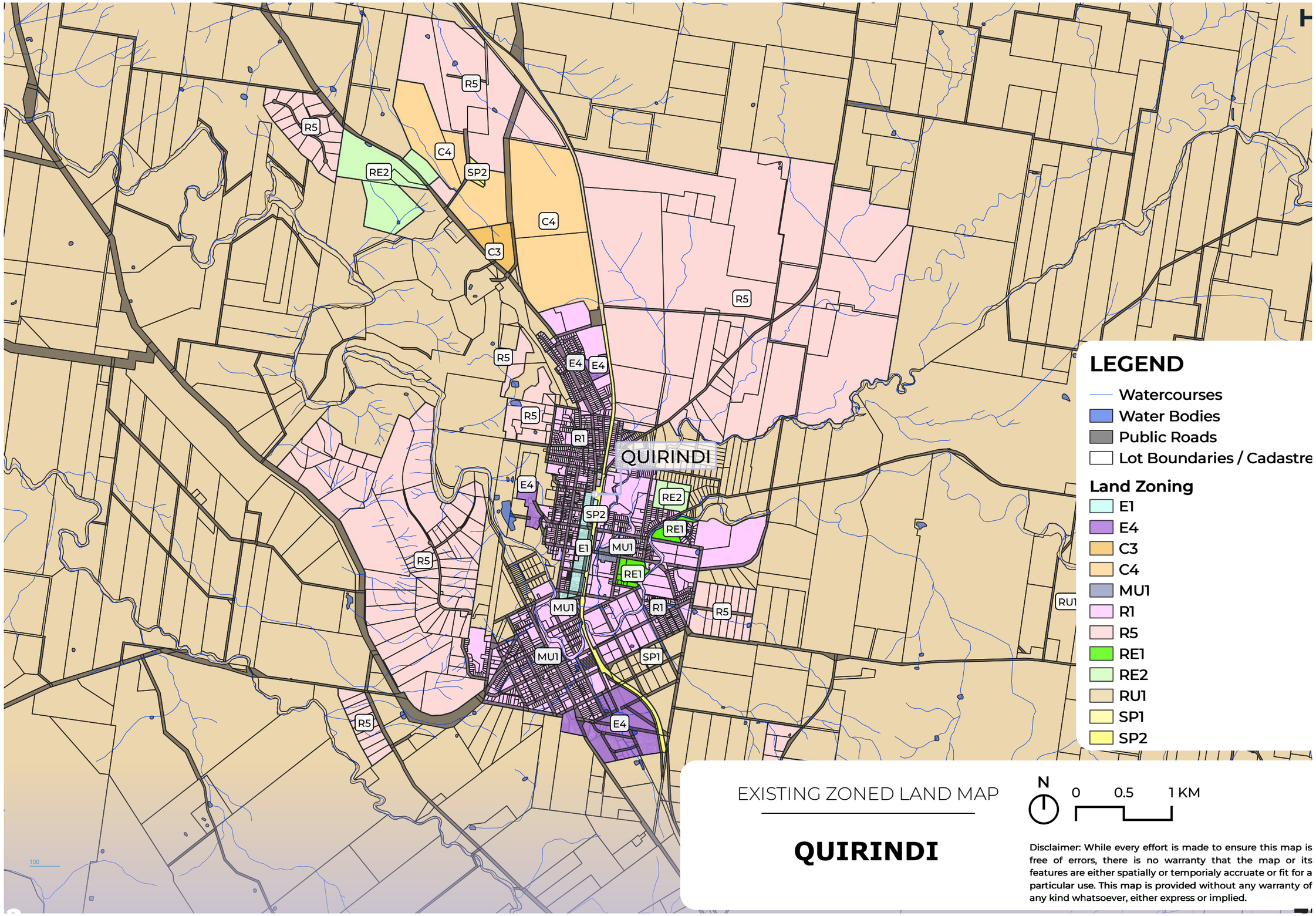
- 14.7% - PROFESSIONALS
- 14.3% - MACHINERY OPERATORS AND DRIVERS
- 13.6% - MANAGERS
- 13.3% - LABOURERS
- 13.3% - COMMUNITY AND PERSONAL SERVICE WORKERS
- 11.5% - TECHNICIANS AND TRADES WORKERS
- 10.2% - CLERICAL AND ADMINISTRATIVE WORKERS
- 9.1% - OTHER

PROPERTIES RENTED/
PROPERTIES OWNED OR MORTGAGED

66% - Owned or Mortgaged 32% - Renting 1% - Other Tenure Type

INCOME (PERSONAL / HOUSEHOLD)	$604(PERSONAL) $1084 (HOUSEHOLD)
MEDIAN WEEKLY RENT	$250
MEDIAN WEEKLY MORTGAGE	$270

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS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Watercourses
Water Bodies
Public Roads
Lot Boundaries / Cadastre
Land Zoning
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EXISTING ZONED LAND MAP
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Disclaimer: While every effort is made to ensure this map is free of errors, there is no warranty that the map or its features are either spatially or temporialy accruate or fit for a particular use. This map is provided without any warranty of any kind whatsoever, either express or implied.

COMMUNITY PROFILE
WERRIS CREEK EST. 1877

Werris Creek is a mid-sized town with a growing population of over 1300 people.

The town has a rich railway history, with the Werris Creek Railway Station forming the foundation of the first railway towns in Australia. The town has a nostalgic feel with many historic buildings, including the Railway Hotel and the Railway Institute.

Werris Creek appears to be a prime candidate for expansion given its closeness to Tamworth and existing infrastructure. There is potential for the townsite to blossom into the future, given the infrastructure already present such as water supply and reticulated sewer, and for the surrounding areas to grow in terms of lifestyle and rural living.

POPULATION	1478
MEDIAN AGE	50
GENDER SPLIT	51M/49F
POPULATION IN THE LABOUR FORCE (%)	44%
UNOCCUPIED PRIVATE DWELLINGS (%)	9.7% (66)

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

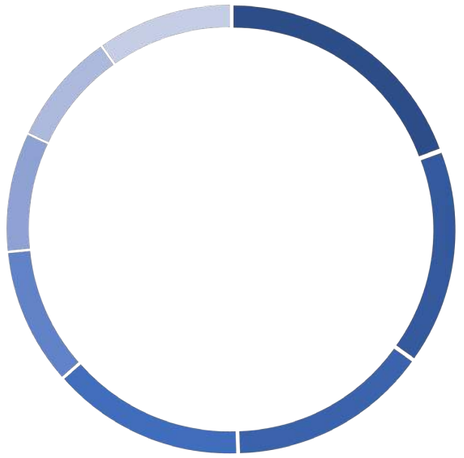
Werris Creek is the second most populous town across the shire, consisting of an overall older population with a median age of 50. Under half of the population is in the labour force, which comprises of roughly half being Labourers, Technicians and Trade workers, and Machinery operators/drivers – the most common among which is machinery operators and drivers, at 19.3% of the workforce. A large number of community and personal service workers also work in Werris Creek, which similarly to Quirindi is likely as a result of the older population. A further quarter of the workforce are Clerical/administrative workers, managers, and sales workers.

ORIGIN OF THE NAME

The 'Werris' part of Werris Creek is thought to be derived from the Kamilaroi word 'Werai', which means 'lookout point' - in reference to the prominent hills in the area.

PROPERTY AND INDUSTRY BREAKDOWN
EST. 1877

INDUSTRY OF EMPLOYMENT



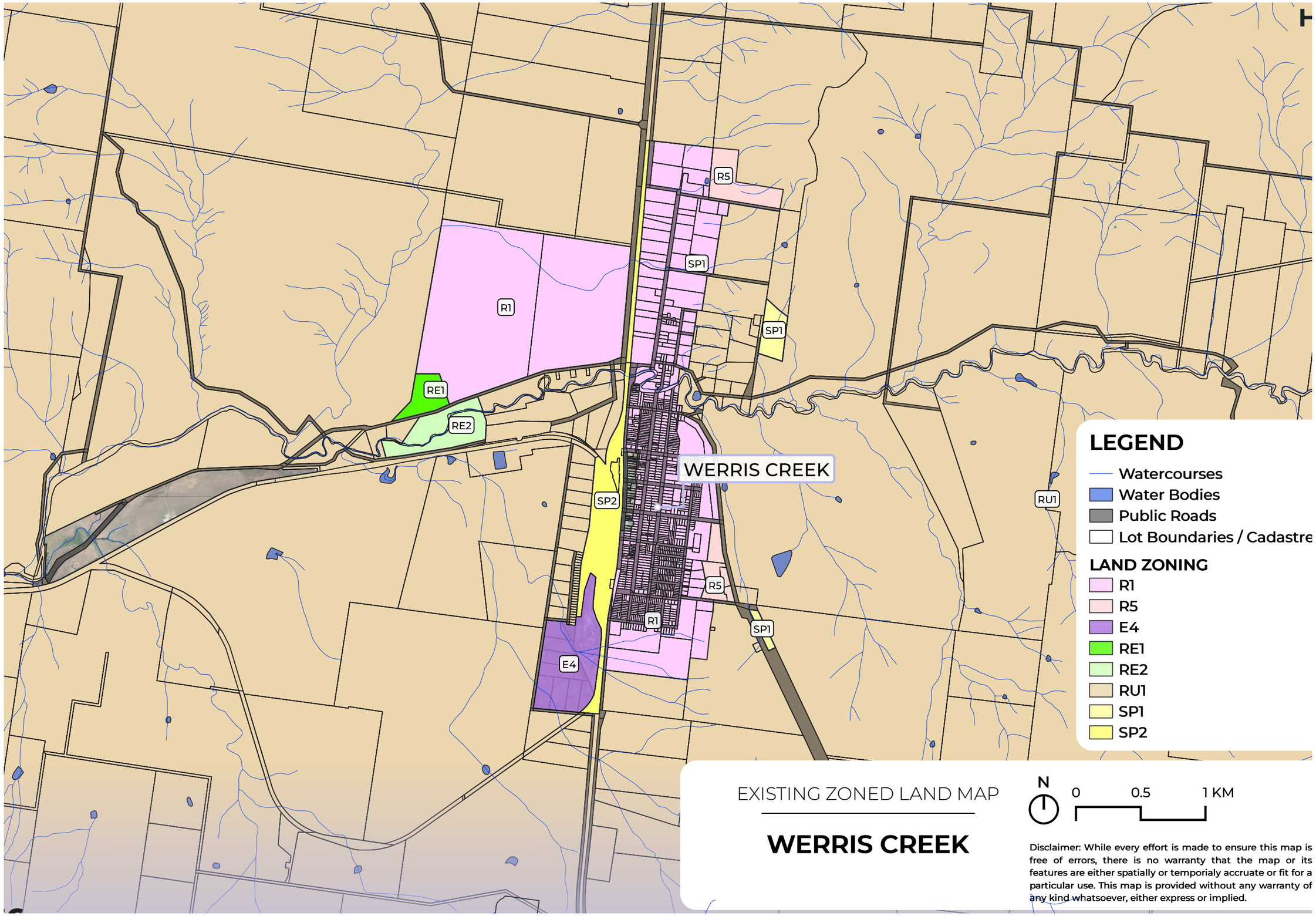
- 19.3% - MACHINERY OPERATORS AND DRIVERS
- 15.6% - COMMUNITY AND PERSONAL SERVICE WORKERS
- 14.6% - LABOURERS
- 14% - TECHNICIANS AND TRADES WORKERS
- 9.9% - CLERICAL AND ADMINISTRATIVE WORKERS
- 8.6% - MANAGERS
- 8.2% - SALES WORKERS
- 9.8% - OTHER

PROPERTIES RENTED/ PROPERTIES OWNED OR MORTGAGED

- 71% - Owned or Mortgaged
- 23% - Renting
- 6% - Other Tenure Type

INCOME (PERSONAL / HOUSEHOLD)	$498 (PERSONAL) $941 (HOUSEHOLD)
MEDIAN WEEKLY RENT	$220
MEDIAN WEEKLY MORTGAGE	$226

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS


WERRIS CREEK
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LEGEND
Watercourses
Water Bodies
Public Roads
Lot Boundaries / Cadastre
LAND ZONING
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EXISTING ZONED LAND MAP
WERRIS CREEK
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Disclaimer: While every effort is made to ensure this map is free of errors, there is no warranty that the map or its features are either spatially or temporialy accruate or fit for a particular use. This map is provided without any warranty of any kind whatsoever, either express or implied.

COMMUNITY PROFILE
WALLABADAH EST. 1856

Wallabadah is a small village with a population of around 380 people. The village has a quiet and peaceful feel with beautiful rural views. Wallabadah is home to the historic Telegraph Hotel, which dates back to 1861. The village offers opportunities for visitors to explore the local countryside and to experience country life.

POPULATION	382
MEDIAN AGE	56
GENDER SPLIT	55M/45F
POPULATION IN THE LABOUR FORCE (%)	52%
UNOCCUPIED PRIVATE DWELLINGS (%)	23.7% (49)

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

With one of the smaller populations among the more developed cluster of towns within the shire, Wallabadah is a village with an older population – just over half of which is in the labour force. Almost 40% of the workforce is in management or professional positions, likely for similar reasons to Currabubula considering its proximity to Tamworth and positioning right on the highway. A further quarter of the workforce consists of Labourers and Technicians/trade workers, with Community/personal service workers and clerical/administrative workers making up another group of the working population.

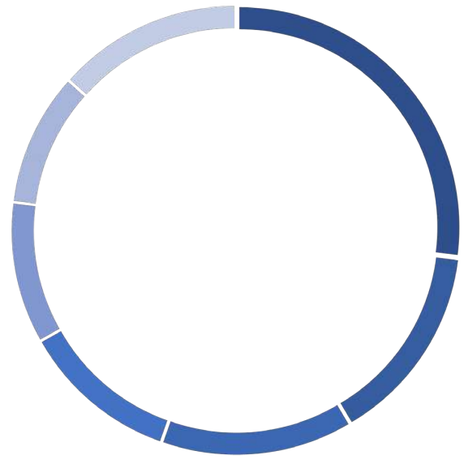
THE FIRST FLEET MEMORIAL GARDEN, WALLABADAH - CGOODWIN

ORIGIN OF THE NAME

The area now known as Wallabadah was originally called 'Thalabuburi', thought to mean 'many fierce warriors'. Many meanings for the name 'Wallabadah' are attributed, including 'Wallaby Rock', 'Land of plenty of snakes', and simply 'stone'.

INDUSTRY BREAKDOWN
WALLABADAH EST. 1856

INDUSTRY OF EMPLOYMENT



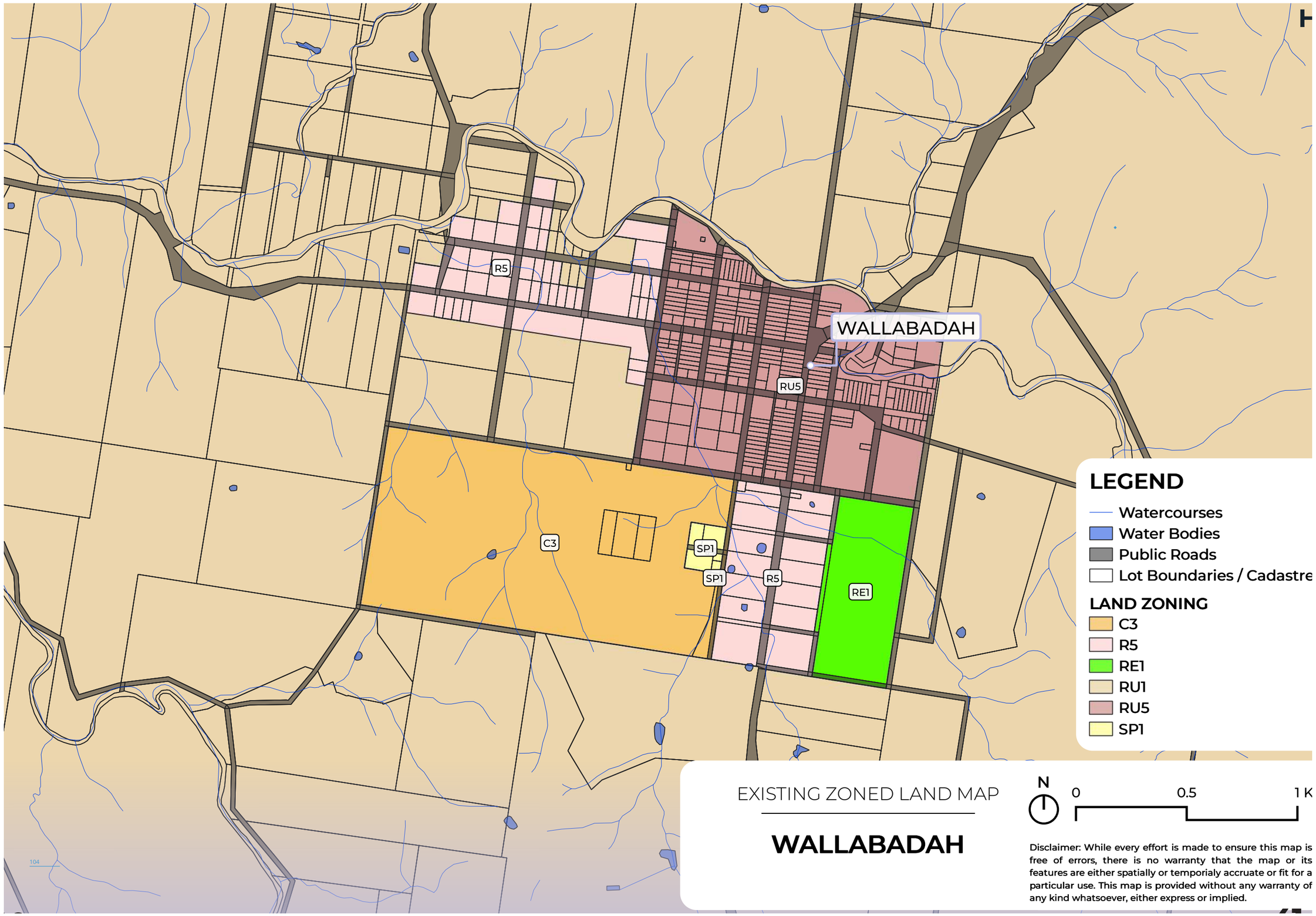
- 27% - MANAGEMENT
- 14.5% - LABOURERS
- 13.9% - TECHNICIANS AND TRADES WORKERS
- 11.4% - PROFESSIONALS
- 10.2% - COMMUNITY AND PERSONAL SERVICE WORKERS
- 9.6% - CLERICAL AND ADMINISTRATIVE WORKERS
- 13.4% - OTHER

PROPERTIES RENTED/
PROPERTIES OWNED OR MORTGAGED

- 83% - Owned or Mortgaged
- 12% - Renting
- 5% - Other Tenure Type

INCOME (PERSONAL / HOUSEHOLD)	$572 (PERSONAL) $1062 (HOUSEHOLD)
MEDIAN WEEKLY RENT	$240
MEDIAN WEEKLY MORTGAGE	$274

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS


WALLABADAH
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Watercourses
Water Bodies
Public Roads
Lot Boundaries / Cadastre
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EXISTING ZONED LAND MAP
WALLABADAH
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Disclaimer: While every effort is made to ensure this map is free of errors, there is no warranty that the map or its features are either spatially or temporialy accruate or fit for a particular use. This map is provided without any warranty of any kind whatsoever, either express or implied.

