



**Liverpool
Plains**
Shire Council

BUSINESS PAPER

Ordinary Council Meeting Wednesday, 22 October 2025

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

Date: Wednesday, 22 October 2025

Time: 2:30 PM

Location: Council Chambers

**Cian Middleton
General Manager**

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	Nil	

- 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 24 SEPTEMBER 2025

File Number: G2025/0415
Author: Christie Pearson, Executive Services Coordinator
Authoriser: Cian Middleton, General Manager
Annexures: A. Minutes of the Council Meeting held on 24 September 2025

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 24 September 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, 24 SEPTEMBER 2025 AT 2:30 PM**

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

IN ATTENDANCE: Glenn Inglis (Acting General Manager), Julie Costa (Director Planning and Community), Daniel Smallwood (Director Corporate Performance and CFO), George Vorobieff (Acting Director Infrastructure and Utilities) Ros ten Brink, (Manager Corporate Governance) 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 Ken Cudmore 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

RESOLUTION 2025/173

Moved: Cr Donna Lawson

Seconded: Cr Shawn Cain

That leave of absence from Cr Terry Cohen be received and accepted.

CARRIED

The Mayor invited apologies and applications for leave of absence.

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE COUNCIL MEETING HELD ON 27 AUGUST 2025

RESOLUTION 2025/174

Moved: Cr Donna Lawson

Seconded: Cr Shawn Cain

1. That the Minutes of the Council Meeting held on 27 August 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

5 MAYORAL MINUTE(S)**5.1 MAYORAL MINUTE - COUNTRY MAYOR'S ASSOCIATION MEETING, 07-08 AUGUST 2025**

RESOLUTION 2025/175

Moved: Cr Ken Cudmore

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Country Mayor's Association (CMA) Meeting Minutes from its August General Meeting, appended at *Annexure A*.

CARRIED**5.2 MAYORAL MINUTE - 2025 LIVERPOOL PLAINS BUSINESS CHAMBER ANNUAL GENERAL MEETING (AGM)**

RESOLUTION 2025/176

Moved: Cr Ken Cudmore

Seconded: Cr Shawn Cain

That Council:

1. Extend its congratulations to the recently elected Executive Committee of the Liverpool Plains Business Chamber and reaffirm its commitment to working with the Business Chamber on initiatives, projects and events to grow our local economy and support our business community.

CARRIED**5.3 MAYORAL MINUTE - MEETINGS, FUNCTIONS AND EVENTS - AUGUST 2025**

RESOLUTION 2025/177

Moved: Cr Ken Cudmore

Seconded: Cr James Robertson

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 August 2025, as detailed in this report.

CARRIED

6 REPORTS OF THE GENERAL MANAGER

6.1 RESOLUTIONS REGISTER UPDATE

RESOLUTION 2025/178

Moved: Cr Donna Lawson

Seconded: Cr James Robertson

That Council:

1. Receive and note the Resolutions Register as at 16 September 2025 as appended at *Annexure 1* and the Resolution Register for 2024 as appended at *Annexure 2*.

CARRIED

6.2 AMENDMENT TO SCHEDULE OF ORDINARY MEETINGS 2025

RESOLUTION 2025/179

Moved: Cr Ken Cudmore

Seconded: Cr Donna Lawson

That Council:

1. Lay this item on the table.

CARRIED

7 REPORTS OF THE DIRECTOR CORPORATE PERFORMANCE & CFO

7.1 ANNUAL TABLING OF DISCLOSURE OF INTEREST RETURNS

RESOLUTION 2025/180

Moved: Cr Shawn Cain

Seconded: Cr James Robertson

That Council:

1. Note the annual tabling of the Disclosure of Interest Returns for the period 1 July 2024 to 30 June 2025 by Councillors, Senior Staff and designated persons.

CARRIED

7.2 MONTHLY STATEMENT OF INVESTMENTS - AUGUST 2025

RESOLUTION 2025/181

Moved: Cr Charlie Simkin

Seconded: Cr Donna Lawson

That Council:

1. Receive and note the Statement of Investments as of 31 August 2025 as appended at *Annexure 1*.
2. Receive and note the Imperium Markets Monthly Investment Review Report for Liverpool Plains Shire Council as of 31 August 2025 as appended at *Annexure 2*.

CARRIED**8 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND UTILITIES****8.1 MONTHLY WORKS REPORT**

RESOLUTION 2025/182

Moved: Cr Charlie Simkin

Seconded: Cr Donna Lawson

That Council:

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

CARRIED**8.2 MONTHLY SHIRE PRESENTATION REPORT**

RESOLUTION 2025/183

Moved: Cr James Robertson

Seconded: Cr Jason Allan

That Council:

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

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

RESOLUTION 2025/184

Moved: Cr Shawn Cain

Seconded: Cr Jason Allan

That Council:

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

CARRIED

10 DELEGATES REPORTS

Nil

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil

12 CONFIDENTIAL MATTERS

RESOLUTION 2025/185

Moved: Cr Donna Lawson

Seconded: Cr Charlie Simkin

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

12.1 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.

12.2 RFT123/2025 Kamilaroi Mass Action Safety Barrier Program - Shoulder Widening (R2 Prequalified Contractors)

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED

At 4.12pm 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 Acting General Manager provided a summary of the resolutions passed in Closed Council.

REPORT ON CONFIDENTIAL MATTERS

The Acting General Manager reported as follows on the matters considered in the confidential section of the meeting:

12 CONFIDENTIAL MATTERS**12.1 RATES LEGAL PROCEEDINGS**

RESOLUTION 2025/186

Moved: Cr James Robertson

Seconded: Cr Charlie Simkin

That Council:

1. Write-off the rates which were levied on the Properties for 2025/2026 upon the issuance on 16 July 2025 of the Rates Notices, those rates and interest currently outstanding in the sum of \$47,430.87;
2. Grants to the NLALC in relation to the Fourteen Properties an exemption from rates pursuant to section 556(1)(h) of the LGA on and from the 2026/2027 rating years subject to Council's discretion to later review this exemption as required;
3. Authorise SR Law, the Council's solicitors, to negotiate with the NLALC's solicitors a resolution of the Proceedings on the best possible terms.
4. That the Council enters into with the NLALC a Deed of Settlement & Release to give effect to the terms of the resolution of the Proceedings.

CARRIED

12.2 RFT123/2025 KAMILAROI MASS ACTION SAFETY BARRIER PROGRAM - SHOULDER WIDENING (R2 PREQUALIFIED CONTRACTORS)

RESOLUTION 2025/187

Moved: Cr Jason Allan

Seconded: Cr Charlie Simkin

That Council:

1. Adopt Daracon Contractors Pty Ltd to deliver the Shoulder Widening work for the Mass Action Barrier Program on the Kamilaroi Highway.

CARRIED

RESOLUTION 2025/188

Moved: Cr Donna Lawson

Seconded: Cr Shawn Cain

That Council moves out of Closed Council into Open Council.

CARRIED

The Meeting closed at 4.15pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 22 October 2025.

.....

