

**MINUTES OF LIVERPOOL PLAINS SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON WEDNESDAY, 27 AUGUST 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), Julie Costa (Director Planning and Community), Daniel Smallwood (Director Corporate Performance and CFO), George Vorobieff (Acting Director Infrastructure and Utilities), Christie Pearson (Executive Operations)

**AUDIO RECORDING OF MEETINGS**

The Mayor informed the meeting as follows:

This meeting of Liverpool Plains Shire Council is being live-streamed to Council's website, 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 Terry Cohen recited the Acknowledgement of Country and the Council Prayer.

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

The Mayor invited apologies and applications for leave of absence.

**3 CONFIRMATION OF MINUTES**

**3.1 MINUTES OF THE COUNCIL MEETING HELD ON 23 JULY 2025**

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**RESOLUTION 2025/145**

Moved: Cr Donna Lawson

Seconded: Cr Shawn Cain

1. That the Minutes of the Council Meeting held on 23 July 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.

Nil disclosures were made

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**5 MAYORAL MINUTE(S)****5.1 MAYORAL MINUTE - MEETINGS, FUNCTIONS AND EVENTS - JULY 2025**

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**RESOLUTION 2025/146**

Moved: Cr Ken Cudmore

Seconded: Cr Charlie Simkin

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.

**CARRIED**

**6 REPORTS OF THE GENERAL MANAGER****6.1 RESOLUTIONS REGISTER UPDATE**

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**RESOLUTION 2025/147**

Moved: Cr Charlie Simkin

Seconded: Cr Donna Lawson

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*.

**CARRIED**

**6.2 STATUTORY REVIEW OF THE CODE OF MEETING PRACTICE**

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**RESOLUTION 2025/148**

Moved: Cr Charlie Simkin

Seconded: Cr Donna Lawson

That Council:

1. Amend Item 8.1 *Order of Business for Ordinary Council Meetings* of the Code of Meeting Practice to include the following as Item 01: **"Acknowledgement of Country and Council Prayer or Affirmation."**
2. Endorse the draft Code of Meeting Practice noting the above amendment, 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.

**CARRIED**

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**6.3 STATUTORY REVIEW OF THE CODE OF CONDUCT**

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**RESOLUTION 2025/149**

Moved: Cr Donna Lawson

Seconded: Cr Charlie Simkin

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.

**CARRIED**

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**6.4 STATUTORY REVIEW OF THE COUNCILLOR EXPENSES AND FACILITIES POLICY**

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**RESOLUTION 2025/150**

Moved: Cr Jason Allan

Seconded: Cr Donna Lawson

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.

**CARRIED**

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**6.5 2024-2025 AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL SELF-ASSESSMENT**

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**RESOLUTION 2025/151**

Moved: Cr Terry Cohen

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the results of the 2024 Audit, Risk and Improvement Committee Self-Assessment, appended at *Annexure A*.

**CARRIED**

**7 REPORTS OF THE DIRECTOR CORPORATE PERFORMANCE & CFO****7.1 MONTHLY STATEMENT OF INVESTMENTS - JULY 2025**

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**RESOLUTION 2025/152**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

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*.

**CARRIED**

**7.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 1 AUGUST 2025**

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**RESOLUTION 2025/153**

Moved: Cr Terry Cohen

Seconded: Cr Shawn Cain

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.

**CARRIED**

**7.3 DELIVERY PROGRAM 2022-2026 FULL-YEAR PROGRESS REPORT - JANUARY TO JUNE 2025**

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**RESOLUTION 2025/154**

Moved: Cr Donna Lawson

Seconded: Cr Shawn Cain

That Council:

1. Receive and note the Delivery Program Full-Year Progress Report from January to June 2025, as appended at *Annexure A*.

**CARRIED**

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**7.4 REVIEW OF INFORMATION AND RECORDS MANAGEMENT POLICY**

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**RESOLUTION 2025/155**

Moved: Cr James Robertson

Seconded: Cr Charlie Simkin

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.

**CARRIED****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**

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**RESOLUTION 2025/156**

Moved: Cr James Robertson

Seconded: Cr Terry Cohen

That Council:

That Council:

1. Lay this item of business on the table.

**CARRIED****8.2 MONTHLY WATER AND WASTE WATER STATUS REPORT**

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**RESOLUTION 2025/157**

Moved: Cr Charlie Simkin

Seconded: Cr Jason Allan

That Council:

1. Receive and note the Monthly Water and Wastewater Status Report for July 2025.

**CARRIED**

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**8.3 MONTHLY WORKS REPORT**

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**RESOLUTION 2025/158**

Moved: Cr Donna Lawson

Seconded: Cr James Robertson

That Council:

1. Receive and note the Monthly Works Report for July 2025.

**CARRIED**

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**8.4 MONTHLY SHIRE PRESENTATION REPORT**

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**RESOLUTION 2025/159**

Moved: Cr Terry Cohen

Seconded: Cr Charlie Simkin

That Council:

1. Receive and note the Monthly Shire Presentation Report for July 2025.

**CARRIED**

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**8.5 TENDER EVALUATION - REGPO012526 ROAD SAFETY BARRIER SYSTEMS**

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**RESOLUTION 2025/160**

Moved: Cr Charlie Simkin

Seconded: Cr Shawn Cain

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.