COMMUNITY PROFILE
WILLOW TREE EST. 1870

Willow Tree is a small town with a population of around 300 people. The town has a relaxed and friendly feel with a mix of old and new buildings, including several bespoke artesian food and drink premises. A daily operated rail service provides travel to Armidale and Sydney which creates opportunities for daytrips to explore Willow Tree and it's surrounds. Willow Tree is home to the historic Willow Tree Inn, which dates back to the 1860s. The town offers opportunities for visitors to explore the local countryside and to experience rural life. Site constraints are minimal, and the town is surrounded by picturesque rural landscapes.

POPULATION	327
MEDIAN AGE	51
GENDER SPLIT	53M/47F
POPULATION IN THE LABOUR FORCE (%)	49%
UNOCCUPIED PRIVATE DWELLINGS (%)	18.1% (26)

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

Willow tree is a small but blossoming town with a growing number of artesian food and drink premises, forming the entry to the shire from the coast. The population is older compared to other areas in the shire, with a median age of 51. Likely as a result of the older population, just under half of the population are in the labour force. At 52.5%, more than half of the workforce are employed as labourers, technicians/tradespeople, and machinery operators/drivers. Almost a third of the working population are in management or professional roles, partially as a result of the agriculture and industry nearby.

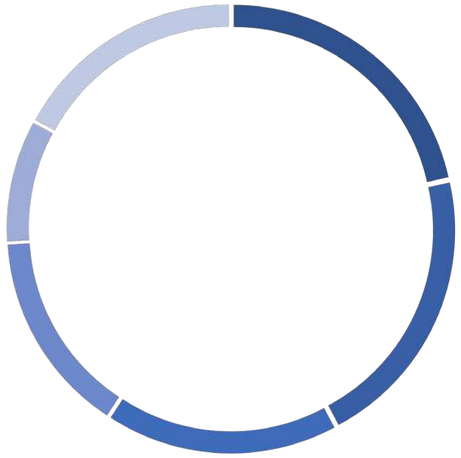
GRAZE INN, WILLOW TREE

ORIGIN OF THE NAME

Willow Tree Station was originally named 'Warrah', as it was positioned at the north-eastern corner of the Warrah grant made out to the Australian Agricultural Company in 1833. It was renamed to Willow Tree in 1879 once solidified as a settlement in the area around the 1870s.

INDUSTRY BREAKDOWN
WILLOW TREE EST. 1870

INDUSTRY OF EMPLOYMENT



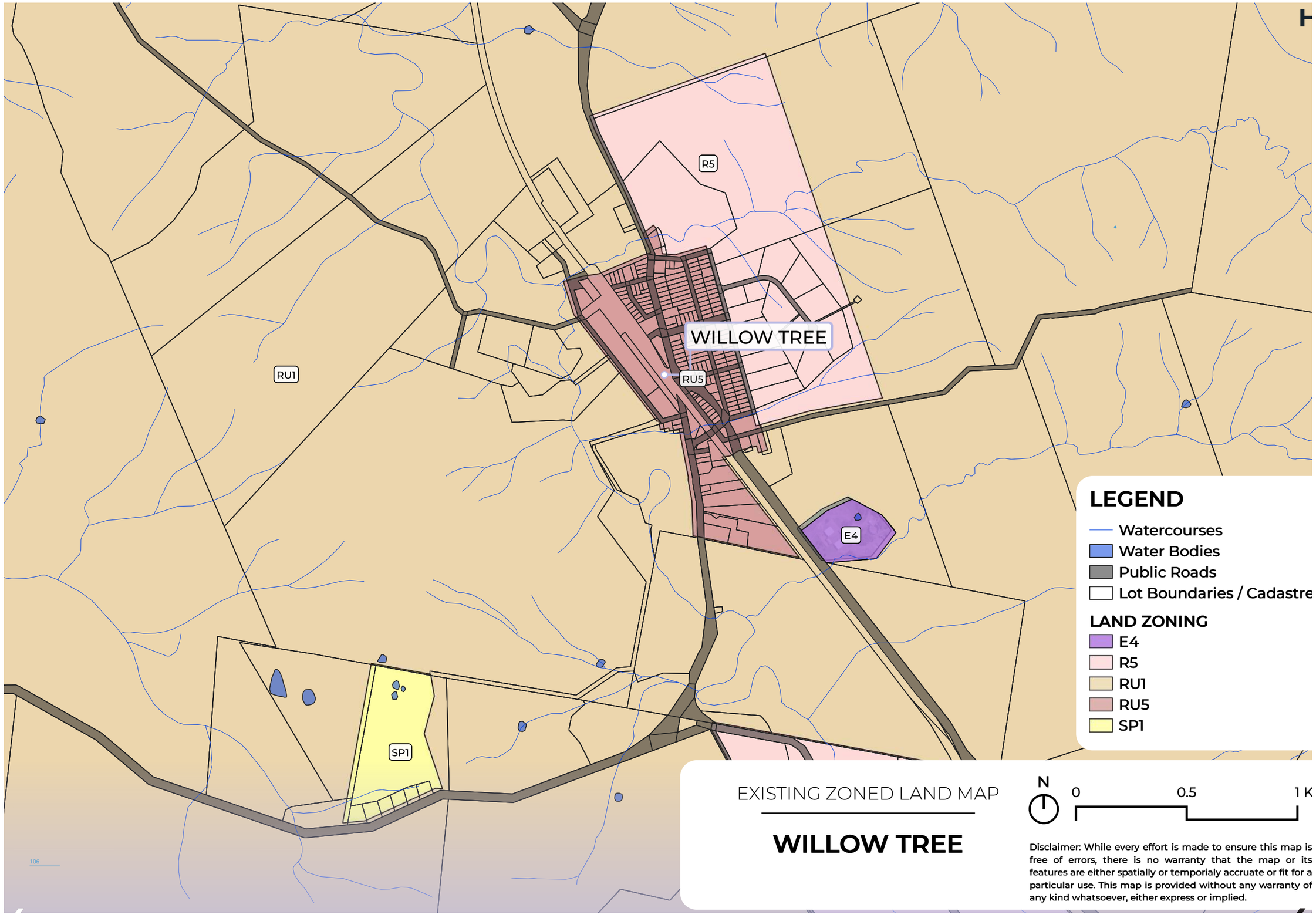
- 21.5% - MANAGEMENT
- 20.7% - TECHNICIANS AND TRADES WORKERS
- 17% - LABOURERS
- 14.8% - MACHINERY OPERATORS AND DRIVERS
- 8.9% - PROFESSIONALS
- 17.1% - OTHER

PROPERTIES RENTED/
PROPERTIES OWNED OR MORTGAGED

80% - Owned or Mortgaged 20% - Renting 0% - Other Tenure Type

INCOME (PERSONAL / HOUSEHOLD)	$529 (PERSONAL) $961 (HOUSEHOLD)
MEDIAN WEEKLY RENT	$200
MEDIAN WEEKLY MORTGAGE	$247

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS


WILLOW TREE
R5
RU1
RU5
E4
SP1
LEGEND
Watercourses
Water Bodies
Public Roads
Lot Boundaries / Cadastre
LAND ZONING
E4
R5
RU1
RU5
SP1
EXISTING ZONED LAND MAP
WILLOW TREE
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Disclaimer: While every effort is made to ensure this map is free of errors, there is no warranty that the map or its features are either spatially or temporialy accruate or fit for a particular use. This map is provided without any warranty of any kind whatsoever, either express or implied.

LIVERPOOL PLAINS SHIRE

HOUSING VISION

The Liverpool Plains Shire provides the best of country living. Our unique landscapes and natural environment are valued and preserved, and our quality services and infrastructure support a thriving economy and growing population. By 2040, the Liverpool Plains Shire will be a growing, thriving and sustainable area.

> **"Housing in the Liverpool Plains Shire will grow at a modest rate, taking advantage of the rural and lifestyle living available in close proximity to major centres and local services, and regional townsite lots with direct access to local services."**

Council will adopt positions to support and encourage housing growth across the Shire, whilst working to remove barriers to growth in policy, infrastructure and with other levels of government.

Settlements in the Liverpool Plains local government area are experiencing change as the population ages and declines. To accommodate these trends, it is important that social infrastructure is available, including a variety of housing types and forms that meet the needs of the local community. Provision of suitable support services such as usable recreation areas and a refurbished Quirindi library will also contribute to improved quality of life for residents.

The attraction, and retention, of new industry, workers, residents and visitors through collaborative marketing campaigns and promotions incentives is to be emphasised. This will foster generational change, with younger people bringing new ideas, skills and business practices.

In order to raise the area's profile, achieve sustainable population growth and regenerate local communities, future strategic planning will maximise existing zoned employment land, strengths and local businesses. It will also identify opportunities to facilitate new residents and economic opportunities.

New development is to be adequately serviced by local infrastructure either through existing capacity available in established townships or planned extensions. The delivery of new development in advance of planned infrastructure places unnecessary burden on the forward planning and budgeting of local infrastructure and results in ad-hoc development that may conflict.

RAILWAY STATION AT WERRIS CREEK, NEW SOUTH WALES - MATTINBGN

JEREMY BUCKINGHAM - LIVERPOOL PLAINS FROM MANOOKA

SECTION 2
THE EVIDENCE

GM&
HS

INDUSTRIAL LAND AND AGRITOURISM
AGRICULTURE AND ENVIRONMENTAL CONSERVATION
HOUSING LOCATION AND DISTRIBUTION
RESIDENTIAL APPROVALS AND HOUSING DIVERSITY
HOUSING AFFORDABILITY AND BUILDING VS BUYING
GROWTH SCENARIOS
HOUSING DEMAND AND SUPPLY RESIDENTIAL
INFILL AND EXISTING HOLDINGS HOUSING GAPS,
DEVELOPMENT COSTS AND PERMISSIBLE USES
DEVELOPMENT CONTROLS
KEY OPPORTUNITIES AND CONSTRAINTS
IDENTIFYING AREAS WITH CAPACITY

LIVERPOOL PLAINS SHIRE
INDUSTRIAL LAND & AGRITOURISM

INDUSTRIAL DEVELOPMENT

Industrial development refers to the establishment and operation of activities related to manufacturing, production, warehousing, distribution, and other industrial processes. In the Liverpool Plains, a large portion of this is related to agriculture, given it's prevalence in the shire.

Industrial Development shares an intrinsic link with residential development in most cases, as they are a source of employment for those living nearby. Where a settlement has a population of working age, they require employment to support themselves and their family, and the closer employment can be provided to residential accommodation, within reason, the better.

The two primary industrial hubs in the plains are Quirindi and Werris Creek. In Quirindi, a large serviced Industrial Estate has been provided for over 30 years, with only around 20% of the 32 ha of industrial zoned land being developed. Werris Creek is also home to a significant amount of zoned industrial land, much of which remains available to be developed developed. Only around 10% of the 79 ha total has been developed as part of the inter-modal transport facility, the rest remaining ready for growth.

It can then be concluded that a supply of Industrial land does not appear to be a limiting factor when considering growth, as there is a large supply of zoned, serviced, and undeveloped industrial land in the two most populous towns in the shire. The provision of this land, however, prepares the shire for growth in these sectors alongside a growth in population.

The largest factor for the development of industrial land is demand. Whilst this study identifies suitable future industrial land - as is considered best practice, any industrial or commercial land zoning changes would require a detailed economic analysis and modelling, and would constitute it's own separate scope and body of work.

ARTISAN FOOD & DRINK PREMISES

Artisan food and drink premises are a valuable attraction to rural towns that can help them stand out as more than just a backdrop along the highway. Stalls, shops, and other development which puts the labours of the land on display, and markets them in the right way, have the potential to transform the feel of small towns and bring in economic stimulus to the benefit of the town and its inhabitants.

Demand for artisan food and drink premises is backed by the Department of Planning and Environment, with specific State Environmental Planning Policies implemented for the primary purpose of encouraging this type of development.

Willow Tree is a shining example of how a town can benefit with just a few tourism-focused developments – Plains Pantry and the Graze Willow Tree Inn. The former presents as a tourist-friendly café and grocer which adds a unique, welcoming touch to the town, whereas the latter brings in tourism from Tamworth and beyond to enjoy farm-to-table dining in a cosy environment. Opportunities to grow this form of industry exist across the Shire, with particular focus around Willow Tree, Werris Creek and Quirindi.

AGRITOURISM AND RECREATION

Agritourism is a growing industry which builds upon traditional tourism to rural areas by allowing for a more immersive travel experience in rural areas. Chief among the many benefits of agritourism is the diversification of business operations and can help to counterbalance the seasonal nature of agricultural income. This is because agritourism can occur at times of the year during which crops are not growing nor being harvested.

The foremost considerations to agritourism in most cases are landowner awareness, and the development approval process for rural tourist accommodation and tourism facilities. Where these two factors can be managed, agritourism has the potential to benefit farmers and the greater community, by bringing in further external revenue to boost the economy, and raising awareness and appreciation for the environment, and the processes which bring food to the table. There is growing awareness in the shire already with the popular not-for-profit group, 'The Plains'. The group is working to establish the plains as a destination for agritourism through collaboration, education, and innovation.

As of August 2023, improved pathways have been implemented for Agritourism in Primary Production zones via SEPP Amendment (Agritourism) 2023. The amending SEPP permits a wider range of primary production zoning to take advantage of agritourism developments, by permitting agritourism with consent in all RU1 - Primary Production, RU2 - Rural Landscape and RU4 - Primary Production Small Lots zones. The amendment also revokes the 100 visitor limit previously imposed on pick-your-own produce farms, providing greater flexibility for farmers to invite visitors to pick and buy their produce straight from the source.

Whilst Agritourism isn't directly a part of housing supply and demand, its benefits are evident where rural communities can accommodate it. Increased, longer stay tourism creates more visitor spending in the Liverpool Plains Shire - and over time, more residential demand. Currently, tourist and visitor accommodation are currently permitted with consent in the RU1 zone, however the focus moving forward would be on creating an environment where DA assessment for such developments was fast and pragmatic. With Festivals and events, a further recommendation of this strategy is to review the legislative framework to assist them in being able to be carried our as a local government approval or exempt development.

VIEW FROM 'WHO'D A THOUGHT IT' LOOKOUT

AGRICULTURE

At the heart of the Liverpool Plains are the agricultural values that the land holds, owing to the rich, black soil it inherits from the earth. A growth strategy which aims to retain the agricultural values of the land while allowing for further agricultural opportunities is crucial for sustainable growth, which fosters the principles upon which the community has grown and preserves it's character for future generations to enjoy.

Agriculture is encouraged in this strategy by preventing further fragmentation of rural land, the recommendation against rezoning of agricultural land, and by incentivising and promoting growth in areas which do not affect the existing farmland in the area. Diversity in agriculture is sought by the provision of small holdings lots, whereby prospective residents can enjoy smaller holdings in a non-commercial context. This is intended to result in hobby farms and similar development which make use of already fragmented rural land, while also providing for the housing needs of the community.

Whilst it is important to preserve agricultural land, in a strategic planning sense, it also imperative to understand and account for the dwellings that can be constructed on rural land. Based on generically applying the minimum lot size in the RU1 zone, it is estimated there is approximately 550 rural allotments with a dwelling entitlement across the LGA. To assist with the administration of rural dwelling entitlement and to ensure an equitable and staged approach to rural dwelling entitlements, it is proposed to phase out the current LEP provisions in regard to dwelling entitlement carrying over from the old LEP and the dwelling entitlement map.

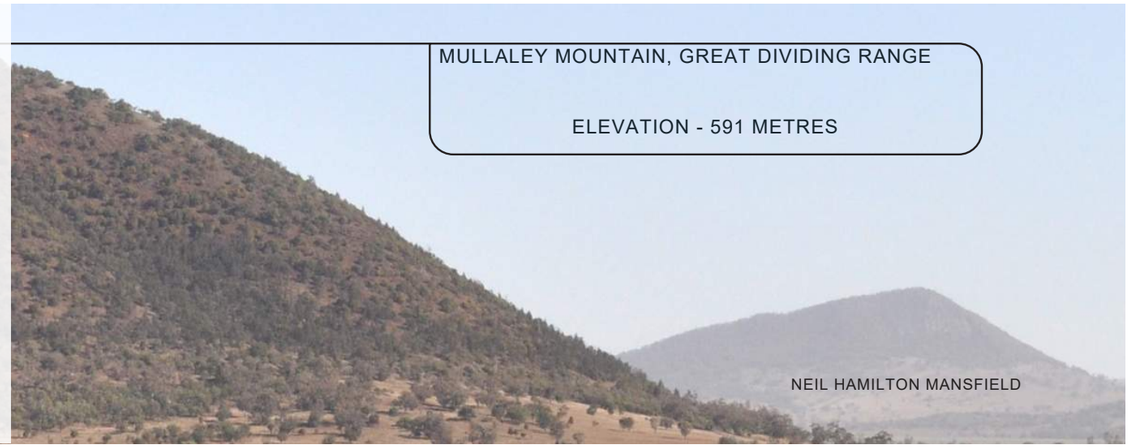
This is similar to the gradual removal of existing or establishing holdings from LEPs across NSW. As a result, the GM&HS recommends a multi-faceted approach. The importance of dwellings on rural land is not to be understated, however the protection of farm land must strike a balance against housing growth. While this strategy is predominantly focused on residential land, the capacity for rural lands to contain dwellings intertwines them with the GM&HS. The intent of the implementation of a Dwelling Opportunities Map which shows Dwelling Entitlements across the shire is so it's residents don't lose their entitlement, instead it is shown on the map as opposed to a cumbersome search of physical records.

Key implementations to note from an agricultural perspective are:

Dwelling Opportunities Map - A Dwelling Opportunities map serves as a visual record of the existing holdings across the shire, an existing holding being a lot, including any adjoining land, which was held in the same ownership at a certain date (the date varies on the location of the land). To allow for a dwelling opportunities map to be produced, existing holdings in the shire which are suitable for residential use (subject to further investigation) will need to be recorded at once – a process which is recommended to be assisted by an external consultant. It's important to note that existing dwelling entitlements will not be lost, but simply transferred to a Dwelling Opportunities Map. There is an upfront cost involved with this, however this investment is offset by the reduced by a far more streamlined process for checking dwelling entitlement.

Rural Workers Dwellings - Dwellings on rurally zoned land for the sole purpose of accommodating people who work on that land, i.e. Rural Workers Dwellings, are to remain an important permitted use on rurally zoned land.