CHAIRPERSON

4 DISCLOSURES OF INTERESTS

5 MAYORAL MINUTE(S)

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

File Number: G2025/0412
Author: Ken Cudmore, Mayor
Authoriser: Cian Middleton, General Manager
Annexures: Nil

RECOMMENDATION

That Council:

- 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 September 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 September 2025	Rotary Event - "Eat the Elephant" with author David Grieve
02 September 2025	Meeting with Quirindi Jockey Club
08 September 2025	Quirindi Tree Planting Day at Golland Fields
11 September 2025	Meeting with Werris Creek Progress Association
12 September 2025	Civic Reception Dinner Celebrating 20 year Sister City Relationship with Blacktown City Council
13 September 2025	Quirindi 2025 Spring Show
18 September 2025	Site visit of Quirindi Aquatic Centre Project
18 September 2025	Liverpool Plains Business Chamber – Bizconnect Event
26 September 2025	Radio Interview with FM 88.9

27 September 2025	RFS Long Service Medal Presentation - Liverpool Range District RFS
29 September 2025 to 2 October 2025	2025 Murray Darling Association National Conference

**Cr Ken Cudmore**

MAYOR

5.2 MAYORAL MINUTE - OCTOBER 2025 CITIZENSHIP CEREMONY

File Number: G2025/0423
Author: Ken Cudmore, Mayor
Authoriser: Ken Cudmore, Mayor
Annexures: Nil

MOTION

That Council:

1. Extend its congratulations to the 10 residents of the Liverpool Plains Shire who were conferred Australian Citizenship at the Citizenship Ceremony held 14 October 2025.

REPORT

On Tuesday, 14 October 2025, I had the privilege of presiding over Liverpool Plains Shire Council's final Citizenship Ceremony for 2025, at which ten (10) members of the Liverpool Plains Shire were conferred Citizenship. Deputy Mayor, Councillor Donna Lawson, and Councillor Jason Allan were also in attendance, with Councillor Allan performing the Welcome to Country as part of the official proceedings.

While responsibility for Australia's Citizenship program rests with the Commonwealth Government; Council represents the Department of Home Affairs by holding regular Citizenship Ceremonies to officially welcome residents as new Australian citizens in the Liverpool Plains Shire community.

Conferees at the October Citizenship Ceremony included:

- Ms Sophie Bassett from the United Kingdom,
- Mr Martin Fenech from Malta,
- Mr Kent Fuentes from the Phillipines,
- Ms Anu George from India,
- Miss Eva Varghese from the United Arab Emirates,
- Miss Olive Varghese from India,
- Mr Happy Varghese from India,
- Ms Gillian McLean from the United Kingdom,
- Miss Deewa Pun from Nepal,
- Ms Niphaporn Thongron from Thailand.

As Mayor of the Liverpool Plains Shire, I was proud to welcome each of the ten (10) new Australian citizens. I hope they will continue to share their talents, traditions and aspirations with us well into the future, and that they and their families will thrive here in the Liverpool Plains.



Cr Ken Cudmore

MAYOR



Image (L-R): Mayor Cr Ken Cudmore, Olive Varghese, Happy Varghese, Eva Varghese, Anu George, Martin Fenech, Deewa Pun, Gillian McLean, Niphaporn Thongron, Sophie Bassett, Deputy Mayor Cr Donna Lawson, and Kent Fuentes.

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:	Ros ten Brink, Manager Corporate Governance (Public Officer)
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0405
Annexures:	A. Resolution Register Update - 01 January 2025 to 30 September 2025 ↓  B. Resolutions Register Update 2024 ↓ 

RECOMMENDATION

That Council:

1. Receive and note the Resolutions Register as at 10 October 2025 as appended at *Annexure A* and the Resolution Register for 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 A* 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 B* lists all outstanding resolutions of Council for 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 fifty nine resolutions requiring further action. As illustrated in *Table 1*, below, forty eight have been completed and actioned as at the date of this Business Paper being published, and eleven remain outstanding.

Table 1: Council Resolution Status Summary		
Status	Definition	Number
Complete	Action completed by date of Business Paper publication.	48
Outstanding	Action not completed by date of Business Paper publication.	11
TOTAL		59

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 10 October 2025. It is recommended that Council receive and note the Resolutions Register.

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:		Printed: 10 October 2025 3:08 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 (<i>three Councillors</i>).			
(b) LGNSW Tourism Conference: Cr Jason Allan (<i>one Councillor</i>).			
(c) NSW Local Roads Congress: Cr Charlie Simkin (<i>one Councillor</i>).			
(d) LGNSW Water Management Conference: Cr Shawn Cain (<i>one Councillor</i>).			
(e) Australian Local Government Association National General Assembly: Cr Ken Cudmore (<i>one Councillor</i>).			
2. Approve reimbursement of out-of-pocket expenses incurred by Councillor delegates attending the above conferences, in accordance with the Councillors Expenses and Facilities Policy.			
3. Note that Councillor delegates are required to provide a written delegate's report to Council following each conference attended.			
			CARRIED
UPDATE: In Progress			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

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			

Action Sheets Report	Division:		Date From: 1/01/2025
	Committee:	Council	Date To: 30/09/2025
	Officer:		Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Skelly, Nathan Batterham, Rodney	Confidential Matters	GP Practice - Real Estate Incentive
<p>RESOLUTION 2025/33</p> <p>Moved: Cr James Robertson Seconded: Cr Terry Cohen</p> <p>That Council:</p> <ol style="list-style-type: none"> Support the Rural Doctors Network (RDN) to try to recruit a doctor to Quirindi by offering the incentives identified within this report. <p style="text-align: right;">CARRIED</p> <p>UPDATE: Partnership with RDN still in place and to date there is still no Doctor</p>			

Meeting	Officer/Director	Section	Subject
Council 19/02/2025	Skelly, Nathan	Confidential Matters	Spring Ridge Cemetery - Land Acquisition
<p>RESOLUTION 2025/35</p> <p>Moved: Cr James Robertson Seconded: Cr Donna Lawson</p> <p>That Council:</p> <ol style="list-style-type: none"> Approve acquiring the land by agreement that the Spring Ridge Cemetery is sited on in accordance with the contents of this report. Authorise the General Manager to execute all documents related to the purchase of this land. <p style="text-align: right;">CARRIED</p> <p>UPDATE: Currently in Progress executing documentation</p>			

	Division: Committee: Council Officer:	Date From: 1/01/2025 Date To: 30/09/2025 Printed: 10 October 2025 3:08 PM
Action Sheets Report		

Meeting	Officer/Director	Section	Subject
Council 26/03/2025	Batterham, Rodney Batterham, Rodney	Reports to Council	Quirindi Golf Club - Request for Water Charges relief
<p>RESOLUTION 2025/56</p> <p>Moved: Cr James Robertson Seconded: Cr Donna Lawson</p> <p>That Council:</p> <ol style="list-style-type: none"> 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. 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: <ol style="list-style-type: none"> 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. 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. <p>At 3:49pm, Cr James Robertson left the meeting. At 3:51pm, Cr James Robertson returned to the meeting.</p> <p style="text-align: right;">CARRIED</p> <p>UPDATE: Letter has been set to Quirindi Golf Club re: requirements of resolution and seeking an update</p>			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

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: Subject to a separate report			