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**CARRIED****9 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY****9.1 MONTHLY DEVELOPMENT AND BUILDING STATISTICS REPORT**

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**RESOLUTION 2025/161**

Moved: Cr Charlie Simkin

Seconded: Cr Jason Allan

That Council:

1. Receive and note the Monthly Development and Building Report.

**CARRIED****9.2 ADOPTION OF DRAFT GROWTH MANAGEMENT AND HOUSING STRATEGY**

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**RESOLUTION 2025/162**

Moved: Cr Shawn Cain

Seconded: Cr Ken Cudmore

That Council:

1. Adopts the draft Growth Management and Housing Strategy, appended at *Annexure A*.

**CARRIED****9.3 CONSTITUTION OF LOCAL ADVISORY COMMITTEES AND APPOINTMENT OF COMMUNITY MEMBERS**

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**RESOLUTION 2025/163**

Moved: Cr Donna Lawson

Seconded: Cr Charlie Simkin

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

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current 2024-28 Council term has been extended to Sunday, 14 September 2025.

**CARRIED**

**10 DELEGATES REPORTS**

Nil

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

Nil

**12 CONFIDENTIAL MATTERS**

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**RESOLUTION 2025/164**

Moved: Cr Terry Cohen

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:

**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.

**CARRIED**



At 5.01pm 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:

### **12 CONFIDENTIAL MATTERS**

#### **12.1 MAYORAL MINUTE - APPOINTMENT OF ACTING GENERAL MANAGER**

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##### **RESOLUTION 2025/165**

Moved: Cr Ken Cudmore

Seconded: Cr Donna Lawson

That Council:

1. Note the General Manager is on annual leave from Monday, 01 September to Friday, 26 September 2025, and is scheduled to return to work and resume duties on Monday, 29 September 2025.
2. Appoint Mr Glenn Inglis as the Acting General Manager of Liverpool Plains Shire Council from 5.00pm on Friday, 29 August 2025 until 8.00am on Monday, 29 September 2025, at which time Mr Middleton resumes duties.
3. Delegate to the Acting General Manager all the functions, delegations and sub-delegations given to the General Manager by the Council for the period of his engagement.
4. Delegate to the Mayor the authority to sign and finalise all documentation as required.

**CARRIED**

#### **12.2 APPOINTMENT OF INDEPENDENT MEMBER TO AUDIT, RISK AND IMPROVEMENT COMMITTEE**

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##### **RESOLUTION 2025/166**

Moved: Cr Donna Lawson

Seconded: Cr Terry Cohen

That Council:

1. Note the conclusion of Mr Les Hullick's term as an Independent Member of Council's Audit, Risk and Improvement Committee, and extend its appreciation to Mr Hullick for his service on the Committee since his appointment in 2022.
2. Appoint Ms Trish Kirkland as an Independent Member of the Audit, Risk and Improvement Committee for a four-year term, commencing 01 September 2025 and concluding 31 August 2029.

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**CARRIED**

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**12.3.0 COMMITTEE OF THE WHOLE**

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**RESOLUTION 2025/167**

Moved: Cr Charlie Simkin

Seconded: Cr Donna Lawson

That Council:

1. Moves into the Committee of the Whole.

**CARRIED**

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**12.3 RATES LEGAL PROCEEDINGS**

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**RESOLUTION 2025/168**

Moved: Cr Jason Allan

Seconded: Cr Charlie Simkin

That Council:

1. Receive and note the briefing on the legal matter detailed in this report.
2. Authorise the General Manager to negotiate a settlement of the proceedings at the best possible terms to Council.

**CARRIED**

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**12.3.1 COMMITTEE OF THE WHOLE**

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**RESOLUTION 2025/169**

Moved: Cr Shawn Cain

Seconded: Cr Terry Cohen

1. Moves out of the Committee of the Whole.

**CARRIED**

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**12.4 UNSOLICITED OFFER TO PURCHASE COUNCIL PROPERTY**

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**RESOLUTION 2025/170**

Moved: Cr Charlie Simkin

Seconded: Cr Shawn Cain

That Council:

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1. Not proceed with negotiations with the interested party in relation to their proposal to purchase or lease the “Old Quirindi Water Tower”, Lot 100 DP 1167687, being 33 Stuart Street, Quirindi.

**CARRIED**

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**RESOLUTION 2025/171**

Moved: Cr Donna Lawson

Seconded: Cr Charlie Simkin

That Council moves out of Closed Council into Open Council.

**CARRIED**

**The Meeting closed at 5.04pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 September 2025.**

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**CHAIRPERSON**