Dual Occupancy developments are permitted in the general rural areas as "attacheddual occupancies" without a limitation on the size of the second dwelling. The focus of this Strategy is primarily on the provision of growth and housing in the urban areas and their periphery. Any decision to change the current dual occupancy provisions will need to be made in the context of a future rural strategy and considerations of the potential conflict with adjoining agricultural uses and the demand for additional services.



ENVIRONMENTAL CONSERVATION PRINCIPLES

Environmental conservation, primarily the retention of vegetation wherever possible, is a key principle at the heart of this strategy. Action for change is a method by which the character and stunning landscapes of rural communities can be preserved when appropriate, proactive steps are taken towards mitigation of environmental issues.

In a strategic context, action for change consists primarily of appropriately zoning land in a proactive manner, so as to limit the potential for new development to harm the environment where necessary, and preventative legislation against activities which would adversely affect biodiversity values of the land.

Action for change requires a forward-thinking mindset, proactive decisions, a willingness to both adopt and maintain sustainable practices, and a commitment to promoting positive environmental change for the benefit of current and future generations. The effects of proactive sustainable practices are evident both immediately and long term, as it prevents over-development of rural communities and retains the natural diversity of the landscape.

LIVERPOOL PLAINS SHIRE
HOUSING LOCATION & DISTRIBUTION

HOUSING LOCATION

Housing in the Liverpool Plains area is largely situated around the towns of Quirindi and Werris Creek – more than two thirds of the shire population is situated around these centres. This is largely due to the increased density permitted in these areas as a result of the sewer infrastructure they are serviced by, whereas other areas in smaller towns and rural lots require alternative wastewater treatment via a septic tank or similar effluent disposal systems.

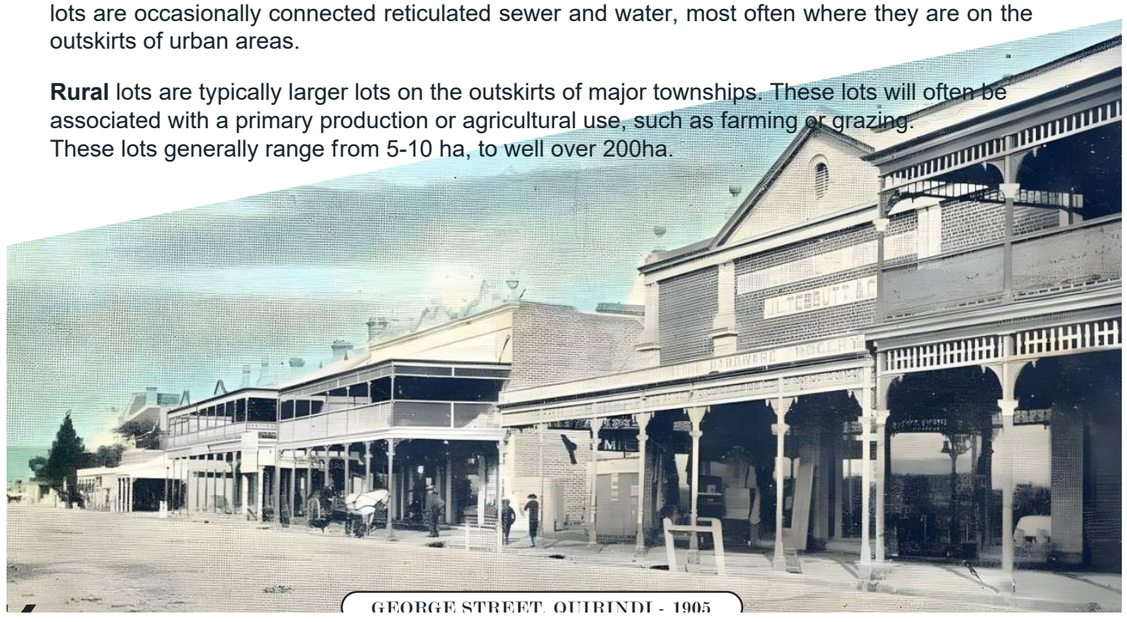
Due to wastewater constraints, this results in a variety of generalized lot styles, as described below:

URBAN
LIFESTYLE → **RESIDENTIAL LOTS**
RURAL

Urban lots are typical of town centres, and consist of lots around 500-1500m². These lots form more than a third of all housing lots in the Liverpool Plains Shire, owing to the increased density afforded by reticulated sewer.

Lifestyle lots are most often present on the outskirts of town centres and live up to their name by providing an alternative lifestyle on a lot which is typically 1500 – 20,000m². These lots are occasionally connected reticulated sewer and water, most often where they are on the outskirts of urban areas.

Rural lots are typically larger lots on the outskirts of major townships. These lots will often be associated with a primary production or agricultural use, such as farming or grazing. These lots generally range from 5-10 ha, to well over 200ha.



GEORGE STREET, QUIRINDI - 1905

HOUSING DISTRIBUTION (LGA WIDE)

CURRABUBULA	5.6%	**WALLABADAH**	5.1%
QUIRINDI	45.1%	**WILLOW TREE**	6.6%
WERRIS CREEK	23.6%	**RURAL / OTHER**	14.0%

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

Housing in the Liverpool Plains consists primarily of urban living, with more than 68% of dwellings in the shire being located within the residential areas of Quirindi and Werris Creek.
A further 18% of the total housing stock is contained within other residential areas of the shire, primarily Willow Tree, Currabubula, and Wallabadah.

The remaining 14% of the population is located in rural areas across the LGA, including dwellings in more rural settlements further West from their highway-adjacent counterparts.

This split is expected to reduce as further opportunities for urban/lifestyle residential living is provided near the existing town centres, with a slight fluctuation in rural dwellings expected throughout any period where a ‘sunset clause’ is implemented.

Throughout the COVID-19 pandemic, there was an increase in demand for lifestyle living areas where much of the Australian workforce were required to work from home. The effect of this widespread imposition on working arrangements during the pandemic has resulted in many of the traditional workplace values being phased out, as their relevance and benefit is called into question.

As further studies are conducted on flexible working arrangements, and COVID spurred trials and studies are undertaken, it is becoming more and more clear that flexible working arrangements can lead to improved organisational productivity and employee well-being. As these studies continue, it can be expected that the desire for affordable lifestyle type dwelling arrangements may generally increase.

Given the proximity of Werris Creek, Currabubula and Wallabadah to Tamworth, it is also expected that Tamworth residents who are seeking a larger lot size may utilise these townships as ‘commuter suburbs’, in which they can enjoy and afford a larger lot size and dwelling with the only sacrifice being a 25–30-minute commute.

URBAN VS. RURAL HOUSING (LGA WIDE)

86% — 14%

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

LIVERPOOL PLAINS SHIRE

RESIDENTIAL APPROVALS & HOUSING DIVERSITY

RESIDENTIAL APPROVALS - 2003-2023

Housing approvals throughout the Liverpool Plains Shire are primarily through Development Applications (DAs), which consist of 87% of all applications for residential development. The remaining 13% of applications are through Complying Development Certificates (CDCs).

A potential barrier to growth can be the inaccessibility of the development process, and the lack of appropriate planning pathways for the community to follow. Especially in rural areas, where guidelines for residential construction are clear and facilitate straightforward approvals, appropriate development can be fostered in specific areas.

DEVELOPMENT APPLICATION	323 (87%)
COMPLYING DEVELOPMENT	47 (13%)
TOTAL	370

URBAN DWELLING HOUSE	155
RURAL DWELLING HOUSE	150
BUILDING ENVELOPE	38
RESIDENTIAL FLAT BUILDING	7
URBAN DUAL OCCUPANCY	3
RURAL DUAL OCCUPANCY	4
RURAL WORKERS DWELLING	5
SECONDARY DWELLING	5
MULTI-DWELLING HOUSING	1
SENIORS HOUSING	1

HOUSING DIVERSITY

A key consideration when planning growth in an area is the need for diversity in housing. There are several forms of diversity which affect the type of housing required in different ways;

Economic diversity creates the need for both affordable or social housing, as well as the desire for larger lifestyle blocks.

Age diversity creates the need for all types of housing - affordable housing and 3+ bedroom houses for young workers and growing families, as well as smaller 2 bedroom houses for older people looking to retire and downsize and young professionals, and seniors housing for people who require assisted living arrangements.

Physical diversity creates the need for special facilities to assist with the care of people with a disability.

Accounting for diversity is particularly important in regional areas which have a significant proportion of older people amongst their population. Allowing for the population to 'age in place' and providing access to assisted seniors living arrangements has multiple benefits. It provides for the needs of the population as it ages, creates vacancies in existing housing stock, and creates jobs within the community.

Given the benefits that diversity in housing brings, it is recommended that council incentivise diverse housing. This can be done through reducing assessment times for certain types of development, developing relationships with disability and aged care providers, or providing concessions to development which cater to the need for housing diversity in an area.

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Parts of the National Construction Code pertain to 'Liveable Housing Design', which while not applying in NSW, council could encourage and incentivise development which adheres to the design standards. This would allow for housing which is easily converted to be accessible for people with a physical disability.

Diversity in age can be supported with the provision of quality Manufactured Home Estates. While there can be some stigma against manufactured housing estates as they exist in many regional areas, there lies great potential to provide a quality estate in which new, smaller housing can be provided in it's own community. This allows for older members of the community to downsize, and frees up housing stock where migrate from other areas of the shire. This also invites the provision of further recreational and communal areas, freeing up existing infrastructure.

The method by which Manufactured Housing Estates operate is also very conducive to the lifestyle of many retired residents of the shire. The method of ownership, being through a lease, means that landscaping and maintenance is undertaken by the owner of the estate, allowing for transient occupation of the site while travelling, and a more carefree lifestyle.

QUIRINDI FROM WHO'D A THOUGHT IT LOOKOUT

NOTE: DATA GATHERED FROM 2021 CENSUS, PROVIDED BY THE AUSTRALIAN BUREAU OF STATISTICS

LIVERPOOL PLAINS SHIRE
HOUSING AFFORDABILITY & BUILDING VS. BUYING

HOUSE PRICES AND RENT IN REGIONAL AUSTRALIA

HOUSING AFFORDABILITY

Australia is currently experiencing a combination of a housing crisis and a rapid increase in the cost of living. House prices have risen considerably since the COVID-19 pandemic in 2020, and cost of living has increased by 7% overall over the last year, with housing related costs increasing by almost 10% since March of 2022.

Capital cities and urban centres, such as Newcastle, have experienced the increased housing and living costs the most, whereas the smaller, less volatile markets further inland experience a lesser effect, as a general rule.

This is seen in the current house prices; a house in Quirindi costs under half that of a house in the Hunter Valley, and is rapidly approaching half of the average house price in Tamworth. Rent is also almost 20% cheaper in Quirindi than in Tamworth, and 34% cheaper than in the Hunter Valley.

The low housing costs comparative to communities both further inland, such as the Hunter Valley, and nearby regional centres such as Tamworth, present an opportunity for the Liverpool Plains Shire. There is a high demand for both affordable housing, and larger lifestyle lots and acreage for reasonable prices.

With the phenomenon of urban sprawl in full effect, much of the workforce is expanding to live in more remote areas. This allows one to enjoy a more spacious and affordable living environment at the cost of a longer commute, which is facilitated by widespread access to motor vehicles.

Only 7.3% of Australians are recorded as not owning a motor vehicle as of 2021, including those that live in capital cities where public transport renders owning a vehicle uneconomical.

Towns such as Currabubula and Wallabadah are prime candidates for ‘commuter suburbs’, where those working in a regional hub such as Tamworth would reside in Currabubula, where they can elect to add 10-15 minutes to their commute in exchange for a cheaper, and often more spacious place to live.

BUILDING VS BUYING A HOUSE IN 2023

In the years during and following the the COVID-19 pandemic, there have been dramatic effects on the cost of all forms of housing and property. While an increase is present across the board, the effect is more evident in some parts of housing development more than others. In some areas, both anecdotal and project-based evidence has shown a 100% increase in materials costs over the last 3 years.

Across the shire, the cost to purchase an existing dwelling has increased by around 63% on average over the past 5 years. Excluding the outlier of Wallabadah which has only had a 4% overall increase over this period, this figure rises to 61% more expensive (Realestate.com, 2023; Allhomes, 2023). This equates to an increase on average of $129,304 - from $213,196 in 2018 (adjusted for inflation) to $342,500 in 2023.

For those building in the shire, the cost to build has increased by 44% over the past 5 years, with the average house and land dwelling build in the Liverpool Plains costing $388,454 in 2023, according to Council statistics. This is an increase of $118,799 to the average dwelling build 5 years ago, which sat at $269,655 on average in 2018 - accounting for inflation.

While the increase in the cost of existing housing has increased more than the cost to build a new dwelling, the cost floor for each type has still raised considerably, posing a significant barrier for low and middle income earners. For example - based on census data and accounting for inflation, the average household in the Liverpool plains has had an increase of around 7% on average. With an increase in housing cost which out-paces wages by such a large margin, the minimum cost required to build a dwelling on greenfield is quickly becoming an unattainable prospect for many residents of the shire.

This increase in housing cost coincides with a sharp increase in the cost of living, which has reached highs unseen since the 1980s - bringing the prospect of owning a house further still from low and middle income earners both across the shire and NSW.

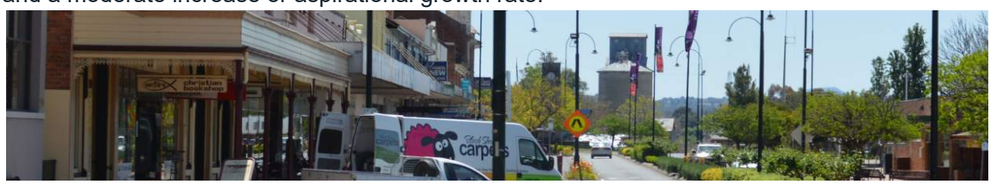
LIVERPOOL PLAINS SHIRE
GROWTH SCENARIOS 2021-2041

GROWTH SCENARIOS

The following growth scenarios are different ways in which the population may change over the 18 year period between 2024-2041 The range has been chosen as as a suitable period for the planning of growth and and infrastructure augmentation.

There are a range of factors that will influence changes in population, including changes in the household occupancies, buirths and deaths and inflow migration. The availability of additional housing will generally contribute to population growth.

Three scenarios have been prepared based on no growth, existing growth levels and a moderate increase or aspirational growth rate.



SCENARIO 1 - NO GROWTH

There is the possibility of stagnation or negative growth or stagnation associated with low fertility, reduction in occupancy rates, low inflow migration and low levels of dwelling construction that is less than or equal to the number of dwellings required to maintain the same supply.

Scenario 1 assumes that there is no net increase in the housing stock and that occupancy rates decline over time as per the Department of Planning's 2021 projected occupancy rates.

Scenario 1 - No Growth Assuming no new dwellings & declining occupancy rate	2021 Census	2024	2026	2031	2036	2041	Change 2024-2041	Average Number of Dwellings p.a. 2024-2041
			Assumed annual dwelling increase -			0		
Total Dwellings	3,686	3,725	3,764	3,764	3,764	3,764		
New Dwellings during previous period (assumes 13 dwells p.a. between 2021 & 2024)		39	0	0	0	0	0	0
Projected Occupancy Rate Based on DoP 2021 projections	2.30	2.30	2.23	2.19	2.16	2.14		
Total Population (place of usual residence)	7,551	8,568	8,394	8,243	8,130	8,055	-5.98%	
Change in Population (during previous period)		1,017	-174	-151	-113	-75	-513	

SCENARIO 2 - CURRENT GROWTH

Scenario 2 - The current approval rate for dwellings between 2003 and 2023 is approximately 18 dwellings per year. The net increase discounting replacement dwellings and the applications that do not proceed is estimated to be in the order of 13-14 dwellings per year. This scenario approximates the current net increase in dwelling stock, which is aproximately 13 additional dwelling per year.

Scenario 2 - Current Growth Rate Assumes current 13 dwelling per year	2021 Census	2024	2026	2031	2036	2041	Change 2024-2041	Average Number of Dwellings p.a. 2024-2041
			Assumed annual dwelling increase -			13		
Total Dwellings	3,686	3,725	3,751	3,816	3,881	3,946		
New Dwellings during previous period (assumes 13 dwells p.a. between 2021 & 2024)		39	26	65	65	65	**221**	13
Projected Occupancy Rate Based on DoP 2021 projections	2.30	2.30	2.23	2.19	2.16	2.14		
Total Population	7,551	8,568	8,364	8,357	8,382	8,444	-1.44%	
Change in Population (during previous period)		1,017	-204	-7	25	62	-124	

SCENARIO 3 - ASPIRATIONAL GROWTH TARGET

While the net increase in dwellings is estimated to be approximately 13 dwellings per year, there is sufficient zoned and serviced land for the rate of growth to increase. The factors impacting on growth are subject to external finanical and demographic changes and the capacity of the building industry to increase construction rates.

This scenario assumes a net increase of 20 dwellings per year. The achivement of this growth will require the implementation of the actions outlined in this Strategy, along ith funding and government co-ordination.

Scenario 3 Assumes current 20 dwelling per year	2021 Census	2024	2026	2031	2036	2041	Change 2021-2041	Average Number of Dwellings p.a. 2024-2041
			Assumed annual dwelling increase -			20		
Total Dwellings	3,686	3,725	3,764	3,804	3,904	4,004		
New Dwellings during previous period (assumes 13 dwells p.a. between 2021 & 2024)		39	40	100	100	100	**340**	20
Projected Occupancy Rate Based on DoP 2021 projections	2.30	2.30	2.23	2.19	2.16	2.14		
Total Population	7,551	8,568	8,394	8,331	8,433	8,569		
Per annum change (in People)		1,017	843	-63	102	136		

LIVERPOOL PLAINS SHIRE
HOUSING DEMAND & SUPPLY

HOUSING DEMAND

Housing demand can be a very complicated matter, and can be influenced by numerous factors including supply, affordability, buyer confidence, interest rates, capital growth, access to money or mortgages, economic growth, the cost of living, existing land stock, lifestyle, quality of the built environment, and the specifics of the locality in question. Among the many factors which influence housing demand, while we can not control what will occur at a macroscopic level, there are certainly a range of local and town planning specific factors we can control.

Chief among these is ensuring there is enough land identified that is suitable for housing, and providing a clear pathway for that land to be either rezoned or approved through the development application process. The following maps show the existing supply of zoned land. It is noted that, as a general principle and in our experience as planners for a number of decades, just because land is zoned does not mean it will be developed or is suitable for development. There are external factors like feasibility and personal ownership preferences. Anecdotally, in rural and regional communities only approx. 60% of zoned land is progressed towards DA approval and development in the short to medium term.

A critical part of the equation with housing demand is the existing supply of zoned land, hence the follow series of maps which outline this.