Action Sheets Report	Division: Committee: Council Officer:	Date From: 1/01/2025 Date To: 30/09/2025 Printed: 10 October 2025 3:08 PM
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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
<p>RESOLUTION 2025/143</p> <p>Moved: Cr Donna Lawson Seconded: Cr Shawn Cain</p> <p>That Council:</p> <ol style="list-style-type: none"> 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. 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 <i>Local Government (General) Regulation 2021</i>. Enter into negotiations under Clause 178 (3)(e) of the <i>Local Government (General) Regulation 2021</i> for the following reasons: <ol style="list-style-type: none"> 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 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. Authorise the Mayor and General Manager, under Clause 178 (3)(e) of the <i>Local Government (General) Regulation 2021</i>, negotiate the Sale of the Royal Theatre, 115 Henry Street Quirindi with the Expression of Interest respondent. 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 <i>Local Government (General) Regulation 2021</i>. <p>At 3:24 pm, Cr Jason Allan left the meeting. At 3:57 pm, Cr Jason Allan returned to the meeting.</p> <p style="text-align: right;">CARRIED</p> <p>UPDATE: In progress working with EOI respondent</p>			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 27/08/2025	Middleton, Cian Middleton, Cian	Reports of the General Manager	Statutory Review of the Code of Meeting Practice
RESOLUTION 2025/148			
Moved: Cr Charlie Simkin			
Seconded: Cr Donna Lawson			
That Council:			
1. Amend Item 8.1 <i>Order of Business for Ordinary Council Meetings</i> 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 <i>Annexure A</i> , 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
UPDATE: COMPLETE			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 27/08/2025	McCulloch, Jared Middleton, Cian	Reports of the General Manager	Statutory Review of the Councillor Expenses and Facilities Policy
RESOLUTION 2025/150			
Moved: Cr Jason Allan			
Seconded: Cr Donna Lawson			
That Council:			
1. Pursuant to sections 252 and 253 of the <i>Local Government Act 1993</i> , endorse the draft Councillor Expenses and Facilities Policy appended at <i>Annexure B</i> 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
UPDATE: COMPLETE			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 27/08/2025	McCulloch, Jared Middleton, Cian	Reports of the Director Corporate Performance & CF	Review of Information and Records Management Policy
RESOLUTION 2025/155			
Moved: Cr James Robertson			
Seconded: Cr Charlie Simkin			
That Council:			
1. Place the draft Information and Record Management Policy, appended at <i>Annexure A</i> , 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
UPDATE: COMPLETE			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 27/08/2025	Vorobieff , George Vorobieff, George	Reports of the Director Infrastructure and Utilities	Repeal of Kerb and Gutter Policy, Footpaths Policy, Disposal of Surplus Equipment Policy, and Corporate Property and Disposal of Land Policy
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
UPDATE: Currently reviewing with a further report to come to Council			

Division:	Council	Date From:	1/01/2025
Committee:		Date To:	30/09/2025
Officer:		Printed:	10 October 2025 3:08 PM
Action Sheets Report			

Meeting	Officer/Director	Section	Subject
Council 27/08/2025	Middleton, Cian Middleton, Cian	Reports of the Director Planning and Community	Constitution of Local Advisory Committees and Appointment of Community Members
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 <i>Annexure A</i> .			
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.			
			CARRIED
UPDATE: Subject to a separate report			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 27/08/2025	Gresser, Katrina Middleton, Cian	Confidential Matters	Rates Legal Proceedings
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
UPDATE: In Progress – Confidential			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 24/09/2025	Gresser, Katrina Smallwood, Daniel	Confidential Matters	Rates Legal Proceedings
RESOLUTION 2025/186			
Moved: Cr James Robertson			
Seconded: Cr Charlie Simkin			
That Council:			
1. Write-off the rates which were levied on the Properties for 2025/2026 upon the issuance on 16 July 2025 of the Rates Notices, those rates and interest currently outstanding in the sum of \$47,430.87;			
2. Grants to the NLALC in relation to the Fourteen Properties an exemption from rates pursuant to section 556(1)(h) of the LGA on and from the 2026/2027 rating years subject to Council’s discretion to later review this exemption as required;			
3. Authorise SR Law, the Council’s solicitors, to negotiate with the NLALC’s solicitors a resolution of the Proceedings on the best possible terms.			
4. That the Council enters into with the NLALC a Deed of Settlement & Release to give effect to the terms of the resolution of the Proceedings.			
			CARRIED
UPDATE: In Progress – Confidential			

Action Sheets Report	Division:		Date From:	1/01/2025
	Committee:	Council	Date To:	30/09/2025
	Officer:			
				Printed: 10 October 2025 3:08 PM

Meeting	Officer/Director	Section	Subject
Council 24/09/2025	Kumar, Abhijith Vorobieff, George	Confidential Matters	RFT123/2025 Kamilaroi Mass Action Safety Barrier Program - Shoulder Widening (R2 Prequalified Contractors)
RESOLUTION 2025/187			
Moved: Cr Jason Allan			
Seconded: Cr Charlie Simkin			
That Council:			
1. Adopt Daracon Contractors Pty Ltd to deliver the Shoulder Widening work for the Mass Action Barrier Program on the Kamilaroi Highway.			
			CARRIED
UPDATE: COMPLETE			



Liverpool Plains Shire Council Resolutions Register Update 2024

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 PUBLIC EXHIBITION OF DRAFT CODE OF MEETING PRACTICE

IP&R Linkage:	Goal: Demonstrate good governance
	Strategy: Develop and implement a robust governance and integrity framework
Author:	Ros ten Brink, Manager Corporate Governance (Public Officer)
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0379
Annexures:	A. OLG- Circular 25-20 - 2025 Model Code of Meeting Practice ↓  B. Draft 2025 Code of Meeting Practice ↓ 

RECOMMENDATION

That Council:

1. Endorse the draft Code of Meeting Practice, appended at *Annexure B*, for public exhibition for a period of 28 days and allow a period of 42 days for public comments prior to formal adoption by Council, pursuant to section 361 of the *Local Government Act 1993*.

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.

ISSUES AND COMMENTARY

At the Ordinary Meeting of Council on 29 August 2025, Council resolved to adopt its amended Code of Meeting Practice – [res.2025/148]. On 29 August 2025, the Office of Local Government (OLG) announced, via Circular 25-20 that the new 2025 Model Meeting Code for Local Council’s in NSW (2025 Model Meeting Code) has been finalised and published in the NSW Government Gazette. The OLG Circular is appended at *Annexure A*.

Changes to the 2025 Model Meeting Code are designed to ensure meetings are conducted in a dignified and orderly way and to promote community confidence in Council’s decision-making process. It is a requirement that Council incorporates the mandatory provisions in the new 2025 Model Meeting Code by 31 December 2025.

Key changes include the prohibition of pre-meeting briefings and a requirement to live-stream all Council and Council Committee meetings as well as public forums. Other changes are summarised in a Frequently Asked Questions (“FAQ”) document published by the OLG, and [available here](#).

The new 2025 Model Meeting Code allows for supplementary provisions. The draft 2025 Code of Meeting Practice, attached as *Annexure B*, incorporates all new mandatory items and any supplementary items Council has adopted previously, provided they are not inconsistent with the mandatory provisions in the new 2025 Model Meeting Code. Council had previously adopted one supplementary provision that is inconsistent with the 2025 Model Meeting Code. This provision

has been removed from the draft 2025 Code of Meeting Practice. All provisions relating to Joint Organisations and County Councils have also been removed from the draft 2025 Code of Meeting Practice.

LEGISLATIVE AND POLICY IMPLICATIONS

Section 360(1) of the Act provides that the Regulation may prescribe a 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 Council's adopted Code of Meeting Practice to incorporate all mandatory provisions of the Model Meeting Code. Section 360(4) of the Act requires that any code adopted by Council must not contain any provisions that are inconsistent with the mandatory provisions.

Transitional provisions in the Regulation provide that if Council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provisions of Council's Code of Meeting Practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

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

As detailed above, Council is required to adopt a Code of Meeting Practice incorporating all mandatory provisions of the Model Meeting Code and must publicly exhibit its draft Code of Meeting Practice prior to adoption. Endorsement of the Officer's recommendation will ensure compliance with the applicable legislation.