Not all zoned land will be developed for its zoned purpose, due to physical constraints, feasibility, owner preferences or other factors. Therefore this strategy considers a range of scenarios for growth including developing existing zoned land within the towns, marginal expansions over time of the major towns of Quirindi and Werris Creek, development of lifestyle and/or rural living lots close to centres, and encouraging higher intensity land uses along the major connecting roads within the Shire.

DWELLING SUPPLY BY 2043

	DWELLINGS BY 2043
CURRABUBULA	40
QUIRINDI	60
WALLABADAH	30
WERRIS CREEK	40
WILLOW TREE	30
RURAL / OTHER	20

By applying the accepted growth scenario for the shire, we can determine the dwellings to be provided in order to meet demand as of 2043. The prime candidates in which growth is best accommodated have been determined to be Currabubula, Quirindi, Wallabadah, Werris Creek, and Willow Tree. It is also anticipated that rural areas will experience some growth.

A key objective of this GMS is to identify areas of future supply of dwellings. Within this figure, we also have recommendations to encourage dwelling and housing diversity. The above breakdown has been apportioned across the respective towns and villages, based on our external and impartial view of their likelihood and suitability for growth.

These places have been chosen as candidates for growth as they are best equipped to handle additional residents, as a result of available infrastructure, suitable land, and in the case of Werris Creek, Currabubula and Wallabadah, their access to Tamworth.

The towns of Quirindi and Werris Creek can support General Residential townsite living due to the towns having water and sewer infrastructure.

QUIRINDI FROM WHO'D A THOUGHT IT LOOKOUT

LIVERPOOL PLAINS SHIRE
RESIDENTIAL INFILL & EXISTING HOLDINGS

INFILL DEVELOPMENT

Infill refers to residential development which intensifies a lot by providing additional residential capacity without the use of additional land. Infill is a very common form of development in built-up areas in which greenfield sites are scarce and land nearby the town centre is expensive. It can allow for low-cost residential expansion, which benefits multiple parties - the owner gains the value of the land or development they sell, or alternatively an ongoing stream of rental income, and a prospective tenant gets residential accommodation which is most often cheaper than other options. Traditionally, infill is regarded as an efficient development, however it's popularity is called into question in regional areas such as the Liverpool Plains.

There are two main types of infill which have different levels or relevance and feasibility:

The first type of commonly seen infill is residential subdivision, where existing land is subdivided, sometimes into a 'battle-axe' lot - so named for it's unique shape and long access handle. The primary difference being that this second type of infill is more regularly undertaken for financial gain, and therefore is much more reliant on the profit potential.

This is directly related to the residual value of the land which, owing to the remote location of the Liverpool Plains Shire, is low when compared to LGAs where this type of infill is thriving. This means that the profit to be had in rural areas is far lower than infill in more populous areas, however the capital required to service the lot remains largely comparable. Even with council encouraging infill by subsidising contributions, it has not proven itself popular in the plains.

The second type is residential infill without subdivision, where a secondary dwelling, or granny flat, is constructed on an existing lot. This is often done for the benefit of a family member, or as a cost-effective investment, and remains one of the cheapest ways to create additional residential capacity, the low price of land notwithstanding.

Further, both types of infill become less desirable where land is plentiful and residential accommodation is relatively cheap already. Infill development ordinarily proves most beneficial where central land is already occupied, meaning that it is the only way to create additional residential capacity close to existing infrastructure. In rural areas, the increased density and smaller lots typically associated with infill can be negatively received, as it can have a significant impact on the character of the area. Additionally, new inhabitants of the area may be coming to the area for the lower density, more private living arrangements.

While these drawbacks to infill development must be acknowledged, there is always a place for infill wherever residential accommodation is provided. Infill will most always be cheaper than traditional large-lot single dwellings to buy or rent, and are often in central locations with better access to infrastructure. The smaller size of infill dwellings is beneficial for residents looking to downsize as they get older, and require less land and house maintenance.

The role of this strategy is to identify where infill can occur, and to let the market do the rest - see following maps which outline infill opportunities in Quirindi.

Analysis indicates that there is significant potential to increase the residential densities within the existing residential zones in the two major settlements of Quirindi and Werris Creek.

Quirindi

- 202 lots are Council approval and are awaiting development comprising the Morning View Crescent extension and the Gamble Street proposal.
- Potential 90 x 1,000m2 lots in the designated Urban Land Release area- northern fringe
- Potential 123 x 1,000m2 lots from re-subdivision of the large lots in South Quirindi from 328 existing lots with 50% having the potential to yield 1 or 2 additional lots.
- Potential additional lots from re-subdivision in the balance of the Town.

Werris Creek

- Potential 760 x 1,000m2 lots from re-subdivision of R1 Land centred on Deeks Lane. Approximately 75% of this potential is from 17 lots that yield 14 or more lots.
- Potential 353 x 1,000m2 lots from re-subdivision of four smaller holdings, 73% of this potential yield associated with the 34ha zoned residential land on the southern edge of Werris Creek

EXISTING HOLDINGS AND DWELLING ENTITLEMENT

An 'Existing Holding' refers to any lot, including any adjoining land held in the same ownership (even if separated by a road or railway), that existed at a certain date - dependant on the location of the land. These date requirements are different for each of the previous shires which amalgamated to form the Liverpool Plains Shire Council; Murrurundi, Parry, and Quirindi Shire Councils.

The current process for determining whether a lot which does not exceed the minimum lot size can have a dwelling built on it is through a search of council's records to see whether the lot in question is an Existing Holding. This search process is convoluted and involves the physical searching of dated written records. A way to eliminate the upfront administration involved in the search is a Dwelling Opportunities map, which serves as a visual record of the Existing Holdings across the shire. The transition also offers an opportunity to determine any existing holdings which are not suitable for residential purposes, and introduce a sunset clause to phase out these holdings over a 3-5 year period, at the discretion of the Liverpool Plains Shire Council.

Being a regional area in which Existing Holding Searches are frequently sought, the production of a reference document - consisting of both a register/list and map, would serve to allow the community to conduct their own due diligence regarding existing holdings. To preserve council resources, a grant could be sought for an external consultant to process all existing holdings to then create a map and register.

Changes to Dwelling Entitlement methodology like this are best made via a housekeeping LEP, which can incorporate a number of other changes as well.

It's important to note that existing dwelling entitlements will not be lost, but simply transferred to a Dwelling Opportunities Map. There is an upfront cost involved with this, however this investment is offset by the reduced by a far more streamlined process for checking dwelling entitlement. It is recommended that council seek grants to identify all existing holdings in order for them to be mapped in the LEP.

A NOTE REGARDING INFILL DEVELOPMENT

should be acknowledged that the sites identified in this ıap are areas where there is simply potential for infill. No xtensive site review was undertaken, and the provision of ıfill development on these sites is subject to independent lanning review, constraints analysis, and a review of revious approvals on the site.

INFILL OPPORTUNITIES

QUIRINDI

N

0 0.5 1 KM

Disclaimer: While every effort is made to ensure this map is free of errors, there is no warranty that the map or its features are either spatially or temporialy accruate or fit for a particular use. This map is provided without any warranty of any kind whatsoever, either express or implied.

LIVERPOOL PLAINS SHIRE

HOUSING GAPS, DEV. COSTS AND PERMISSIBLE USES

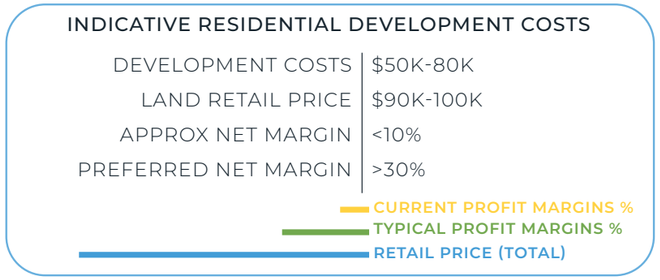
HOUSING GAPS

Through analysis of the data collected throughout the Growth Management and Housing Strategy, the below gaps in housing have been determined:

GAP	RESPONSE ACTION
Quality Manufactured Home Estates or caravan parks for residential accommodation	Identify zones and areas where these uses can be enabled.
Multi-dwelling housing, units, and other small-occupancy residential accommodation	Create an environment conducive to development, with incentives for infill
Group homes	Create an environment conducive to development, and work closely with group home providers.
(Separated) Rural Dual-Occupancies	Amend the LEP to allow more flexibility for dual occupancies, and where they can be located.
Tourist Accommodation	Incentivise tourist accommodation, agritourism in particular, by establishing a guided planning pathway which allows this type of development
Environmental Living	Pro-actively re-zone existing environmentally constrained lots to C4 - Environmental Living.
Development Feasibility	See recommendations - Ensuring development feasibility involves a multi-faceted approach in which multiple steps are taken.

INDICATIVE DEVELOPMENT COSTS

The below breakdown of indicative development costs are the fundamental reason as to why existing zoned land isn't being developed. The profit margins found in the Liverpool Plains region and other comparable regional areas are too low for many private developers to consider. This is as a result of the residual land value is lower in rural areas, however the cost to service each block with sufficient infrastructure is comparable and potentially even more challenging than in other areas. For private development to become feasible, the gap between the current potential profits to be had when developing in the plains when compared to higher residual value land needs to be closed, either by waiting for the market to favour land in the shire, or by reducing or subsidising the cost to service blocks.



PERMISSIBLE USES

A way to diversify and enrich land within the shire is to conduct a review of land with industrial and commercial zonings, to determine whether any additional uses could be permitted to allow more versatility in the use of the land. Uses which could be considered for implementation on a permanent or temporary basis, following appropriate investigation, are:

- **RESIDENTIAL ACCOMMODATION - ZONE E1 LOCAL CENTRE**

Commensurate with the general decline in retail activity in the commercial centres of the shire, Quirindi and Werris Creek, the possibility for residential accommodation in the E1 Local Centre zone on a temporary basis should be considered. This allows adaptive use of the land by members of the community while buildings within this zone are not in use.

- **INDOOR RECREATION - ZONE E4 GENERAL INDUSTRIAL**

Allowing indoor recreation facilities in general industrial zoning allows for a wide range of additional uses. Indoor recreation facilities can be commercial or non-commercial, and include squash courts, indoor swimming pools, gymnasiums, table tennis centres, health studios, bowling alleys, ice rinks, and any other similar buildings. Allowing this use with development consent greatly increases the potential of industrial land, and can increase in the amenity of the community.

- **EXTENSIVE AGRICULTURE - ZONE R5 LARGE LOT RESIDENTIAL**

Much of the Large Lot Residential zoned land in the shire is similar to rurally zoned land in many respects. As such, there should be investigation into the potential for extensive agriculture to be permitted with consent on R5 - Large Lot Residential land. This allows for farm sheds on R5 Land, allowing use of the land without requiring the investment of a dwelling house.

LIVERPOOL PLAINS SHIRE
DEVELOPMENT CONTROL

MINIMUM LOT SIZE FOR SUBDIVISION

A way to encourage infill development is by ensuring that there is a pathway for infill that has minimal impact to be readily undertaken. Allowing for greater flexibility helps to mobilise the housing market, creating affordable housing opportunities. An ideal LEP clause would allow for dual occupancies and multi-dwelling housing to include subdivision such that they each occupy their own lot, even when they do not meet the minimum lot size.

INVESTIGATION OF LAND IN CONSERVATION ZONING

In an area such as the Liverpool Plains Shire which has large amounts of land with biodiversity values or conservation zoning, the ability for Council to have mobility in the determination of land with these constraints is paramount. This is to both allow development which respects these constraints, and to prevent development which disregards them - without the use of back-zoning which is onerous on the landowner and needlessly prohibits some development. This could be done with a clause which requires the consent authority, being the Liverpool Plains Shire Council, to take into account any biodiversity values the land holds, or environmentally sensitive parts it has.

MINIMUM DENSITY

A challenge in rural areas with a high demand for lifestyle lots is subdivision which results in use of land which does not reflect it's zoning. For example, 2000-10,000 square metre lots zoned R1 - General Residential. This issue can arise due to there being a minimum lot size, however no limit as to how large a lot can be.

Essentially, it is more appealing for developers to develop residential land as rural residential land. From a planning perspective, this undermines the intent of the land zonings, and should be prevented wherever possible. Once good residential land is lost to large lot development, the process to retroactively amend this is convoluted.

A method to counteract this is to implement a clause in the LEP which portrays a 'minimum density' for certain land zonings, where large lots are undesirable.

CATTLE FARM NEAR WILLOW TREE - KATE AUSBURN

LIVERPOOL PLAINS SHIRE

KEY OPPORTUNITIES & CONSTRAINTS

Each of the settlements across the Liverpool Plains Shire have their own unique charm and environmental circumstances which present them with an opportunity to grow individually.

Being located in a rural area, the settlements in the shire are also subject to a plethora of ecological and infrastructure related constraints, prevalent among which are bushfire and a lack of reticulated services, which pose direct barriers to the cost and density of new residential development.

A phenomenon observed when reviewing the ABS Census data for the Liverpool Plains region is that the number of unoccupied dwellings appears to be quite high in comparison to the remainder of the state of NSW. In most cases, this appears to be due to Hotels and similar transient accommodation being included in the census data. Due to this, it is a recommendation of the GM&HS that further investigation into any unoccupied dwellings is made to determine and appropriately make use of any unoccupied dwellings, their ownership, and future development prospects.

CURRABUBULA

KEY OPPORTUNITIES

Being in the far-northeast of the Liverpool Plains, Currabubula has the benefit of being only a short drive to the regional hub of Tamworth. Currabubula has the potential to increase it's status as a blooming commuter suburb, with residents working in Tamworth and living in town.

CONSTRAINTS

Currabubula is flanked to the North and South by Slippery Rock Hill and Goat Rock Hill respectively. These hills have a thick tree cover,requiring consideration of bushfire risk. The Currabubula Creek also flows through the town and many of the surrounding lots, alongside Currabubula Gulley and Ansteys Creek. The three watercourses are labelled as having biodiversity values, and as such, care must be taken to preserve their natural state. Currabubula does not have reticulated sewer.

QUIRINDI

KEY OPPORTUNITIES

Qurindi has remained the central hub of the smaller villages in the shire, and it's key opportunity moving forward is maintaining this status. The services and amenity provided in town make it almost completely independent, giving very few reasons to travel outwards.

CONSTRAINTS

Quirindi, being the largest town in the Liverpool Plains, is only subject to bushfire constraints at it's outskirts, with the exception of the lifestyle lots to the southwest of the town which have retained a dense covering of White-Box Pine trees. 1% AEP Flood extents cover much of the eastern side of Quirindi, as well as some of it's Western and Southern parts.

WERRIS CREEK

KEY OPPORTUNITIES

Werris Creek is serviced by reticulated water and sewer and has all the amenities to support the growth of the town. Additionally, it is closer to the regional centre of Tamworth and opportunities exist for local and artisan industries to grow. The town benefits from the upgraded Quipolly Dam, health services and a new intermodal centre that brings investment and jobs.

CONSTRAINTS

Werris Creek, much like the majority of rural NSW, is bushfire prone along it's outskirts, posing some barrier for expansion. White-Box pine trees are scattered in the land surrounding the town, with some notable remnant patches close by the north and south of the town. The highway/railway corridor creates a barrier for the extension of the water/sewer network, resulting in some R1 land being unable to develop to that density. Funding of expanding the water/sewer network to the north-west and west is a consideration for further R1 development.

WALLABADAH

KEY OPPORTUNITIES

Wallabadah is a historic village that is rich in heritage, and is already a notable stop on the way to Tamworth from the coast. It holds a number of commercial establishments seeking to make passing trade with those travelling between Tamworth and the Hunter regions. The village has the capacity for some growth, with an already sparse arrangement of housing, although the lack of reticulated sewer inhibits this considerably.

CONSTRAINTS

Wallabadah is home to one of the largest undisturbed white-box pine plantations left in NSW, which also forms a considerable bushfire threat to the Southwest and Northeast of Wallabadah. They also pose an ecological constraint, being an endangered species along with many other forms of vegetation and some species of animal found in the town's surrounds and the Wallabadah National Park. A further constraint to the town is the lack of reticulated water or sewer - which increases the minimum lot size required for residential land and creates a reliance on tank water.

WILLOW TREE

KEY OPPORTUNITIES

Willow Tree is a blooming settlement, with one key shortfall in the lack of reticulated sewer. The town has become a niche tourist hotspot over the past 10 years, with the introduction of the Graze Willow Tree Inn and Plains Pantry. With the provision of critical infrastructure, the village could branch out to build on it's existing unique charm as an interesting stop along the road between the Tamworth and Hunter region.

CONSTRAINTS

Willow Tree is beset on most sides by White-Box woodlands, with the 1 in 100 year flood affecting the land to its West. This being the case, bushfire is a constraint on further construction towards the outskirts of the town. The village is also unsewered which drastically increases the required minimum lot size for residential development.

SPRING RIDGE

Spring Ridge is a small town approximately 35-40 minutes west of Quirindi, adjacent the other small settlements of Caroona and Breeza across the nearby border with Gunnedah. The town is home to the Royal Hotel, Spring Ridge Public School, the Harvest general store / pharmacy, Spring Ridge Engineering, and various parks and camping grounds.

KEY OPPORTUNITIES

Spring Ridge is a tight-knit rural community with the necessities required to sustain itself. With further investment into Spring Ridge, further amenities and infrastructure can be provided to support population growth. There are several select sites which have the potential to be developed, providing further land to permit expansion.

CONSTRAINTS

Spring Ridge is located within some of the key farming land within the Liverpool Plains Shire, resulting in outward expansion being heavily constrained in the interest of retaining agricultural land. The town is contained by a railway to the south, which heavily cost-prohibits expansion to the south. To the North, established farmland prohibits further (appropriately sited) development. Being a remote village, Spring Ridge does not have access to reticulated sewer, restricting minimum lot size to 4000 square metres or greater to allow for infiltration septic systems.

CAROONA

Caroona is a small settlement of under 200 (ABS, 2021) approximately 20 kilometres NW of Quirindi. Caroona has a community hall, a general store, and residential housing. The settlement is surrounded by farmland, with the Gunnedah Shire border close to the North.

KEY OPPORTUNITIES

While Caroona isn't considered for substantial growth, where suitable land is noted which aligns with the key principles of the strategy, it can contribute to meeting the housing needs of the community. With further growth and supporting commercial development, Caroona has the potential to grow further and foster independence from other larger settlements nearby such as Quirindi.

CONSTRAINTS

Even when compared to other smaller settlements across the shire, Caroona has very little in the form of infrastructure with which further growth can be supported. This is somewhat compensated for with the proximity of Caroona to Quirindi, being within 25 minutes of the largest town of the plains. Similar to many other small settlements of the Liverpool Plains, the town is surrounded by farmland in all directions, with the Mooki River to the east. As such, expansion is physically limited in most directions, with some select greenfield sites available for further development.