COMMUNITY CONSULTATION

It is recommended that the draft Code of Meeting Practice be publicly exhibited to allow members of the community to provide feedback on the document prior to its adoption. The 28-day exhibition period will commence upon resolution of the Officer's recommendation (23 October 2025); however, submissions will be accepted until 4 December 2025 (consistent with section 361 of the Act).

During this period, members of the community may make submissions on the draft Code of Meeting Practice. Any submissions received during the exhibition period will be referred to Council for consideration at a future meeting of Council, prior to adoption of the draft Code of Meeting Practice. If no submissions are received, it is recommended that the draft Code of Meeting Practice, as attached, be adopted.

CONCLUSION

It is recommended that Council adopt the draft 2025 Code of Meeting Practice and that the draft document be placed on public exhibition for 28 days to allow members of the community to

provide feedback on the document prior to its adoption. If no submissions are received, the draft 2025 Code of Meeting Practice appended as *Annexure D* will be adopted.

It is recommended that Council adopt the Order of Business for its Ordinary Meeting as recorded in the Code of Meeting Practice

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	2025 Model Meeting Code
Circular Details	Circular No 25-20 / 29 August 2025 / A975455
Previous Circular	<u>Council Circular 24-23 Consultation on reforms to council meeting practices</u>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- Following extensive consultation, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.
- The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) shortly.
- The new 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au.
- Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.
- Councils must also livestream meetings of the council and committees comprising wholly of councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council's website for the balance of the council term or for 12 months, whichever is the later date.
- More detailed information about the changes to council meeting practices made by the 2025 Model Meeting Code is provided in the FAQ attached to this circular and available

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au



on the [Model Code of Meeting Practice for Local Councils in NSW](#) webpage on OLG's website.

What will this mean for council?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.
- Transitional provisions in the Regulation will provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.
- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Key points

- The 2025 Model Meeting Code has two elements:
 - mandatory provisions (indicated in black font), and
 - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".



Where to go for further information

- The 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website at www.olg.nsw.gov.au.
- More information about the 2025 Model Meeting Code and guidance on its adoption is provided in the FAQ attached to this circular and available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website.
- A webinar will be held in October to support councils in adopting the new Model Code of Meeting Practice. Notice will be provided to enable councils to register.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

A handwritten signature in blue ink, appearing to read "Brett Whitworth".

Brett Whitworth
Deputy Secretary
Office of Local Government

2025 Model Meeting Code - FAQ

Implementation of the 2025 Model Meeting Code

When must the 2025 Model Meeting Code be adopted?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

Can councils include supplementary provisions in their adopted code of meeting practice?

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

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**Are joint organisations and county councils required to adopt the 2025 Model Meeting Code?**

- Yes. The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.
- The provisions of the 2025 Model Meeting Code that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

What consultation must councils do before adopting a code of meeting practice?

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

What are the key changes?

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves

2025 Model Meeting Code - FAQ



to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

Prohibition on pre-meeting briefing sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public forums

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

Councillors' attendance at meetings by audio-visual link

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

Absences from council meetings

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
 - submit an apology for the meetings they are unable to attend,
 - state the reasons for their absence from the meetings, and

2025 Model Meeting Code - FAQ



- request that the council grant them a leave of absence from the relevant meetings.
- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

New rules of etiquette at meetings

- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

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- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

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- contravening the Act, the Regulation, or the council's code of meeting practice,
 - assaulting, or threatening to assault, another councillor or person present at the meeting,
 - moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
 - using offensive or disorderly words,
 - making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
 - imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
 - saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
 - Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - speaking at meetings without being invited to,
 - bringing flags, signs or protest symbols to meetings,
 - disrupting meetings,
 - making unauthorised recordings of meetings.
 - The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

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**Committees**

- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

Code of Meeting Practice

October 2025

liverpoolplains.nsw.gov.au



**Liverpool
Plains**
Shire Council


INFORMATION ABOUT THIS DOCUMENT

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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.
Version 12	October 2025	Updating following release of new Model Code by the Office of Local Government.

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.



Code of Meeting Practice 2025

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1 Introduction

This Code of Meeting Practice ("Meeting Code") is prescribed under section 360 of the *Local Government Act 1993* ("the Act") and the *Local Government (General) Regulation 2021* ("the Regulation").

The Meeting 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.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

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.

- 3.3 The Mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

- 3.4 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 3.4 reflects section 9 (1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the Council and of a committee of Council must 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.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of ordinary Council meetings

- 3.7 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 3.7 reflects section 367(1) of the Act.

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

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

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

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at Council meetings

- 3.10 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 within such reasonable time before the meeting is to be held – as determined by Council.



- 3.11 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.

Questions with notice

- 3.12 A Councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.13 A Councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The General Manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the Council.

Agenda and business papers for ordinary meetings

- 3.15 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.
- 3.16 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 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the Mayor to put a Mayoral Minute to a meeting under clause 9.7.
- 3.18 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.
- 3.19 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 3.19 reflects section 9(2A)(a) of the Act.



- 3.20 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.

Availability of the agenda and business papers to the public

- 3.21 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 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 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 3.22 reflects section 9(2A)(b) of the Act.

- 3.23 For the purposes of clause 3.21, 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 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 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.
- 3.26 Noting in clause 3.25 limits the powers of the Mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the Council at which all councillors are present, even though due notice has not been given of the business, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled ordinary meeting of the Council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.



- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief Councillors on business listed on the agenda for meetings of the Council or committees of the Council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 Public Forums

- 4.1 The Council may hold a public forum prior to meetings of the Council and committees 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 meetings of other committees of the Council.
- 4.2 The Council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.
- 4.4 Public forums are to be chaired by the Mayor or their nominee.
- 4.5 To speak at a public forum, a person must first make an application to the Council via 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.
- 4.6 A person may apply to speak on no more than three (3) items of business on the agenda of the Council meeting.
- 4.7 Legal representatives acting on behalf of others are not permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at a public forum.



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- 4.8 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.
- 4.9 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.
- 4.10 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 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.
- 4.11 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.
- 4.12 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 at least one (1) day before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.
- 4.13 The General Manager or their delegate is to determine the order of speakers at the public forum.
- 4.14 Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the chairperson.
- 4.15 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.
- 4.16 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.
- 4.17 Speakers are under no obligation to answer a question put under clause 4.16. Answers by the speaker, to each question are to be limited to one (1) minute.
- 4.18 Speakers at public forums cannot ask questions of the Council, Councillors, or Council staff.
- 4.19 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.
- 4.20 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.

- 4.21 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.
- 4.22 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.21, 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.
- 4.23 Clause 4.22 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.
- 4.24 Where a speaker engages in conduct of the type referred to in clause 4.21, 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.
- 4.25 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.

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 The Council may determine standards of dress for Councillors when attending meetings.
- 5.3 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.
- 5.4 Item 5.4 relates to a board of the joint organisation and is not relevant to Council.



- 5.5 Where a Councillor is unable to attend one or more ordinary meetings of the Council or committee of the Council, the Councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence for the meetings and request that the Council grant them a leave of absence from the relevant meetings.
- 5.6 The Council must not act unreasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.7 Where a Councillor makes an apology under 5.6, the Council must determine by resolution whether to grant the Councillor a leave of absence for the meeting for the purpose of section 234(1)(d) of the Act. If the Council resolves not to grant a leave of absence for the meeting, it must state the reason for its decision in its resolution.
- 5.8 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 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.9 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 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 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 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the Council must be adjourned if a quorum is not present:
- 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
 - within half an hour after the time designated for the holding of the meeting, or
 - at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- by the chairperson, or
 - in the chairperson's absence, by the majority of the Councillors present, or
 - failing that, by the General Manager.
- 5.13 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.



- 5.14 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.
- 5.15 Where a meeting is cancelled under clause 5.14, 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

- 5.16 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.
- 5.17 Where the Mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the General Manager must:
- give written notice to all Councillors that the meeting is to be held by audio-visual link, and
 - take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
 - 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.
- 5.18 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 5.16, 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

- 5.19 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 where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

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- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.21 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.
- 5.22 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 5.21.
- 5.23 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.
- 5.24 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.
- 5.25 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 the meetings the resolution applies to.
- 5.26 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.
- 5.27 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.
- 5.28 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.
- 5.29 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.
- 5.30 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.



- 5.31 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.

- 5.32 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 5.32 reflects section 10(1) of the Act.

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.34 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 5.34 reflects section 10(2) of the Act.

- 5.35 On the adoption of this Code and at the commencement of each council term, the Council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the Council and committees of Council to expel any person, including a Councillors, for a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than councillors from a Council or Committee meeting.

Livestreaming of meetings

- 5.36 Each meeting of the Council or a committee of the Council is to be recorded by means of an audio-visual device.
- 5.37 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.
- 5.38 The recording of a meeting is to be made publicly available on the Council's website at the same time as the meeting is taking place.
- 5.39 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting or for the balance of the Council's term, whichever is the longer period.



- 5.40 Clauses 5.38 and 5.39 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 5.36– 5.40 reflect section 236 of the Regulation.

- 5.41 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

- 5.42 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 5.42 reflects section 376(1) of the Act.

- 5.43 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 5.43 reflects section 376(2) of the Act.

- 5.44 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 5.44 reflects section 376(3) of the Act.

- 5.45 The attendance of other Council staff at a meeting, (other than as members of the public) shall be determined by the General Manager in consultation with the Mayor.

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:

- by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
- 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 Where physically able to, Councillors and staff should stand when the Mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the Deputy Mayor, they are to be addressed as 'Mr Deputy Mayor', 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson', 'Madam Chairperson' or 'Chair'.
- 7.5 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A Council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 Order Of Business For Ordinary Council Meetings

- 8.1 At a meeting of the Council, the general order of business is as fixed by resolution of the Council.

The general order of business for an Ordinary Meeting of Council shall be:

Acknowledgement of Country

Prayer or Affirmation

Apologies and Applications for Leave of Absence

Applications for Attendance via Audio-Visual Link

Confirmation of Minutes



Disclosures of Interest
Mayoral Minutes
Late Matters
Matters Resolved by Exception
Reports of Councillor Delegates
Reports of Committees
Reports of the General Manager
Reports of the Director Corporate Performance and Chief Financial Officer
Reports of the Director Infrastructure and Utilities
Reports of the Director Planning and Community
Notices of Motion
Questions with Notice
Confidential Matters

- 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: If adopted Part 13 allows Council to deal with items of business by exception

- 8.3 Despite any other provision of this code, 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 3.10, and
 - b. unless notice of the business has been sent to the Councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 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. 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 of the Council.

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- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council at which all Councillors are present even though due notice has not been given of the business to councillors, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral Minutes

- 9.7 The Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic the Mayor determines should be considered at the meeting.
- 9.8 A Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The Mayor may move the adoption of a Mayoral Minute without the motion being seconded.
- 9.9 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.

Staff reports

- 9.10 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

- 9.11 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.12 If in a report of a committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

- 9.13 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 3.10 and 3.12, unless the Council determines otherwise in accordance with this code.
- 9.14 A Councillor may, through the chairperson, ask another Councillor about a matter on the agenda.
- 9.15 A Councillor may, through the Mayor, ask the General Manager about a matter on the agenda. The General Manager may request another Council employee to answer the question.



- 9.16 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.
- 9.17 Councillors must ask questions directly, succinctly and without argument.
- 9.18 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 3.10 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 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Chairperson is to note the withdrawal of the notice of motion at the meeting unless the Council determines to consider the notice of motion at the meeting.
- 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.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 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



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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.

- 10.10 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.
- 10.11 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.
- 10.12 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.
- 10.13 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.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 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.
- 10.16 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.
- 10.17 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.
- 10.18 Despite clause 10.17, 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.
- 10.19 Despite clauses 10.15 and 10.16, 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.
- 10.20 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.
- 10.21 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.



- 10.22 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.
- 10.23 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.
- 10.24 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.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

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.
- 11.4 Item 11.4 relates to a board of the joint organisation and is not relevant to Council.

Voting at Council meetings

- 11.5 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.
- 11.6 If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.
- 11.7 The decision of the Chairperson as to the results of a vote is final unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division.
- 11.8 When a division on a motion is called, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the Council's minutes for the meeting.
- 11.9 When a division on a motion is called, any Councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.



- 11.10 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.
- 11.11 All voting 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.

Voting on planning decisions

- 11.12 The Council or a Council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before Council for a decision.
- 11.13 Where the Council or a Council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.14 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.
- 11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
- 11.16 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.
- 11.17 Clauses 11.14 – 11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14 – 11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may 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 and encouraging Councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15 to 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages Councillors and staff to stand when addressing the meeting where they can.



- 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 where it considers it necessary to expedite the consideration of business at a meeting.
- 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 8.2.
- 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,
 - c. are fully discussed in that advice, and
 - d. are subject to legal professional privilege.

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. (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 Despite clauses 14.9 and 14.10, the Council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

14.12 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 a manner determined by the council.

Expulsion of Non-Councillors from meetings closed to the public

14.13 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.

14.14 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 reasonably 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.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of Councillors attending meetings by audio-visual link

14.15 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

14.16 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 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.17 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.

14.18 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 14.17 during a part of the meeting that is livestreamed where practicable.

14.19 The General Manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to the public,



to be published on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

- 14.20 The General Manager must consult with the Council and any other affected persons before publishing information on the Council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

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 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

- 15.3 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.
- 15.4 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.
- 15.5 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.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 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.
- 15.8 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.
- 15.9 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

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



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- 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. uses offensive or disorderly words, or
- e. makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- f. imputes improper motives to or unfavourably personally reflects upon any other Council official, or a person present at the meeting, except by a motion, or
- g. says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

- 15.11 The Chairperson may require a Councillor:
- a. to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
 - b. to withdraw a motion or an amendment referred to in clause 15.10(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 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

- 15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.
- 15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

- 15.14 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

- 15.15 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.
- 15.16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the Council.

Note: Councils may use either clause 15.15 or clause 15.16.

- 15.17 Clause 15.15, 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.
- 15.18 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 15.11 or 15.13. 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 15.18 reflects section 233(2) of the Regulation.

- 15.19 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.
- 15.20 Members of the public attending a meeting of the Council:
- a. must remain silent during the meeting unless invited by the Chairperson to speak,
 - b. must not bring flags, signs or protest symbols to the meeting, and
 - c. must not disrupt the meeting.
- 15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.
- 15.22 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.
- 15.23 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.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.



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

- 15.24 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.
- 15.25 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

- 15.26 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.
- 15.27 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.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may be expelled from the meeting as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 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.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

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 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 have in matters being considered at the meeting in accordance with the Council's Code of Conduct. Where a Councillor has declared a 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 in the case of Council's and section 400T(8) in the joint organisation

- 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 in accordance with this code.

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 this code.

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 3.11 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 one (1) day 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 notice of motion signed by three Councillors is submitted to the chairperson at the meeting, and
 - the Council resolves to deal with the motion at the on the grounds that it is urgent and 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 any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, 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:
- to correct any error, ambiguity or imprecision in the council's resolution, or
 - 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 any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, 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 at a time the Council may from time to time determine.