OTHER SMALL VILLAGES

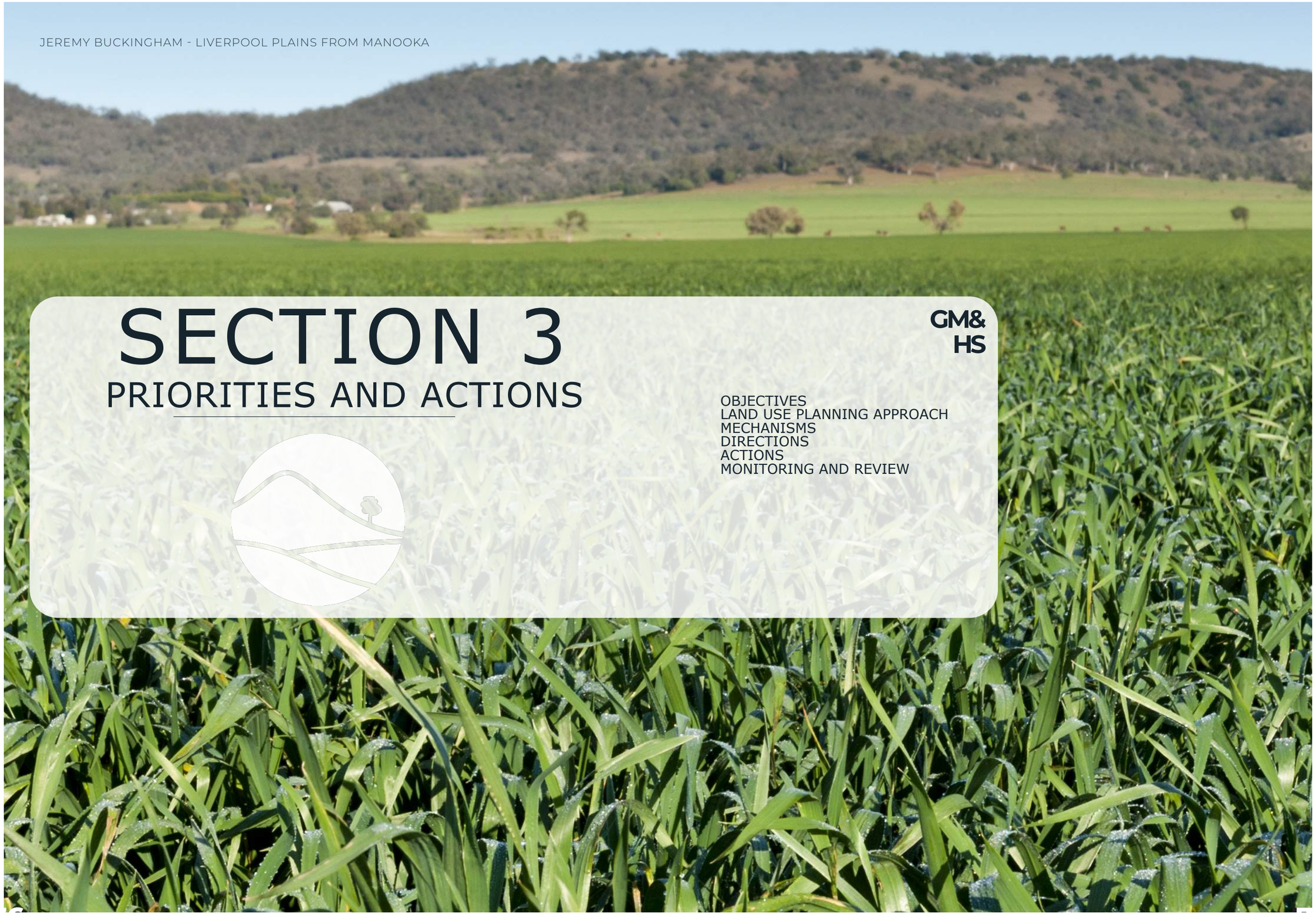
There are many other small villages within the Shire, including Premer, Blackville, and Ardglen. These villages are predominantly rural-residential houses, with very minimal supporting commercial development, if any at all. As such, any development in these areas is considered to be best addressed via application of the GM&HS' rezoning principles where required, in absence of any specific strategic planning.

KEY OPPORTUNITIES

The remote villages of the plains have the opportunity to preserve the rural character of the Plains. Given the more-than-adequate land supply in and nearby major settlements, the quiet rural character can be built upon, maintained, and sustained. The primary schools provided in these areas provide a strong basis of critical infrastructure, upon which further infrastructure can be provided in the future, as desired.

CONSTRAINTS

Being remote rural villages, constraints to further development include bushfire, wastewater management, flooding, infrastructure (amenities and essentials), and land-use conflict with the surrounding farmland.



SECTION 3

PRIORITIES AND ACTIONS

GM&
HS

OBJECTIVES
LAND USE PLANNING APPROACH
MECHANISMS
DIRECTIONS
ACTIONS
MONITORING AND REVIEW

LIVERPOOL PLAINS SHIRE
OBJECTIVES

The overall objective of this Growth Management and Housing Strategy is to support the economic growth of the shire through ensuring housing growth is encouraged and supported. This outcome is supported through the Directions and Actions described later in this section.

The Local Strategic Planning Statement (LSPS) contains an approach to responding to the opportunities and challenges associated with new development that included:

- encouraging alternate utility servicing for new developments to minimize the infrastructure costs.
- new residential and rural-residential development being contained within the existing urban growth boundaries where there is sufficient infrastructure available to meet expected short- and medium-term demand.
- adjustments to the staging and sequencing of land identified in the Liverpool Plains Shire Growth Management Strategy 2009.

With the LSPS approach in mind, the specific objectives of this Strategy are to:

1. **Support rural and lifestyle living across the Shire, whilst protecting productive agricultural land.**
2. **Support the growth of townsite living.**
3. **Find ways to remove barriers to, and encourage, housing development.**

These objectives support the Councils vision for housing growth in the Shire, and will be implemented through the approach, mechanisms, directions and actions within this Strategy.

LIVERPOOL PLAINS SHIRE
LAND USE PLANNING APPROACH

The approach to achieving the objectives of this strategy is a modest and sensible planning approach to grow the Shire's population over time. This approach includes careful consideration of planning controls, such as:

- The RU1 Primary Production zone being used to protect productive agricultural land with the use of appropriate lot size controls, whilst allowing a reasonable dwelling entitlement.
- Limiting the expansion of the RU5 Village zone as expansion generally requires substantial investment in infrastructure services.
- Increasing the use of the RU6 Transition zone close to towns, particularly Quirindi and Werris Creek, to allow a range of rural land uses on larger lots that could be rezoned to R1 General Residential in the future.
- Using the R5 Large Lot Residential and RU4 Primary Production Small Lots zones for lifestyle living relatively close to towns that are not suitable for future subdivision or not immediately adjacent to towns to facilitate their growth.
- The R1 zone being reserved for the existing towns of Quirindi and Werris Creek and immediate expansions of them where infrastructure requirements can be provided cost-effectively.
- Reserving the C3 and C4 Environmental Management and Living zones for lots with environmental qualities where a house is appropriate but further subdivision is not.
- Reviewing the Local Environmental Plan and Development Control plan to ensure provisions within those plans facilitate growth and any barriers are removed.

The approach also includes a range of non-technical planning approaches such as positive messaging and communication, working with potential developers and identifying opportunities for financial support.

Outside of this Growth Management and Housing Strategy, other related approaches include continuing to invest in local community infrastructure and undertaking other strategies such as Economic Development and Tourism to grow other elements of the Shire.

LIVERPOOL PLAINS SHIRE
MECHANISMS

There are a number of planning mechanisms available to Council to work towards achieving the objectives of this Strategy:

- Council developing appropriate amendments to its local planning framework including the Local Environmental Plan and Development Control Plan that support the strategic intent of this strategy is an important element. These amendments would not necessarily rezone land to R1 General Residential, rather they would align planning instruments with strategy to set the framework to support future growth, and ease the pathway for proponents to bring rezonings forward at the appropriate time. Council may consider some rezonings to RU6, for example, to set the framework.

- Proponents bringing planning proposals forward at the appropriate time where they can demonstrate likelihood of development, ability to be serviced and no major constraints for townsite lots, and the ability to overcome any constraints and not impact upon productive agricultural land for rural living or lifestyle lots.

- Infrastructure Planning through Councils long-term Capital Works Plan and any developer contributions from major projects to provide a cost-effective method of providing services to sites that are likely to accommodate additional population.

- Improving communication and collaboration is a low-cost mechanism to connect facilitators with proponents, to work with regional partners, and to align objectives to achieve outcomes.

LIVERPOOL PLAINS SHIRE
DIRECTIONS

This Growth Management and Housing Strategy is support by four key directions to delive on the objectives and vision.

Direction One

Support rural and lifestyle living across the Shire, particularly in reasonab close proximity to towns or villages, and along major road connections, whil balancing the need to protect productive agricultural land.

This first Direction recognises the attractiveness of rural and lifestyle living in the uniq natural environment of the Liverpool Plains. This attractiveness is based in large- living with rural activities, close to local services in the Shire and the major servic available in Tamworth. The Direction recognises the importance of protecti productive and fertile agricultural land, and balances that against the desirability of living on, with views of, that land. Large scale lots with productive agricultural uses will rema protected, large lot rural living closer to towns will continue to be supported with t ability to have rural activities, and potential future townsite expansion area will be manag to allow rural-style living without compromising the ability for towns to expand in the future.

Direction Two

Support the growth of townsite living, particularly in the major towns of Quirindi and Werris Creek.

This Direction supports the growth of the two major towns of Quirindi and Werris Creek they have the most cost-effective ability to expand infrastructure services incrementa to support the growing towns. Growing these towns is not just about population growt importantly it is also about economic, infrastructure, cultural facilities, tourism and oth important elements of townsite living. These towns offer, and will increasingly so, attracti rural town living with local services and excellent transport links to major centres.

Direction Three

Remove Barriers to housing growth.

The objective of this Strategy is to create an environment of supporting population growth across the Shire. To do this not only must activities that facilitate growth occur, but importantly elements of the planning framework that could be considered barriers should be identified and mitigated. This could be items that unnecessarily increase the hurdles associated with development, and should also include the identification of barriers that can't be removed.

Direction Four

Work with stakeholders to facilitate housing growth.

As with all strategic planning activities, collaborative efforts are required to align individual objectives and desires for the common good. This final direction is about opening communication lines and working together with all levels of government and all stakeholders to achieve outcomes for the Shire that lead to, and support, population and economic growth.

LIVERPOOL PLAINS SHIRE
ACTIONS

Support rural and lifestyle living across the Shire, particularly in reasonably close proximity to towns or villages, whilst balancing the need to protect productive agricultural land.

1 Develop a dwelling entitlement map or register so it is clear where dwelling entitlements exist in the rural zones across the Shire. This action will consider the principles of not compromising the agricultural potential of the land and there being a suitable site for the dwelling that is not constrained to a level that cannot be overcome.

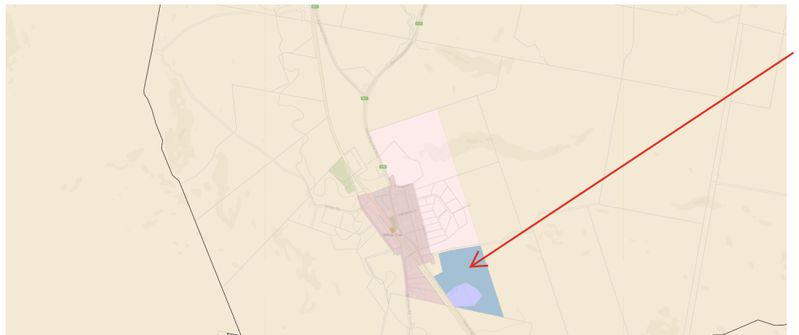
2 Review the LEP to:

a. ensure the 200Ha Lot size applies to all RU1 zoned land.
b. Introduce the RU4 Primary Production Small Lots zone to provide for a range of agricultural and lifestyle uses
c. ensure the RU5 Village, RU4 Primary Production Small Lots, and R5 Large lot Residential zones are appropriately located and support housing growth through appropriate and expanded land use permissibility's, lot size controls (2Ha minimum), and other controls
d. Consider the expansion of the RU6 Transition zone, or alternatively additional R5 or RU4 zones with appropriate lot size controls, in close proximity to Quirindi and Werris Creek with expanded land use permissibility's to allow rural and lifestyle uses whilst not compromising future ability to be subdivided to townsite lots.
e. Consider zoning R1 lots in Werris Creek to R5 Large Lot Residential (or RU4) as these lots are not proposed to be connected to sewer and become developable at R1 densities.

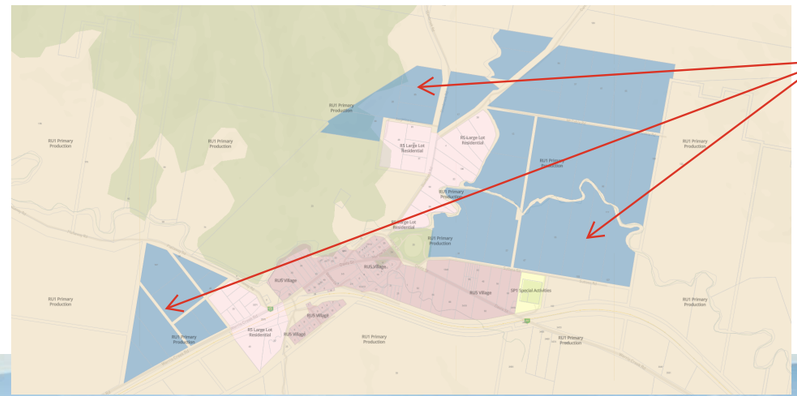
3 Support rezonings from RU1 to RU4 Primary Production Small Lots or R5 Large Residential along the alignment of and in close proximity to the Werris Creek Road, Wallabadah Road and Willow Tree Road, subject to the land being assessed as not being high-quality large-scale agricultural land and not subject to other constraints that cannot be overcome.

4 Review the DCP to support housing development in rural areas and lifestyle lots.

Areas around Walladabah with potential for RU4 or R5 land uses (in blue)



Areas around Willow Tree with potential for RU4 or R5 land uses (in blue)



Areas around Currabubula with potential for RU4 or R5 land uses (in blue)

LIVERPOOL PLAINS SHIRE
ACTIONS

Support the growth of townsite living, particularly in the major towns of Quirindi and Werris Creek.

5 Develop Place Plans for Quirindi and Werris Creek that seek to identify developable land, demonstrate infrastructure plans and requirements, and align all Council activities within the towns to support their economic and population growth. The Place Plans could include items like streetscape upgrades and events such as markets.

6 Review the LEP and DCP to ensure appropriate controls are in place to support housing growth in the R1 and E1 (formerly B2) zones.

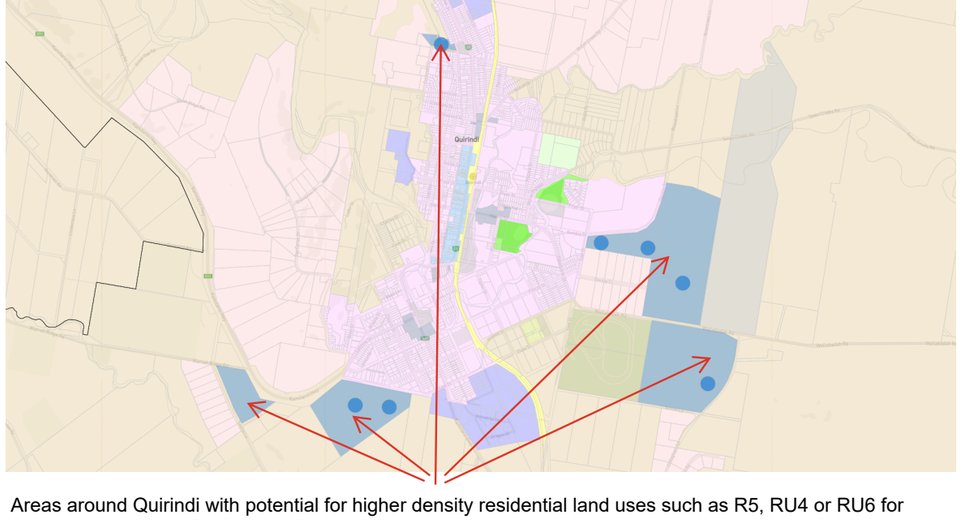
7 Plan for future capital works plans to extend infrastructure in a cost-effective manner and incremental manner to connect potential and likely development sites to services. This could be funded by developer contributions for any major projects in the LGA that arise.

8 Undertake a survey of vacant, unoccupied or underutilised land (including commercial land) within the townsites to determine possibility or likelihood of use for housing or associated uses.

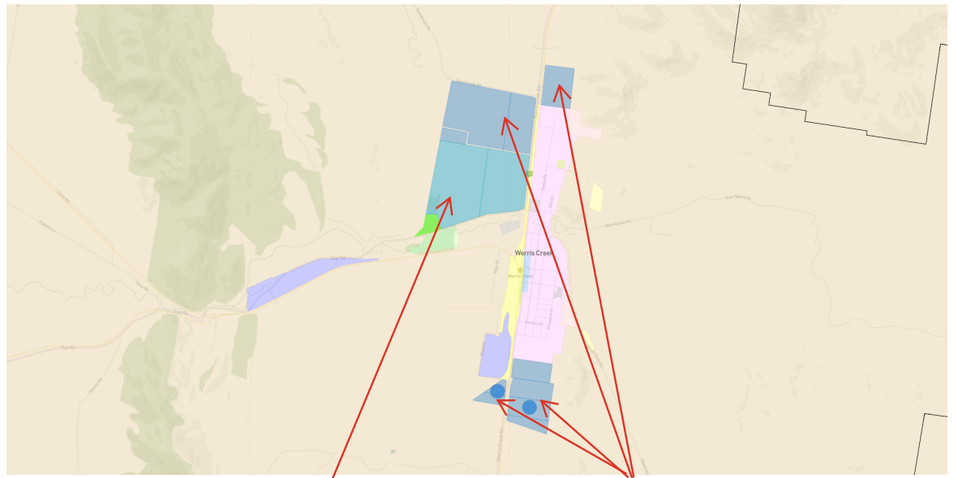
9 Consider amending the Local Environmental Plan land use tables to allow Manufactured Housing Estates (MHEs) in General Residential (R1) zoning. Both transient and permanent caravan sites and Manufactured Housing Estates are an important part of housing that is not currently catered for under the existing LEP.

10 Support extensions to the R1 zone where the proposal would create residential sites likely to be developed in the medium term, where any site constraints can be overcome and where infrastructure is available or can be provided in a cost-effective manner. This would particularly apply to existing RU6 or R5 zones immediately adjacent to the existing R1 zone. This is not to say that Council would support sporadic or speculative rezoning, rather it would support sensible and strategic rezoning where likelihood of delivery can be demonstrated.

11 Develop appropriate controls for R1 Flood-affected land in Quirindi to mitigate against flood impacts for existing and new development, which may include some zoning away from R1 to decrease potential development in these areas.