- 18.2 If the business of the meeting is unfinished at the time the Council has determined, 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.
- 18.3 Clause 18.2 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.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, 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:
- such number of members as the Council decides, or
 - 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.

Non-members entitled to attend committee meetings

- 20.8 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

- 20.9 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.
- 20.10 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.
- 20.11 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.
- 20.12 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

- 20.13 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.
- 20.14 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 20.13.



20.15 Item 20.15 relates to a board of the joint organisation and is not relevant to Council.

20.16 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).

Mayoral minutes

20.17 The provisions of this code relating to Mayoral minutes also apply to meetings of Committees of the Council in the same way they apply to meetings of the Council.

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.

20.21 The General Manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.22 The General Manager must consult with the Committee and any other affected persons before publishing information on the Council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

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

Minutes of council committee meetings

20.24 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.



- 20.25 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.
- 20.26 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.
- 20.27 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.
- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.29 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.
- 20.30 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 vacancy in a civic office, or
 - a failure to give notice of the meeting to any Councillor or committee member, or
 - any defect in the election or appointment of a Councillor or committee member, or
 - 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 15.10 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



**Code of Meeting Practice
2025**

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 20.9 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	includes Councillors, members of staff of a Council, administrators, Council Committee members, delegates of Council and any other person exercising functions on behalf of Council.
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
division	means a request by two (2) Councillors under clause 11.8 of this code requiring the recording of the names of Councillors who voted both for and against the motion
Livestream	Video broadcast of a meeting transmitted across the internet concurrently with the meeting
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, a planning agreement 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 <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June

7 REPORTS OF THE DIRECTOR CORPORATE PERFORMANCE & CFO

7.1 MONTHLY STATEMENT OF INVESTMENTS - SEPTEMBER 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
Authoriser:	Daniel Smallwood, Director Corporate Performance & CFO
File Number:	G2025/0399
Annexures:	A. Statement of Investments as at 30 September ↓  B. Imperium Markets Monthly Investment Review Report for Liverpool Plains Shire Council as at 30 September 2025 ↓ 

RECOMMENDATION

That Council:

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

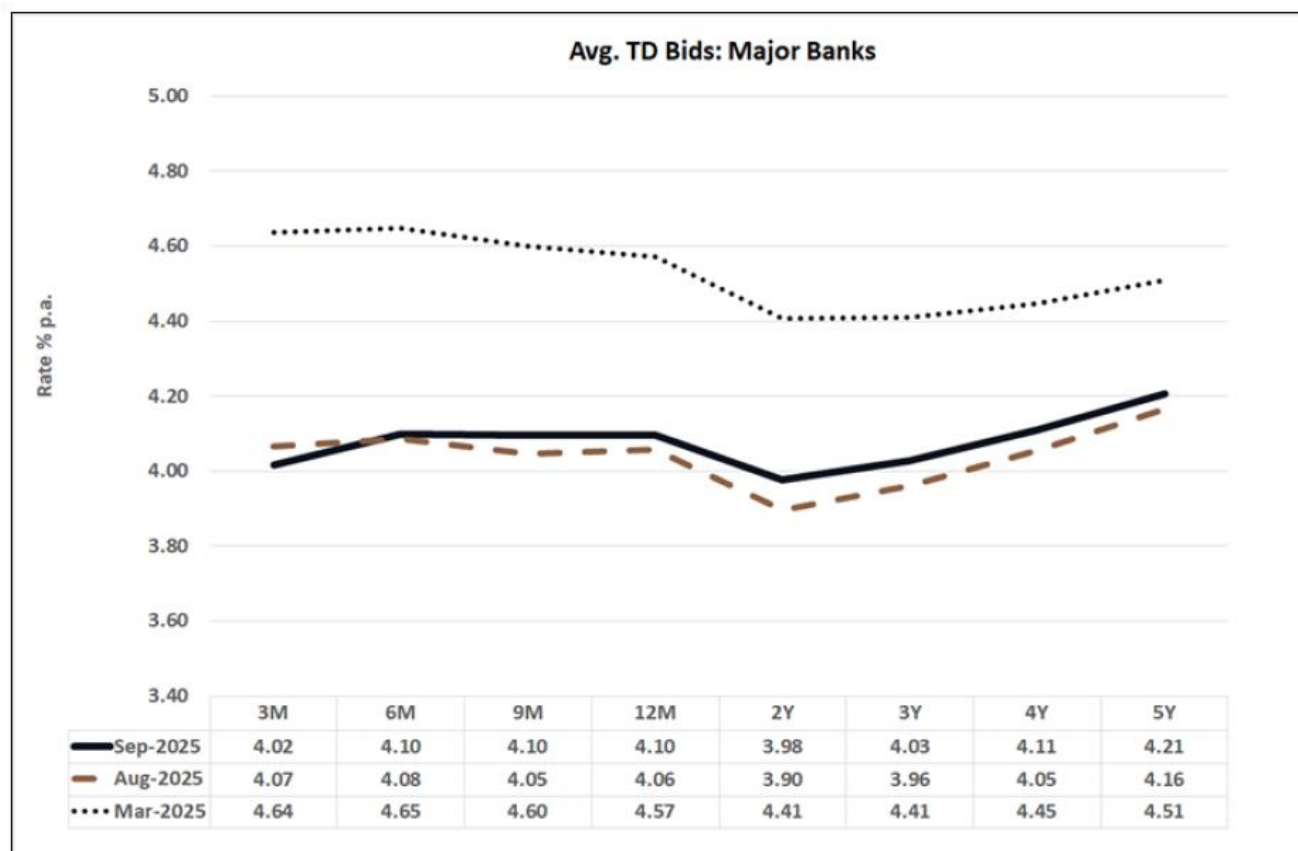
Council seeks independent advice for investments and consults with its investment advisor (Arlo Advisory Pty Ltd) in managing the portfolio to ensure that returns are maximised, considering diversification and risk. A complete analysis of the performance is addressed in the Monthly Investment Review Report, appended at *Annexure B*, prepared by the investment advisor.

ISSUES AND COMMENTARY

The balance of Council's investments as of 30 September 2025 was \$29 million, which was a reduction of \$2 million from the prior month.

The Council weighted average return remains above the RBA benchmark rate by 0.73 per cent at 4.33 per cent.

The RBA cash rate is considered the benchmark for evaluating Council's return on investment and remains at 3.60 per cent as at 30 September 2025. According to Council's Arlo Advisory Monthly Investment Review, the average deposit rates offered by the domestic major banks were marginally higher compared to where they were during August after the market pushed back on the number of future rate cuts (now only one) following the higher than expected monthly inflation figure, see Table 1 below;



Source: Imperium Markets

As outlined in the Investment Review attached at *Annexure 2*, Council's investment portfolio remains excessively short-dated and liquid from a maturity perspective with the majority maturing within six months. As these term deposits mature, Council will continue to diversify its portfolio to include a wider range of investment counterparties and longer-term maturities to lock in higher interest rate income where possible, while ensuring sufficient operating funds are available if required from a cashflow perspective.

Council's Term Deposit investments cover externally and internally restricted cash reserves.

Table 2 – outlines Councils Investment Portfolio Valuation as at 30 September 2025 based on the individual institutional exposure and credit rating of the institutions with which they are held:

Portfolio Valuation as at 30/09/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)
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	06/08/2025	04/02/2026	4.1900	2,000,000.00	2,000,000.00
NAB	A-1+	TD	GENERAL	At Maturity	06/08/2025	04/03/2026	4.1500	2,000,000.00	2,000,000.00
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
NAB	A-1+	TD	GENERAL	At Maturity	09/09/2025	09/06/2026	4.1600	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
NAB	A-1+	TD	GENERAL	At Maturity	16/09/2025	16/09/2026	4.2000	2,000,000.00	2,000,000.00
Westpac	AA-	TD	GENERAL	Annual	07/07/2025	07/07/2027	3.8800	500,000.00	500,000.00
TOTALS								29,000,000.00	29,000,000.00

Table 3 – 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	1.72	50.00	-	14,000,000.00
TOTALS				500,000.00	1.72			

Short Term Investments

Compliant	Bank Group	Term	Rating	Invested (\$)	Invested (%)	Limit (%)	Limit (\$)	Available (\$)
✓	Westpac	Short	A-1+	6,000,000.00	20.69	80.00	-	17,200,000.00
✓	NAB	Short	A-1+	16,500,000.00	56.90	80.00	-	6,700,000.00
✓	BOQ	Short	A-2	4,000,000.00	13.79	20.00	-	1,800,000.00
✓	Bendigo and Adelaide	Short	A-2	2,000,000.00	6.90	20.00	-	3,800,000.00
TOTALS				28,500,000.00	98.28			

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

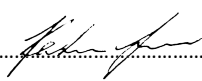
Council's investments are managed in accordance with Council's Investment Policy. As at the end of September 2025, all counterparties were within the Policy limits. Overall, the portfolio is diversified amongst the investment grade spectrum with no exposure to unrated ADI's.

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 30 September 2025.

TERM DEPOSIT LISTINGS							
Liverpool Plains Shire Council Investment Register 30/09/2025							
<u>Acquisition Date</u>	<u>Maturity Date</u>	<u>Face Value (\$)</u> <u>31/08/25</u>	<u>Face Value (\$)</u> <u>30/09/25</u>	<u>Rate</u>	<u>Financial Reporting</u> <u>Classification</u>	<u>Institution</u>	<u>Credit</u> <u>Rating</u>
6/05/2025	5/09/2025	\$2,000,000	\$0	4.40%	Held to Maturity	National Australia Bank	A-1+
5/03/2025	9/09/2025	\$2,000,000	\$0	4.65%	Held to Maturity	Bendigo Bank	A-2
12/03/2025	16/09/2025	\$2,000,000	\$0	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	\$1,000,000	\$1,000,000	4.24%	Held to Maturity	Bank of Queensland	A-2
6/08/2025	4/02/2026	\$2,000,000	\$2,000,000	4.19%	Held to Maturity	Bank of Queensland	A-2
6/08/2025	4/03/2026	\$2,000,000	\$2,000,000	4.15%	Held to Maturity	National Australia Bank	A-1+
08/07/2025	07/04/2026	\$1,000,000	\$1,000,000	4.14%	Held to Maturity	Bank of Queensland	A-2
30/07/2025	27/05/2026	\$2,000,000	\$2,000,000	4.15%	Held to Maturity	National Australia Bank	A-1+
9/09/2025	9/06/2026	\$0	\$2,000,000	4.16%	Held to Maturity	National Australia Bank	A-1+
07/07/2025	07/07/2026	\$1,000,000	\$1,000,000	4.07%	Annual	Westpac Group	A-1+
19/09/2025	16/09/2026	\$0	\$2,000,000	4.20%	Held to Maturity	National Australia Bank	A-1+
07/07/2025	07/07/2027	\$500,000	\$500,000	3.88%	Annual	Westpac Group	AA-
		\$31,000,000	\$29,000,000				
<p>I, Katrina Gresser, Liverpool Plains Shire Council Manager Finance, certify as required under Section 212 of the Local Government Regulations 2021, that Council's investments have been made in accordance with the Local Government Act 1993 and Liverpool Plains Shire Council Investment Policy.</p> <p>Signed </p>							



Monthly Investment Review



September 2025

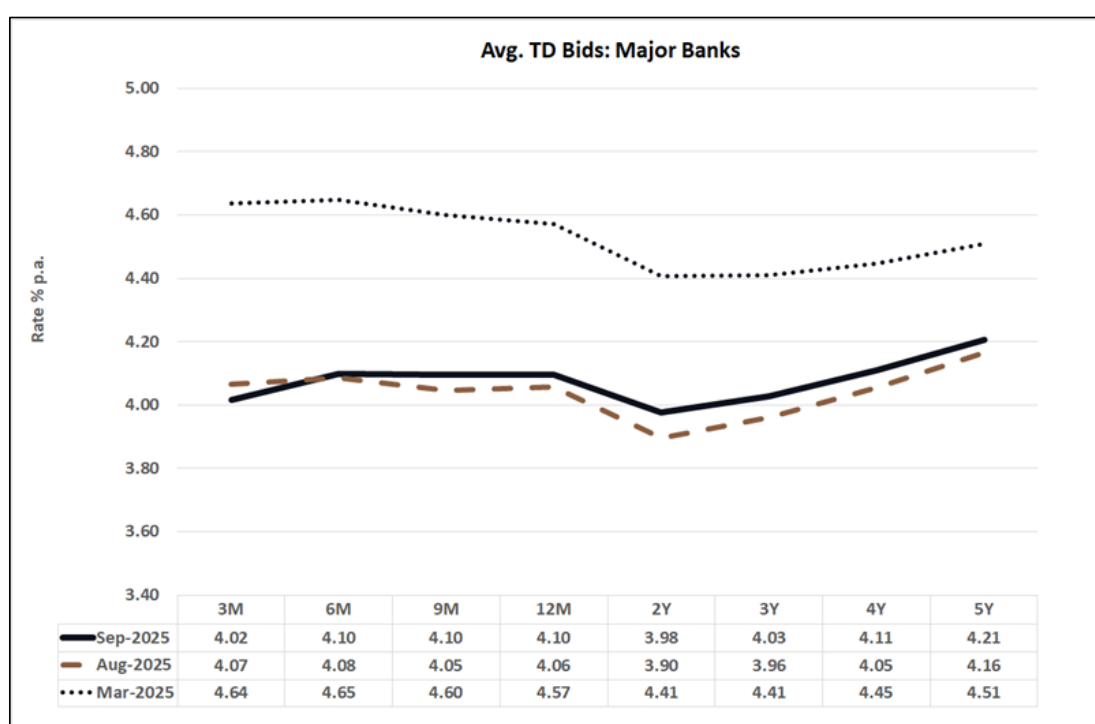
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Market Update Summary

Various equity markets including the US main indices (S&P 500, NASDAQ and Dow Jones) reached new record highs during the month, partly led by AI optimism, after Nvidia's major investment in OpenAI (ChatGPT), as well as another US Fed rate cut. The positive sentiment was also brought on by expectations of further rate cuts over the next 12 months (albeit less than previously anticipated).

In the deposit market, over September, at the short-end of the curve (under 12 months), the average deposit rates offered by the domestic major banks were marginally higher compared to where they were the previous month (August), after the market pushed back on the number of future rate cuts (now only one) following the higher than expected monthly inflation figure. At the longer-end of the curve (2-5 years), the average rates were around ~5-8bp higher compared to where they were the previous month.



Source: Imperium Markets



Liverpool Plains Shire Council's Portfolio & Compliance

Asset Allocation

As at the end of September 2025, the portfolio was entirely directed to fixed term deposits, with a very short weighted average duration (around 4 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 assets between 12 months to 5 years remains a more optimal strategy to maximise returns over a longer-term cycle.