Areas around Quirindi with potential for higher density residential land uses such as R5, RU4 or RU6 for future extensions to R1 General Residential (in blue). Note that areas to the south-west may affect drinking water catchment and may be difficult to service with sewer.



Area not serviced by infrastructure and potential to be zoned away from R1 to allow larger lot development to occur (in dark green)

Areas around Werris Creek with potential for higher density residential land uses such as R5, RU4 or RU6 for future extensions to R1 General Residential (in blue). Note the areas to the north will be expensive/difficult to service and may be best suited to R5 or RU4.

LIVERPOOL PLAINS SHIRE
ACTIONS

Remove Barriers to housing growth.

12 Review the Development Control Plan to create a performance-based Plan that has clear controls that can be satisfied as a simple path to approval, supported by strong objectives that offer an alternative pathway where the controls can not be satisfied. This ensures that there is always a pathway towards approval.

13 Ensure it is clearly demonstrated through Place Plans and the DCP where development is unlikely to be supported due to constraints such as soil conditions, high bushfire risk that cannot be mitigated, high flood or other natural hazard risks or inability to service with required infrastructure.

Work with stakeholders to facilitate housing growth.

14 Facilitate a regular developers forum with potential developers, local builders and other key stakeholders to ensure open communication between all stakeholders and to capitalise on shared opportunities when they arise.

15 Continue to build strong relationships with neighbouring councils and all levels of Government to collaborate on regional opportunities to increase economic and population growth.

16 Use this Strategy as part of Council's wider strategic framework to support grant applications and lobbying for funding towards infrastructure and other community services.

LIVERPOOL PLAINS SHIRE
MONITORING AND REVIEW

The success of any strategy can only be found by measuring results. With this in mind it will be important for Council to understand rates of development over the coming years. As such, Council will keep, and potentially publish, records of development applications, approvals and constructions for residential development that leads to population growth. Other relevant economic data will be collected and published regularly, including through Council's regular annual reporting process.

This Strategy forms part of Council's broader strategic planning landscape. Appropriate actions from the Strategy will be implemented via Council's four-year Delivery Plan and annual Operational Plans, and their progress measured on a regular basis. Where funding is required for actions from Council's budget, the link to the Operational Plan will facilitate alignment between Council's broader vision and objectives, and the vision and objectives of this Strategy.

Council's Local Strategic Planning Statement was adopted in 2020 and is due for review in the coming years. The Directions and Actions of this Strategy should inform that review. In the years following the LSPS review this Strategy should be updated to align with other actions from that LSPS review, and the future LSPS will include an action to review this Strategy, potentially to commence around 2030 and conclude in 2032.

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Liverpool Plains Shire Council

Draft Growth Management and Housing Strategy

Exhibition Outcomes Report

Prepared by Strategic Perception Pty Ltd

August 2025

Introduction

This report is a summary of the outcomes of the exhibition of the draft Liverpool Plains Growth Management and Housing Strategy. The Strategy was placed on public exhibition between 29 November 2023 and 1 March 2024. At the end of the exhibition period, a total of 41 submissions had been received.

Submissions	no.
Agency Submissions	8
Internal Submissions	2
Landowner submissions	15
General submissions	16
TOTAL	**41**

The public exhibition notice was placed in the Quirindi Advocate on two occasions. The exhibition details and an invitation to make a submission was emailed to approximately 50 key stakeholders, 10 community groups and 44 government agencies.

During the exhibition 6 public meetings were held in various locations. The number of attendees at the public meetings was as follows:

Public Meetings		
Location	**Date**	**No. of Attendees**
Currabubula Hall	8 February 2024	5
Quirindi Library	12 February 2024	12
Werris Creek Railway Institute	13 February 2024	24
Spring Ridge Hall	15 February 2024	3
Wallabadah Hall	20 February 2024	34
Willow Tree War Memorial Hall	22 February 2024	5
TOTAL		**83**

This report is divided into the following Parts:

A. Key Issues (Including Agency submissions)
B. Landowner Submissions
C. General Submissions
D. Survey

Since the completion of the exhibition period the Strategy has been refined through consideration of submissions, workshops with Councillors and further consideration of key matters. Certain matters raised in submissions have influenced the refinement of the strategy, where this is the case the update to the strategy is highlighted bold.

Part A – Key Issues

The key issues identified in during the exhibition period are generally informed by submissions from Government Agencies and stakeholder comments. Some government agencies raised similar matters which have been grouped under each issue below. In some cases, submissions from individuals raised similar matters. In total, eleven key issues were identified upon review of the submissions made during the exhibition period.

1. Agriculture Values

The Department of Primary Industry has indicated that the exhibited draft Strategy has been prepared without providing layers identifying rural land capability/suitability, Biophysical Strategic Agricultural Land (BSAL) or draft State Significate Agricultural Land (SSAL) in the identification of candidate areas.

Whilst it is recognised that these layers are important constraints, they have limited influence on the high-level nature of the Strategy itself, particularly given the strategy is focussed on housing and economic growth. It was also considered that including maps of every constraint in a strategic document would dilute the objectives, directions and actions of the Strategy.

It is recommended that these layers be included in Councils GIS mapping systems (or made publicly available through alternative means) and that they be considered in any future planning proposals.

2. Ecological Constraints mapping

The Department of Planning, Housing & Infrastructure (DPHI) and the Department of Climate Change, Energy, the Environment and Water (DCCEEW) commented upon the need to provide the source of the environmental constraints mapping and the need to provide additional Environmental Mapping Layers in the Strategy.

The DCCEEW has indicated that there is a need to:

- Clearly identify the source data for biodiversity and flood-related GIS mapping.
- Minimise the impact on the Box Gum Woodland Critically Endangered Ecological Community (CEEC).
- Provide details on how mapped “land of conservation significance” was considered as a constraint in identifying candidate areas.
- Avoid development in areas of high environmental value (HEV)

Upon review of the strategy it was considered appropriate to remove much of the constraints mapping from the Strategy document as they were confusing the ability to develop a coherent strategy. Whilst it is recognised that these layers are important constraints, they have limited influence on the high-level nature of the Strategy itself, particularly given the strategy is focussed on housing and economic growth. It was also considered that including maps of every constraint in a strategic document would dilute the objectives, directions and actions of the Strategy.

It is recommended that this level of further detail be considered in the development of the Place Plans for Quirindi and Werris Creek as recommended by the Strategy. This will allow thorough consideration of these constraints in the context of the required level of expansion of these towns to meet the project growth forecasts (or exceed them) for the Shire.

3. Growth Scenarios

The Department of Planning, Housing & Infrastructure advised that they:

- support the moderate growth scenario
- Recommend that the 2022 NSW Population Projections be substituted for Scenario 1.

In the first instance it should be recognised that growth scenarios are based on a range of assumptions that may or may not occur. The starting point is generally based on the average growth rate that has been experienced historically. It is considered that there is a need to update the growth strategies to:

- Utilise the DPHI projected occupancy rates as requested.
- To provide the projected growth to 2024 based on the actual average number of dwellings completed per annum.
- To provide a range of growth scenario starting from no net growth in housing with options on the way to the housing increases that would approach the Community Strategic Plan goal for a Shire population of 10,000.
- That the form of the options be altered to focus on dwelling numbers.

The version of the draft Strategy to be considered for adoption by Council has been updated to reflect DPHI comments and the aspirational growth target be adopted as the preferred growth scenario. Refer page 60-61 of version 4.2 (for adoption) of the Strategy

4. Excessive Size of Candidate areas

The exhibited draft Strategy identified candidate areas for future residential development that includes large areas and a large potential cumulative total in terms of residential lots/dwellings. A number of agency submissions and individual submission indicate that candidate areas are excessive and/or that more emphasis should be on the development of existing serviced residential zoned land.

In particular, two large R5 Large Lot Residential zoned areas have been identified as potential for future serviced residential areas or smaller R5 lots. The Department of Planning, Housing and Infrastructure indicates that there needs to provide clarification between candidate areas and “investigation areas”, which these large R5 areas should possibly be described as.

Under the exhibited draft Strategy these candidate areas are indicative of where future development may occur in accordance with the development principals and does not confirm or endorse that the whole of these areas will be developed.

The version of the draft Strategy to be considered for adoption by Council has been updated as follows:

- **Candidate areas removed and replaced with the following directions supported by indicative diagrams and relevant actions:**
    - **Support rural and lifestyle living across the Shire, particularly in reasonably close proximity to towns or villages, and along major road connections, whilst balancing the need to protect productive agricultural land.**

- **Support the growth of townsite living, particularly in the major towns of Quirindi and Werris Creek.**

- **Inclusion of an action to develop Place Plans for Quirindi and Werris Creek to investigate these towns in further detail in terms of existing R1 zones, marginal expansions of R1 zones and larger-lot zones on the fringes of the towns.**

5. Land uses

The exhibited draft Strategy included commentary on Council's ability to initiate changes to permissible uses in zones under the LEP, including temporary residential accommodation on vacant commercial land and recreation use in industrial zones. This was followed up with a draft Recommendation that recommends a number of additional permissible uses in the commercial and industrial zones.

Residential use in the E1 Local Centre. At present such residential use in the E1 zone is prohibited. Given the general decline in retail activity in the commercial centres of Quirindi and Werris Creek, it is considered that permitting residential use provides alternative options for the use of such properties. **An action has been included in the revised Strategy to review the LEP and DCP to address this matter (Action 6)**

Recreation facilities (indoor) in the E4 Industrial Zone with development consent as a specific example of the type of development recommended in Recommendation 23. At present such facilities are prohibited. **Although commentary on this matter is included in the Strategy (p69), it was not considered a matter relevant to growth management or housing and will be further considered as a matter for the review of the Local Strategic Planning Statement, or for a housekeeping LEP review.**

Extensive agriculture in R5 – Large Lot Residential Zones without consent. At present all forms of agriculture in the R5 zone are prohibited which restricts the ability of landowners to undertake ancillary agricultural-type uses where they live. **The Strategy has been amended to include an action to introduce the RU4 (Primary Production Small Lot) zone which would allow for smaller lot, higher intensity, land uses to occur.** Where low-impact agricultural uses were proposed, suitable locations could be rezoned to this zone.

6. Flooding of R1 Land

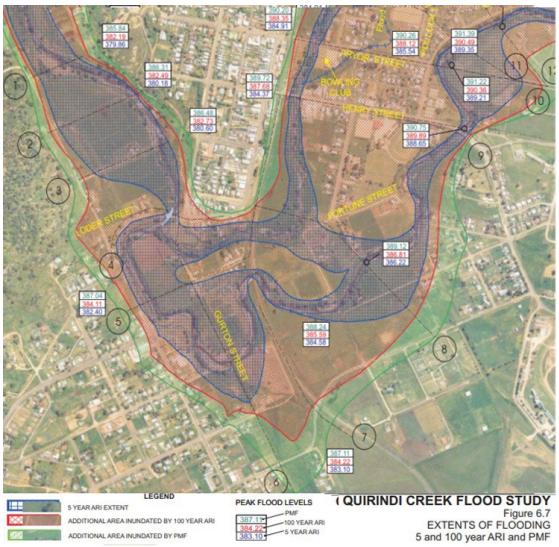
The Department of Planning, Housing and Infrastructure has referred to the Flood Inquiry Report (released July 2022), which highlights the importance of taking a more proactive, risk-based approach to flooding in planning decisions, including great consideration of climate change risk. The Department commented that in order "To lower the risk for new development, Council is strongly encouraged to ensure new greenfield and infill development is located above the flood planning level when finalising the strategy".

As part of the consideration of future areas for growth there is a need to examine existing areas that are unsuitable for urban development.

Parts of the southern portion of R1 zone in Quirindi are subject to major flooding according to the "Report for Quirindi Township and Surrounding Areas – Floodplain Risk Management Study and Plan October 2011". The flood modelling is illustrated in the following maps, which shows the extent of flooding and the flood levels above the existing floor levels for various flood events. Council's Development Control Plan requires that all habitable room be 500mm above the 1 in 100 year flood event.

A number of options to mitigate flooding matters exist, including down-zoning away from R1 to a zone that supports less intense development, or adopting suitable controls to ensure all development is constructed in a safe and sustainable manner.

The version of the draft Strategy to be considered for adoption by Council has been amended to include a recommendation (11) that states: "Develop appropriate controls for R1 Flood-affected land in Quirindi to mitigate against flood impacts for existing and new development, which may include some zoning away from R1 to decrease potential development in these areas.



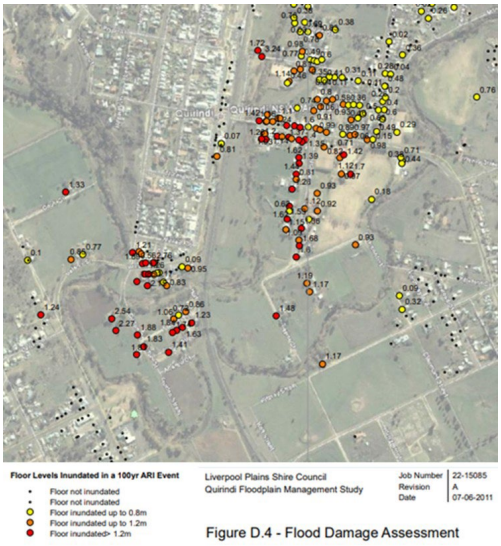
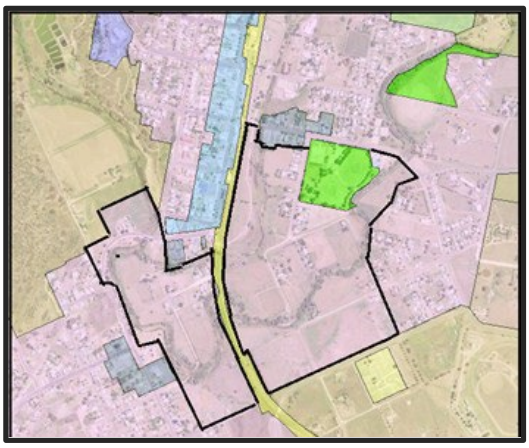


Figure D.4 - Flood Damage Assessment

The following plan is an extract from the Liverpool Plains Local Environmental Plan that illustrates the areas of R1-General Residential Zone within the identified flood plain.



7. Minimum Lot size in RU5 – Village Zone

The exhibited draft Strategy recommended that a wastewater development assessment framework be developed. The Strategy indicated 4,000m^2 is the minimum acceptable lot size for the establishment of an onsite sewerage management system to service a dwelling. This 4,000m^2 minimum lot size has been specified by the Department of Health in past guidelines as the necessary area to permit the use of such a system on a long-term basis.

There are a range of factors that influence the area needed for the satisfactory long-term on-site treatment of wastewater from a dwelling including the size of a dwelling, slope of the land and the soil type. It has been concluded that the area can of a lot with on-site sewerage management should be at least 2,000m^2 in area.

Whilst it is not considered necessary to prepare a Wastewater Development Assessment Framework, lot sizes for unsewered development must be appropriate. The strategy has been amended to include Action 2c as follows: "Review the LEP to ensure the RU5 Village, RU4 Primary Production Small Lots, and R5 Large lot Residential zones are appropriately located and support housing growth through appropriate and expanded land use permissibility's, lot size controls (2Ha minimum), and other controls."

8. Place Delivery Group program

The Place Delivery Group Program (PDGP) is described as a means to coordinate the master planning process, which is being used in the Central Coast and Hunter regions. The aim is to achieve a coordination of development and the provision of infrastructure. The Department of Transport made the following comment:

"The proposed bespoke rendition of the Place Delivery Group (PDG) program is not considered to be an appropriate model for a rural region. The trigger for a PDG where proposals involves at least 30 dwellings could ideally be coordinated through a local planning committee. TfNSW is supportive of early engagement in the planning stage however it is considered that the recommendations in DPHI's LEP Making Guideline guidelines for Stage 1 Scoping proposals is the preferred pathway for consultation."

The Department of Planning, Housing and Infrastructure also suggests clarification needs to be provided in respect to Recommendation 2 that calls for the Place Delivery Group program model be used for the development of structure plans/DCP/Master Plans/Precinct plans for each the existing zoned areas and/or candidate areas. The PDGP is more suitable to areas with high levels of development and would likely act as an additional barrier to development in areas with lesser levels of development such as the Liverpool Plains Shire.

Recommendations related to the Place Delivery Group program have been removed from the Strategy.

9. Rural Dwelling Entitlements

It had been understood until May 2023 that dwelling entitlements for "existing holdings" had been extinguished with the expiration of a 5-year sunset clause in Liverpool Plains Local Environmental Plan after its Gazettal in 2011. Such dwelling entitlements are only relevant for undersized lots, i.e. those that are below 200ha principally in the RU1-Primary Production Zone. Legal advice brought to Council's attention in a report to its Ordinary Meeting of 24 May 2023, indicated that a transition clause in the LEP

could be used to resurrect a dwelling entitlement that existed under the previous planning scheme, including for an "existing holding" as defined under the previous applicable scheme. This situation continues to apply for the areas of the shire that were formerly part of the Murrurundi and Parry Shires. A drafting error in the former Quirindi LEP appears to prevent a dwelling on a property that is defined as an "existing holding" unless it also meets the minimum 200 ha lot size for a dwelling in the zone. This is counter to the intention of "existing holdings", which were to preserve dwelling entitlements for under-sized lots. Notwithstanding this error, a dwelling entitlement was recognised for "existing holdings" under the former Quirindi LEP via the existing LEP under a sunset clause that expired in 2016.

The exhibited draft strategy did not propose the removal of dwelling entitlements for existing holdings, rather to transfer them to a "dwelling opportunity map", which is the DPHI's preferred method for preserving and recording dwelling entitlements for undersize lots.

The Department of Primary Industries commented that: "The work of the Australian Farm Institute and the NSW Agriculture Commissioner provides the recent body of evidence for strategic planning outcomes to serve the needs of farmers and prevent land use conflict on rural land. The recommended approach is to phase out existing holdings and other non-strategic provisions affection rural zoned land from the LEP."

The Department of Planning, Housing & Infrastructure has highlighted that "legacy dwelling permissibility has been identified as a significant issue which has the potential to directly impact on agriculture and the objectives of the Namoi Regional Joint Project."

In this regard, the Department recommends additional discussion be included in the strategy identifying that dwellings in the rural areas can create land use conflict and should not be located in areas where they reduce agricultural viability of land. The Department has suggested that wording in the Draft Plan could be amended to provide more clarity, especially in recognising that the Dwelling Opportunity Map does not only apply to "existing holdings".

The numbers and location of vacant "existing holdings" for which a dwelling can currently be applied for is difficult to ascertain. It is highly likely that most of the undersized rural holdings that are "existing holdings" already have an established dwelling and any concerns about the proliferation of dwellings in the rural area resulting from existing holding is unfounded

Given the Agency response on this issue, it is considered appropriate to commit to the removal of "existing holdings" dwelling entitlements provisions once further investigations are undertaken to ascertain those lots that are suitable to be transferred to the dwelling opportunity map. It is considered that the decision to transfer land onto the dwelling opportunity map should be subject to the following principals:

- A dwelling on the existing holding will not compromise the agricultural potential of the land or the land that it adjoins.
- There is a suitable site for a dwelling on the land i.e. it is not floodprone, subject to a high bushfire attach level, is geologically stable etc.

The Draft Strategy has been updated to include a clear action (Action 1) that is to: "Develop a dwelling entitlement map or register so it is clear where dwelling entitlements exist in the rural zones across the Shire. This action will consider the principles of not compromising the agricultural potential of the land and there being a suitable site for the dwelling that is not constrained to a level that cannot be overcome."

10. Detached Dual Occupancy

At present, only attached dual occupancies are permitted in the RU1 Primary Production Zone under the Liverpool Plains Local Environmental Plan. The exhibited draft Strategy (incorrectly) asserted that detached dual occupancy is already permissible within 100 metres of an existing dwelling and that no significant adverse impact would result if such were permitted more than 100m for an existing dwelling. It was considered that there may be an avenue for farmers to extend on-farm income by developing an additional dwelling for rental income. This proposal assumed that there would be "no adverse impact resulting from dual occupancies on rural zoned land sited 100 metres or more from one another have been identified" (pg 66).

Recommendation 29 in the exhibited draft Strategy stated: "It is recommended that Council supports investment in farms by allowing dual occupancies to be permitted subject to DA on rural land anywhere on the same title (not necessarily within 100m of each other or appearing as the same development)."

The Department of Primary Industry does not agree with this assumption and has cited the long-term potential of such a proposal to double the number of dwellings in the rural areas and have the potential to create a conflict with agricultural uses.

This sentiment has also been mirrored in the submission from the Department of Planning, Housing & Infrastructure, which has recommended that additional discussion be included in the Strategy identifying that dwellings in rural areas can create land use conflict and should not be located in areas where they reduce the agricultural viability of land.

Each LGA has different approach to the permissibility of a dual occupancies and/or a secondary dwelling in its LEP. The current approach in Liverpool Plains Shire of only permitting attached dual occupancies tends to:

- Limit the appeal of this type of second dwelling to relatives of the principal residence.
- Ensure that the owners are also partially engaged in the management of the agricultural holding.
- Ensure that the additional dwelling will not result in an additional source of conflict with any existing or unknown future agricultural land uses.

It is noted that there was no discernible demand for this type of development during any of the public meetings or in the submissions. It should also be recognised that a separate workers dwelling is permitted where it can be justified based on agriculture production and the need for workers to reside on-site. This workers dwelling is potentially in addition to an attached dual occupancy. Given the DPI's opposition to permitting detached dual occupancies to address general housing demand, it is unlikely that the Department of Planning would support such a proposal.

Recommendations to allow detached dual occupancies have been removed from the Strategy and will be progressed as a separate item given DPHI's opposition to the proposal. Further engagement with the Department will be necessary should Council wish to pursue this matter.

11. Caravan parks and Manufactured Housing Estates

The Department of Primary Industries raised concerns with the proposal to amend the LEP to allow caravans and manufactured housing estates (MHEs) in RU5 Village, R1 General Residential and RU1 Primary Production zones.

The Department of Planning, Housing & Infrastructure has made comment in respect of Recommendation 11, indicating that: "Council should consider the infrastructure and services required to support caravan parks and manufactured home estates when determining where these forms of development should be permitted."

In view of the DPI comments about need to avoid non-agricultural uses in rural areas to reduce the potential for land use conflicts, it is considered that caravan and manufactured housing estates are unsuitable in RU1 – Primary Production Zone.

It is probable that such developments are also unsuitable in the RU5 Village zone due to the lack of a reticulated sewer system in the Village zones in Liverpool Plains Shire.

The Draft Strategy has been updated to include an action (Action 9) that is to: "Consider amending the Local Environmental Plan land use tables to allow Manufactured Housing Estates (MHEs) in General Residential (R1) zoning. Both transient and permanent caravan sites and Manufactured Housing Estates are an important part of housing that is not currently catered for under the existing LEP.

12. Community & Recreation Services

The Community & Recreation Services Department of Council made a number of observations in relation to the exhibited draft Strategy, including the need to consider aging in place for the older residents of the Shire. No changes to the Strategy are considered necessary as a result of this submission.

13. Other Department of Planning, Housing & Infrastructure Comments

The Department provided a range of relatively minor comments generally around wording and clarification. The Strategy has generally been updated to account for many of these comments.

14. Other Government Agencies

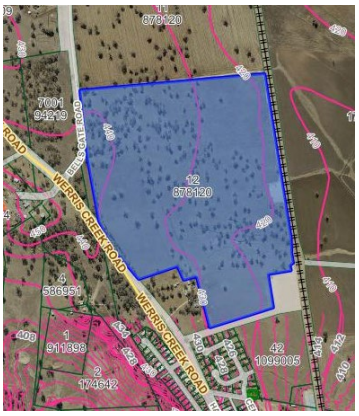
Council received the following submission from other government agencies:

- Department of Education - Indicates that the existing schools within the LGA area capable of meeting enrolment demand associated with the growth strategy.
- Rural Fire Service – Acknowledges that the Draft Strategy identifies bushfire threats as a constraint to residential growth areas and indicated that any future residential release areas shall address bushfire constraints prior to lodging any Planning Proposal.

No changes to the Strategy are considered necessary as a result of these submissions.

Part B – Landowner Submissions

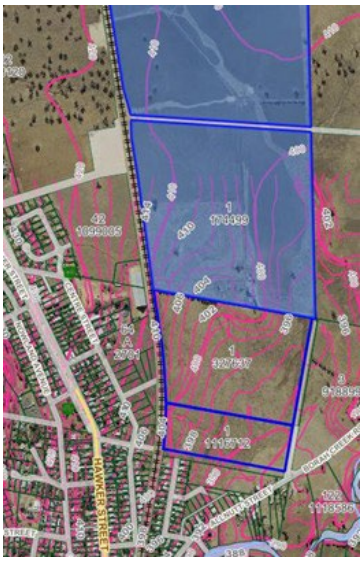
1. 290 Werris Creek Road, Quirindi



Bath Stewart Associates has made a submission on behalf of the landowner advocating for the development of the land. Part of the land is zone R1-General Residential and is a designated Urban Release Area that is subject to the requirements of Part 6 of the LPLEP. There are a number of requirements under Part 6, including that Council must be "satisfied that any public utility infrastructure that is essential for the proposed development is available or adequate arrangements have been made to make that infrastructure available" (clause 6.2).

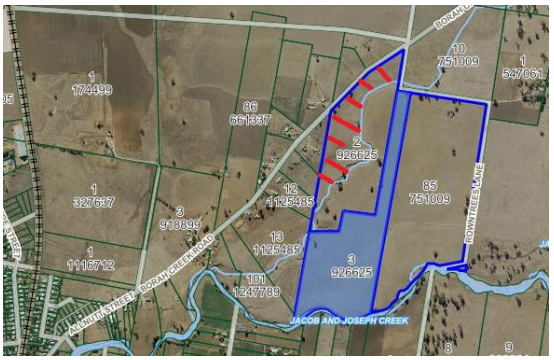
The development of the land is broadly consistent with the direction of the Strategy, however if the proponent wished to rezone land to support higher intensity development a Planning Proposal would be necessary. There are a number of obstacles to overcome including rezoning away from an Environmental/Conservation zone and the provision of sewer. A strategic document is not the forum to argue for or against a particular proposal, rather any proposal must demonstrate consistency with the Strategy. The proposal will be considered further as part of the Quirindi Place Plan, which is a recommendation of the Strategy.

2. 117 Borah Creek Road, Quirindi



This land is currently zone R5 – Large Lot Residential with a 40 ha subdivision minimum. The development of the land would need to be assessed for consistency with the Strategy. The proposal will be considered further as part of the Quirindi Place Plan, which is a recommendation of the Strategy.

3. 181 Rowntrees Lane, Quirindi



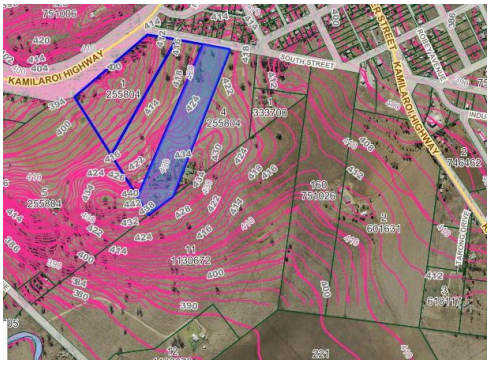
The landowners seek to subdivide approximately 7 ha off of their property on the northern side of Borah Creek into a "couple" of rural residential lots. The development of the land would need to be assessed for consistency with the Strategy. The proposal will be considered further as part of the Quirindi Place Plan, which is a recommendation of the Strategy.

4. 1321 Kamilaroi Highway, Quirindi

This land is located behind the BP Service Station on the southern outskirts of Quirindi. The owners would like the area to be designated as residential and be considered for rural residential lots between 4,000m2 and 2ha.

The slope of this land makes it quite suitable for serviced residential allotments. It is considered that the best use of the land will be for some form of residential use. The development of the land would need to be assessed for consistency with the Strategy. The proposal will be considered further as part of the Quirindi Place Plan, which is a recommendation of the Strategy.

5. 17 South Street, Quirindi

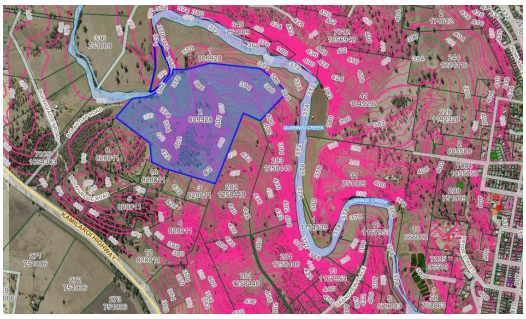


This area was previously identified as suitable for urban development in the 2009 Growth Management Strategy. The owners indicate that they support the rezoning of their land from RU1- Primary Production to R1 General Residential and consider that it has the advantages of:

- stable soil as a desirable foundation for roads and building;
- gentle slope and elevation;
- excellent wide street access to town centre, Kamilaroi Highway west and Kamilaroi Highway south;
- existing frontage to South Street;
- proximity to existing services;

The area is potentially suitable for serviced allotments, however, environmental and extension of infrastructure will need to be addressed. The development of the land would need to be assessed for consistency with the Strategy. The proposal will be considered further as part of the Quirindi Place Plan, which is a recommendation of the Strategy.

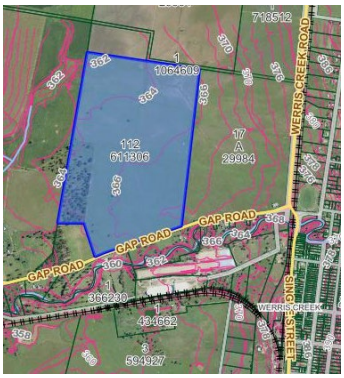
6. 136 Bolah Gap Road



The owner of this land has suggested that it is suitable for rural residential development as an extension of the existing rural residential development, which exists between the Kamilaroi Highway and Quirindi Creek centre on Ray Carter Drive.

It is considered that there may be areas within this land that are suitable for rural residential development and that such a land use is not inconsistent with the adjoining rural residential developments. It is considered that the proposed rezoning of this land can be pursued based on normal development principals.

7. 76 Gap Road, Werris Creek



This land is one of two large lots in Werris Creek that proposes the existing R1- General Residential zone be amended to allow for R5- Large Lot Residential development with a 1 ha subdivision minimum.

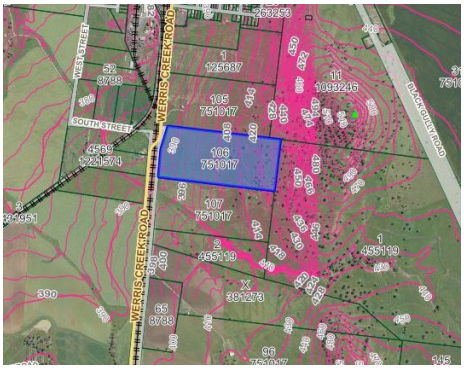
The landowner indicates support for this proposal. The submission provides an indicative lot layout for the land based on a number of precincts with different lot sizes varying from 2,000m2 to 1 ha, based on on-site treatment of wastewater. An On-site Wastewater Feasibility Report was submitted with the submission that proports to justify the minimum 2,000m2 lot sizes.

The issue of appropriate lot size both in terms of on-site disposal of waste-water and the amenity and compatibility with the existing urban area of Werris Creek are matters that would need to be addressed as part of any rezoning proposal.

It is suggested that the land should be rezoned to R5- Large Lot Residential as there is little prospect of the land being developed for serviced allotments under its existing R1-General Residential zoning due to the cost of providing the full range of services that would be required. It is considered that the minimum lot size probably should be further considered given the location of the land and the likely prospective residents, which may have a greater interest in hobby farming for which 1 ha is likely to be insufficient.

The proposal will be considered further as part of the Werris Creek Place Plan, which is a recommendation of the Strategy.

8. Submission 23 - 1728 Werris Creek Road, Werris Creek



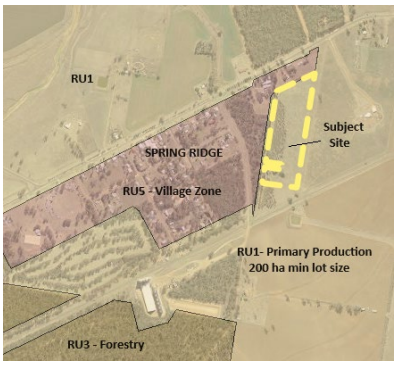
This land is zoned RU1 Primary Production, which has a minimum subdivision lot size of 200ha. The land is 20ha and is not an "existing holding", having been sold from adjoining land since the commencement of the previous LEP.

The owner requests that this land be placed on the dwelling opportunity map in the LEP or rezoned to R5 – Large Lot Residential with a 20 ha subdivision minimum.

This land is one of two RU1 Primary Production lots on the eastern side of the railway line on the southern edge of Werris Creek. It is considered that there is some planning logic in smaller rural residential lots in this location. In the first instance the land could be placed on the dwelling opportunity map and further considered for a R5 Large Lot Residential zone.

The proposal will be considered further as part of the Werris Creek Place Plan, which is a recommendation of the Strategy.

9. 14 Darby Road, Spring Ridge



This land is currently zoned RU1- Primary Production for which there is a 200 ha subdivision minimum. The land currently has an area of 7.4 ha.

The owner has requested that this land be considered for rural residential use.

The land adjoins the RU5 Village zoning in Spring Ridge and is directly behind the Spring Ridge Primary School. A number of submissions have indicated the difficulty in attracting permanent farm workers without providing housing options in close proximity to farming operations. In the circumstances there is considerable merit in the proposed rural residential use of this land, or an extension of the RU5 zoning.

10. 7 Pezzutos Road, Colly Blue

The historic rural locality of Colly Blue is located on the Coonabarabran Road some 11 Km west of Spring Ridge and 24 km east of Premer.

A settlement was formerly surveyed in this locality comprising approximately 16 x 2,000m2 lots. The land is zoned RU1 – Primary Production for which there is a 200 ha subdivision minimum, which is also the area currently required for a dwelling unless it is an "existing holding". Six of the lots have been developed with dwellings. The majority of the remaining vacant lots are in a single ownership.

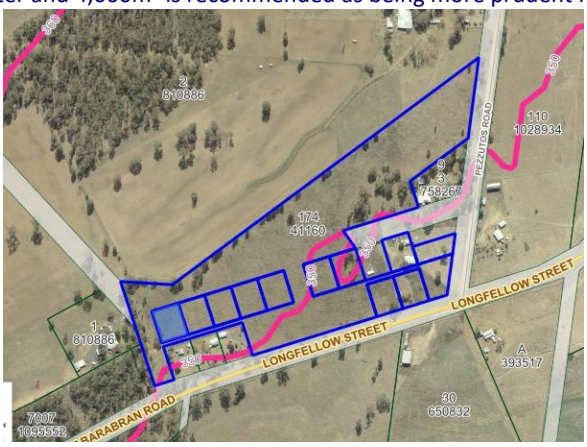
The owner of these has requested that the area be considered for rural residential development based on a number of scenarios:

- 11 lots that don't have dwelling entitlement be given such.
- An enlarged scheme by which the locality is expand to 24 lots.
- An enlarged scheme by which the locality is expanded to 37 lots.

The landowner, in support of these proposals, provided the following justification:

- The average annual financial contribution of a family of three to the local economy is approximately $30,000.
- It will generate revenue for the council through the collection of council rates, stamp duty, and other government charges related to new construction.
- It presents an excellent opportunity for new families to become homeowners.
- It will positively impact the local economy by attracting individuals with valuable skills who can contribute to enhancing the community.

There is already a cluster of housing in this locality, more in close proximity will be unlikely to present a potential land use conflict with adjoining agricultural uses. The area of the lots being 2,000m^2 may be insufficient for on-site treatment of wastewater and 4,000m^2 is recommended as being more prudent for the long-term treatment. Most of the vacant lots currently do not have public road access.



The area has good access to a main road, likely to be flood free and is in an area with a low bushfire risk. More housing in clustered rural localities would assist in providing additional housing opportunities that has the potential to provide support for rural workers. The area is some distance for social infrastructure and may struggle to receive support from government agencies. The proposal is inconsistent with the objectives and directions of the Strategy.

Part C – General Submissions

1. **Werris Creek Progress Association**

The submission makes a number of observations and matters to be addressed in the document. The submission does not raise any substantive issues. The comments have been considered during the review of the Strategy to improve the accuracy and readability of the documents.

2. **Wallabadah Community Association**

This submission indicates support for the responsible and sustainable growth. The comments within the submission include support for the following:

- Ensuring ongoing water quality and security for all residents including any new residents and businesses
- Flood plain management which recognises not only resident and property security but also long-term hydrology impacts
- Infrastructure support for any population growth. We note that there are a number of underutilised public assets which could potentially be developed to ensure old and new residents have a supported lifestyle in Wallabadah.

An overall understanding of our available water is essential, noting there are already water security concerns and intensive agriculture is a major user of water.

The general terms of the submission don't point to any specific requested changes to the Strategy, but highlights important broader matters for ongoing considerations.

3. **Currabubula**

Five submissions have been received from landowners within the Currabubula area. The comments have been included in the revised approach, objectives, directions and actions of the updated Strategy.

4. **H. McCauley**

This submission is mainly focused on Quirindi and makes the following points:

- The potential for infill development has not been sufficiently considered in terms of financial viability and potential dwelling/lot yield.
- The potential for residential development on surplus industrial and commercial land has not been assessed. The example of the Industrial zoned land on the corner of Hawker and Fairbairn Street is used as an example.
- Supports the activation of existing vacant residential zoned land.
- Raises concerns that the environmental factors and climate change have not been appropriately considered in some of the recommendations.
- Considers that emphasis should be on encouraging the uptake of development that is already residentially zoned.

- The consultation survey wasn't adequately designed to gauge the communities' views on the exhibited draft Strategy.
- The exhibited draft Strategy is written in a manner that is somewhat difficult and it is recommended that the document be rewritten taking a plainer English approach.

The updated version of the Strategy has considered many of these points and has been revised accordingly.

5. **R. Gairdner**

This submission makes the following points:

- Werris Creek is the ideal place to encourage growth because of its proximity to Tamworth and the existing infrastructure i.e. Hospital, Library, Railway Museum, Community Shed, Chemist, Post Office and swimming pool.
- There is no recommendation for improving the infrastructure in Werris Creek.
- The residential zoned land along Deeks Road is suitable for development with the extension of sewer.
- The augmentation of existing infrastructure in Werris Creek to create housing opportunities is more financially viable than creating new infrastructure in Wallabadah and Willow Tree.
- The recommendation of installing new sewer systems in Wallabadah and Willow Tree will be detrimental to the financial sustainability of Council.
- Rezoning of the South side of Werris Creek for development will not provide the most attractive blocks.
- The proposal for a developer's forum is another layer of bureaucracy.

Many of these issues will be further explored through the preparation of the Werris Creek Place Plan, including infrastructure requirements. There is no formal proposal to install sewer systems in Walladabah or Werris Creek.

6. **J. Williams**

This submission makes a range of interesting observations about the population, inflowing migration, the comparative advantages and disadvantages of the area and ideas for stimulating the economy. There are no direct requests for any changes to the Strategy.

The action to prepare Place Plans for Quirindi and Werris Creek will provide opportunities to consider the items raised in this submission.

7. **R. Jenkins**

This submission asks a number of questions and itemises a range of ideas for the development of a number of places and or industries. There are no direct requests for any changes to the Strategy. While the submission raises many interesting observations and potential business ideas, many are dependent on private enterprise initiatives.

8. **J. Fisher**

Support for development and growth in the vicinity of Currabubula

9. **P. Nibbering**

Support for development and growth in the vicinity of Currabubula

10. **P. Drummond**

Support for development and growth in the vicinity of Currabubula

11. **Anonymous**

This submission indicates that no area with Liverpool Plains should be neglected in relation to housing. It also indicates that housing should be of a high standard and not devalue the area. The submission cites portable buildings and shipping containers as being unsightly and not in the long-term interest of growth in the Shire. The submission does not request any direct changes to the Strategy but provides an opinion on how development should be controlled.

12. **R. Franks**

Objects to portable dwellings and shipping containers being permitted in the village of Wallabadah. Such structures are permissible with consent and there is no proposal to prohibit such in the Village Zone.

13. **C. Slade**

Support for development and growth in the vicinity of Walladabah.

14. **R. Holland**

This submission indicates surprise that Spring Ridge was not included in the Strategy like the other villages of Willow Tree & Wallabadah. It notes that other villages have also been left out including Caroona and Premer. The submitter indicates that there is a demand for houses in Spring Ridge and the locality generally, and such housing is needed to attract staff for the engineering and agricultural businesses in the area.

The Strategy has not looked specifically at the housing opportunities in the smaller villages and it was envisaged that any proposal in this locality (and other villages not highlighted) would need to rely on the application of the rezoning principals.

15. **R. Hockey**

Similar to the previous submission, this submission expresses disappointment that Spring Ridge has not been considered for further subdivision in the Strategy. The submitter indicates that there are insufficient dwellings available in Spring Ridge to meet the needs of rural workers. The submission indicates that if larger lots were made available around Spring Ridge, it would provide an opportunity to attract and retain rural workers.

The Strategy has not looked specifically at the housing opportunities in the smaller villages and it was envisaged that any proposal in this locality (and other villages not highlighted) would need to rely on the application of the rezoning principals.

16. **C. Slade**

This submission indicates that the minimum lots size in the Rural area should be reduced from 200ha within 10-15 km of towns and villages. The submission cites a number of instances where some rural lots do not have dwelling entitlements.

There is little likelihood that such a proposal will be supported by the Department of Primary Industry or the Department of Planning, Housing & Infrastructure. The Department of Planning, Housing & Infrastructure's preferred approach to the provision of rural residential living is for such to be concentrated in suitable locations in serviced estates.

Most of the undersized lots are the result of the historic subdivision of the land. Some undersized rural lots have dwelling entitlements due to them being an existing holding, others have been split off larger farms and sold on the basis that there is not dwelling entitlement.

No changes are proposed as a result of this submission.

17. **J Kennedy**

The submission is critical of the existing limitation on building dwellings in the rural area. The submitter cites two situations where a property is made up of a number of lots, some of which don't have dwelling entitlements. These properties are purported to be located in an area where there are other small lots with dwellings. This matter will be addressed through Action 1 of the revised Strategy.

Part D – Survey

A survey was also conducted as part of the exhibition, which included questions on age, length of time living in the Shire, work status & housing situation and an open question seeking comments and suggestions. The survey did not prompt the participants to identify themselves.

The number of surveys completed was insufficient to provide any meaningful conclusions. The survey completions of the open-ended questions are included below for completeness. Some of the comments were duplicates of submissions and those have been removed.

Survey Comments or Suggestions
As a Real Estate Agent in the Liverpool Plains, I believe that affordable housing is a commendable concept. However, it requires careful consideration in terms of planning for the future. Affordable housing is often referred to as social housing or housing commission, it is crucial to manage this initiative with meticulous attention to detail and a high level of expertise.
I think before wanting to increase growth to the area you need to upgrade infrastructure and amenities. Council rates are ridiculously high for what we receive (double what I was paying in Sydney for about the same size block) My other issue is the water is disgusting, and I am buying water to drink. So I am spending hundreds of dollars to drink water plus being charged for water!. This is third world having to buy water and not being able to drink out of the tap.
I think that given the councils in ability to manage their funds effectively. We should be restraining the shire from further development. If the council can't maintain the services already required despite the fact here in Werris Creek we pay more for rates than we do in Gunnedah, Tamworth, Coffs Harbour and even Townsville then the council would/ is already living beyond their means
Put people before profit.
Perhaps it would help if the council actually bothered to let communities know that these meetings were actually taking place then more people would have been available to attend to make informed decisions. However this appears to be council's motivation no people then the community aren't interested and they alone can make whatever decision they want. Which usually means what is in it for Quirindi seeing as the GM only mentioned the old TAFE building. I guess everyone else misses out wouldn't want the hub to suffer.
Progress is good as long as it has nNo negative effects on residents. Council needs to work with residents for the best outcome and Not force developments on its towns folk. Things that are viewed by council , to be good for the shire must be good for the town itself also.
Council needs to not just concentrate on one town. It seems that some get more play than others which is totally unfair to business and to help them survive.
Councils need to be more customer focussed and flexible to allow residents to achieve their desired outcome. Rather than just saying no they should offer advice and assistance to help the resident achieve their desired outcome.

I was disappointed to see that Quipolly Dam was not listed as a "Recreational area" in the information provided. This dam has a boat ramp, fishing platforms and amenities and for many years it was envisaged that non-motorised activities could be used once the filtration system was in place.
1/ Concerned about speed limit on the New England Highway more so now that we have NO post office within the village & have to travel an extra kilometre south out of the village to the local petrol station to collect our mail (we do not have a delivery service to houses within the village. There are a number of older people within the village on restricted licences (do to age) who are feeling unsafe having to turn into the petrol station with the semi trucks & cars that come down the hill from the south doing 100ks per hour or higher and also, the traffic that travel from the north and exceed the speed limited through the village. I for one have been waiting to turn into the service station from the village when a semi travelling from the village sounded there horn & nearly ran off the road into the ditch while going around me. 2/ There are a number of houses between Fortune Street and Martyn Street on the New England Highway who have no access to drive their vehicles into their yards and are force to use the poorly kept lane behind their properties. If there is heavy rain it makes it hard to get into their properties along this lane. 3/ There are a number of property owners who live in fear whilst trying to turn into the properties from the New England Highway because of the speed at which drivers go through the village. Wallabadah is one of the few villages/town which does not have a graduated reduction of the speed limit from 100kms/hr down to 50km/hr (Currabubula is one village that goes from 100kms/hr suddenly down to 50kms/hrs when entering from the south of the village but on existing the village to the north the speed limit goes from 50kms/hrs up to 80kms/hr then 100kms/hr. Quirindi township, also, has a rapid reduction in the speed limit from 100kms/hr to 50kms/hrs on entry and exist of the town.)
PDG for Willow Tree - may have a gas pipeline through it & either side of the creek is flood prone.
Note on survey - what is the targeted engagement you are trying to achieve with this survey? The questions give you limited valuable information that is not already captured in the document. The strategy needs to place a stronger emphasis on infill development, increasing infill scenarios to include a reduction in minimum lot size and exploration of reuse of underutilised land within the existing town limits.

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9.3 CONSTITUTION OF LOCAL ADVISORY COMMITTEES AND APPOINTMENT OF COMMUNITY MEMBERS

IP&R Linkage: **Goal:** Engage diverse voices to plan for the future

Strategy: Encourage diverse and inclusive involvement in leadership positions

Author: Cian Middleton, General Manager

Authoriser: Cian Middleton, General Manager

File Number: G2025/0322

Annexures:
A. Local Advisory Committee Expressions of Interest - Consolidated - Closed
B. Currabubula Local Advisory Committee Terms of Reference (Draft)

RECOMMENDATION

That Council:

1. Extend its appreciation to all members of the Liverpool Plains Shire community who submitted an Expression of Interest to serve on a Local Advisory Committee for the remainder of the current 2024-28 term of Council.
2. Establish the Currabubula Local Advisory Committee for the remainder of the 2024-28 term of Council and adopt the Terms of Reference appended at *Annexure A*.
3. Formally appoint those members of the community who have expressed their interest in serving on the Currabubula Local Advisory Committee to that committee for the remainder of the 2024-28 term of Council.
4. Note that Expressions of Interest ("EOI") from members of the Liverpool Plains Shire community to serve on locality-based Local Advisory Committees for the remainder of the current 2024-28 Council term has been extended to Sunday, 14 September 2025.

BACKGROUND

At its Ordinary Meeting held 23 July 2025, Council resolved to invite Expressions of Interest ("EOI") from members of the Liverpool Plains Shire community to serve on locality-based Local Advisory Committees for the remainder of the current 2024-28 Council term **[res. 2025/136]**.

ISSUES AND COMMENTARY

Consistent with Council's resolution at its July Ordinary Meeting, an EOI process was undertaken from Friday, 25 July through to Sunday, 17 August 2025.

As illustrated by *Table* 1, below, a total of 18 Expressions of Interest were received as at Sunday, 17 August 2025. Of the various localities throughout the Liverpool Plains Shire, only Currabubula received more than the minimum required five (5) Expressions of Interest warranted to justify establishment of a Local Advisory Committee.

The consolidated Expressions of Interest (**Confidential**) are appended at *Annexure A*.

Table 1 Expressions of Interest received for Local Advisory Committees

Locality	EOI Received
Blackville	1
Currabubula	9
Premer	1
Quirindi	2
Spring Ridge	2
Wallabadah	1
Warrah	0
Willow Tree	0
Werris Creek	2
Total	**18**

LEGISLATIVE AND POLICY IMPLICATIONS

If established, the Currabubula Local Advisory Committee will need to operate under clear Terms of Reference outlining the Committee's role, responsibilities and objectives. Draft Terms of Reference are appended at *Annexure B*.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY CONSULTATION

As detailed above, community consultation occurred via a public EOI process facilitated via Council's online consultation platform, *Your Say Liverpool Plains*. The EOI process was promoted across Council's social media platforms and a media release, which was published in the *Quirindi Advocate*.

The EOI period commenced Friday, 25 July and concluded Sunday, 17 August 2025, which was slightly more than three weeks. In total, 18 nominations were received during that period. As noted above, the only Local Advisory Committee to receive sufficient interest (being more than five (5) EOIs) was the Currabubula Local Advisory Committee.

Following conclusion of the EOI period, Council's General Manager authorised the extension of the EOI period to Sunday, 14 September 2025. Should further EOIs be received and the establishment of other Local Advisory Committees be warranted, a further report will be provided to Council at its September Ordinary Meeting for determination.

CONCLUSION

It is recommended that Council formally resolve to establish the Currabubula Local Advisory Committee and confirm the appointment of the community representatives to that committee. The

deadline for other Local Advisory Committees has been extended to Sunday, 14 September 2025, and if any other Local Advisory Committees meet the requisite membership threshold (being five (5) members), then a further report will be provided to Council at its Ordinary Meeting in September 2025 for determination.

Terms of Reference

Currabubula Local Advisory Committee	
Date Adopted by Council	27 August 2025
Resolution No.	Resolution Number
Next Scheduled Review	December 2028
Committee Sponsor	Director Planning and Community

1. Establishment and Term

1.1. The Currabubula Local Advisory Committee (hereafter "the Committee") is established by Liverpool Plains Shire Council pursuant to Resolution <Resolution Number> made 27 August 2025.

1.2. The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three (3) months after the date of the next Local Government ordinary elections, unless terminated earlier in accordance with these Terms of Reference.

2. Role and Purpose

2.1. The Committee is established for the purpose of providing advice and guidance to Council in relation to:

(a) Council's strategic and operational planning initiatives, including the development and review of Council's Integrated Planning and Reporting (IP&R) framework,

(b) Opportunities to promote local community and economic development in the locality and surrounds, within the identified constraints and practical limitations of Council's legislative obligations and financial parameters, and

(c) Matters affecting the locality and surrounds generally.

2.2. The role and purpose of the Committee may be varied by resolution of Council.

3. Authority and Delegations

3.1. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager, as provided in the *Local Government Act 1993* (hereafter "the Act").

3.2. Neither the Committee nor any of its Members may direct any Council staff member in his or her duties.

3.3. The Committee has no executive powers and cannot make decisions on behalf of Council. Furthermore, the Committee has not delegated authority under section 377 of the Act, and therefore cannot exercise powers under section 355 of the Act.

3.4. The Committee may make recommendations to Council on all relevant business presented before it. Recommendations made by the Committee may or may not be adopted by Council.

3.5. The Committee does not have the authority to raise funds or incur expenditure.

3.6. The Committee is not permitted to forward official correspondence to government officials, representatives, departments or agencies. All correspondence issued by Council must only be signed and issued by those Council staff with delegation to do so.

3.7. Committee members are not authorised to speak to the media or make public comment on any matters before the Committee. Consistent with the Act and Council's Media Relations Policy, the Mayor and General Manager are Council's authorised spokespeople.

4. Membership

4.1. Membership of the Committee shall comprise at least five (5) members of the local community appointed by Council.

4.2. Membership is voluntary and Members are not remunerated for their attendance at Committee meetings or participation in Committee business.

4.3. Each Member shall remain a member of the Committee until:

(a) The Member resigns, or

(b) The Committee is terminated pursuant to clause 1.2 of these Terms of Reference.

5. Responsibilities of Members

5.1. Members are expected to:

(a) Act professionally and with integrity,

(b) Work respectfully and cooperatively with one another to achieve positive outcomes for the community and broader Liverpool Plains Shire,

(c) Be able to contribute the time needed to attend Committee meetings and participate in Committee business, and

(d) Provide advice and feedback on matters brought before the Committee.

6. Responsibilities of Chairperson

6.1. The Committee shall elect a Chairperson who shall preside at meetings of the Committee.

6.2. The Chairperson will remain until the dissolution date, unless the Chairperson resigns and, in this case, a new Chairperson should be appointed in accordance with this clause.

6.3. If the Chairperson is absent from a Committee meeting, a Member of the Committee will be nominated by the Committee to chair the meeting.

7. Responsibilities of Secretary

7.1. The Committee shall elect a Secretary who shall provide secretariat support to the Committee, including preparing, circulating and publishing meeting agendas and minutes.

7.2. If the Secretary is absent from a Committee meeting, a Member of the Committee will be nominated by the Committee to undertake secretariat duties at the Committee meeting.

7.3. The Secretary shall ensure copies of all agendas and minutes and provided to Council in a timely manner.

8. Responsibilities of Sponsor

8.1. The Committee Sponsor shall be a suitably qualified Council Officer appointed by the General Manager to undertake the following duties:

(a) Act as the principal communication link between the Committee and Council,

(b) Support the Chairperson and Members in understanding their roles and responsibilities,

(c) Support the Chairperson to administer the Committee and facilitate Committee meetings,

(d) Focus the Committee on its responsibilities as outlined in these Terms of Reference and the meeting agenda items and

(e) Where appropriate, liaise with the Sponsors of Council's other Committees to assist with the collaboration between Committees, the sharing of information and the efficient and effective use of Council and Committee resources.

9. Meetings, Quorum and Voting

9.1. Meetings of the Committee shall be held as often as the Committee decides, but not less than two (2) meetings per year.

9.2. At all meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the Committee shall elect one of its number to preside at the meeting.

9.3. Each Committee Member shall be entitled to one (1) vote in respect to any matters before the Committee. The Committee shall aim to make decisions by consensus where possible, and otherwise the decision of the Committee shall be by the majority of votes cast in favour. In the event of a tied voted, the Chairperson shall have the casting vote.

9.4. There are no quorum requirements for Committee meetings.

9.5. There are no proxy requirements for Committee meetings.

10. Business Papers, Minutes and Resolutions

10.1. The Facilitator will ensure that notice of meetings, including the agenda and business papers, are provided to the Committee at least five (5) business days prior to the day of the meeting. These may be transmitted electronically.

10.2. The Committee's resolutions shall be clearly recorded in the Minutes of its meetings.

10.3. Draft Minutes will be distributed to the Committee no later than five (5) business after the meeting.

10.4. Draft Minutes of the previous meeting are to be adopted by resolution of the Committee at the following meeting.

10.5. Adopted Minutes are to be tabled at the next Ordinary Meeting of Council.

10.6. The General Manager (or delegate) may action resolutions as they deem appropriate in accordance with their individual delegations and authorisations.

10.7. A report to the Council for a decision will be required where resolutions fall outside the functions delegated to the General Manager.

11. Amendment

11.1. These Terms of Reference may be added to, amended or repealed by resolution of the Council in consultation with, or upon the recommendation of, the Committee.

< END OF DOCUMENT >

10 DELEGATES REPORTS

Nil

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil

12 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:

12.1 Mayoral Minute - Appointment of Acting General Manager

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).

12.2 Appointment of Independent Member to Audit, Risk and Improvement Committee

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).

12.3 Rates Legal Proceedings

This matter is considered to be confidential under Section 10A(2) - (g) 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 advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

12.4 Unsolicited Offer to Purchase Council Property

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.