With global central banks remaining on an easing bias and further rate cuts priced in over the next 12 months, 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 assets, 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	\$29,000,000	100%
	\$29,000,000	100%

Term to Maturity

Overall, the portfolio remains excessively short-dated and liquid from a maturity perspective with the majority maturing within 6 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	\$28,500,000	98.28%	0%	100%	\$500,000
✓	1 - 3 years	\$500,000	1.72%	0%	60%	\$16,900,000
✓	3 - 5 years	\$0	0.00%	0%	40%	\$11,600,000
✓	5 - 10 years	\$0	0.00%	0%	10%	\$2,900,000
		\$29,000,000	100.00%			



Counterparty

As at the end of September 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	56.90%	80%	\$6,700,000
✓	WBC	A-1+	\$6,000,000	20.69%	80%	\$17,200,000
✓	WBC Long Term	AA-	\$500,000	1.72%	50%	\$14,000,000
✓	Bendigo-Adelaide	A-2	\$2,000,000	6.90%	20%	\$3,800,000
✓	BOQ	A-2	\$4,000,000	13.79%	20%	\$1,800,000
			\$29,000,000	100.00%		

Credit Quality

As at the end of September, 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	\$22,500,000	77.59%	100%	\$6,500,000
✓	A-1 Category	\$0	0.00%	100%	\$29,000,000
✓	AA- Category	\$500,000	1.72%	100%	\$28,500,000
✓	A-2 Category	\$6,000,000	20.69%	50%	\$8,500,000
✓	A-3 Category	\$0	0.00%	30%	\$8,700,000
		\$29,000,000	100.00%		



Performance

Council's performance for the month ending September 2025 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.29%	0.92%	1.89%	0.92%	4.04%
AusBond Bank Bill Index	0.29%	0.92%	1.94%	0.92%	4.19%
Council's T/D Portfolio[^]	0.36%	1.11%	2.29%	1.11%	4.79%
Outperformance	0.07%	0.20%	0.34%	0.20%	0.61%

[^]Total portfolio performance excludes Council's cash account holdings.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	3.60%	3.68%	3.81%	3.68%	4.04%
AusBond Bank Bill Index	3.62%	3.69%	3.92%	3.69%	4.19%
Council's Portfolio[^]	4.51%	4.49%	4.61%	4.49%	4.79%
Outperformance	0.89%	0.80%	0.70%	0.80%	0.61%

[^]Total portfolio performance excludes Council's cash account holdings.

For the month of September, the total investment portfolio (excluding cash) provided a solid return of +0.36% (actual) or +4.51% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.29% (actual) or +3.62% 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 ongoing belief that at least one more rate cut will be delivered over the next 12 months 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 September 2025, Council's deposit portfolio was yielding 4.33% p.a. (down 7bp from the previous month), with a weighted average duration of just 125 days (~4 months). **We strongly recommend increasing the weighted average duration between 6-9 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) are expensive on a historical basis but remains an option (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 September, we see value in the following:

ADI	LT Credit Rating	Term	Rate % p.a.
ING	A	5 years	4.46%
ANZ	AA-	5 years	4.45%
BoQ	A-	5 years	4.37%
Westpac	AA-	5 years	4.27%
NAB	AA-	4 years	4.32%
ING	A	4 years	4.31%
BOQ	A-	4 years	4.29%
Westpac	AA-	4 years	4.24%
BOQ	A-	3 years	4.21%
ING	A	3 years	4.18%
ANZ	AA-	3 years	4.18%
Hume	BBB+	3 years	4.15%
Aus. Military Bank	BBB+	2 years	4.15%
BankVIC	BBB+	2 years	4.15%
ING	A	2 years	4.10%
BOQ	A-	2 years	4.09%

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.
Bank of Sydney	Unrated	12 months	4.26%
Police CU SA	Unrated	12 months	4.25%
NAB	AA-	12 months	4.23%
ICBC	A	12 months	4.19%
Westpac	AA-	12 months	4.17%
Suncorp	AA-	9 months	4.24%
Bank of Sydney	Unrated	9 months	4.22%
NAB	AA-	9 months	4.20%
Police CU SA	Unrated	9 months	4.20%
Westpac	AA-	9 months	4.16%
Police CU SA	Unrated	6 months	4.40%
Bank of Sydney	Unrated	6 months	4.35%
BankVIC	BBB+	6 months	4.25%
BOQ	A-	6 months	4.24%
Bank of Us	BBB+	6 months	4.23%
Police CU SA	Unrated	3 months	4.30%
Bank of Sydney	Unrated	3 months	4.26%
Warwick CU	Unrated	3 months	4.25%
NAB	AA-	3 months	4.10%
Heritage	BBB+	3 months	4.10%

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.

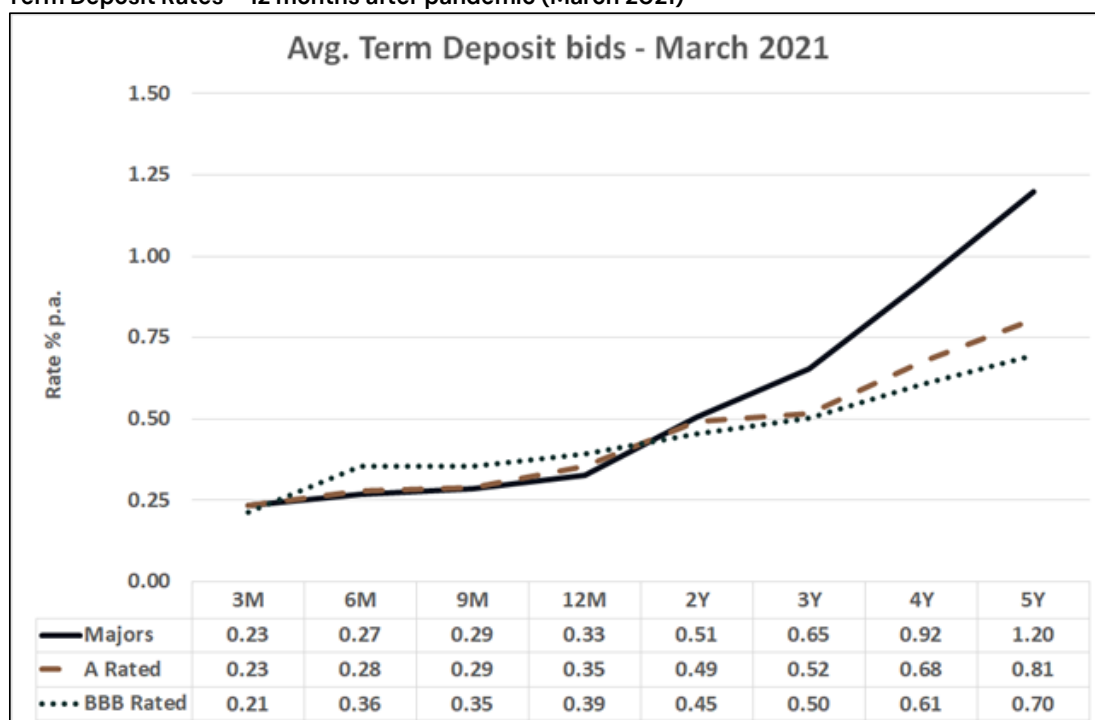
With at least one more rate cut priced in over the next 6-12 months domestically, investors should consider allocating some longer-term surplus funds and undertake an insurance policy by investing across 1-5 year fixed deposits and locking in rates above 4% p.a. This will provide some income protection if the RBA decides to continue cutting rates.



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)



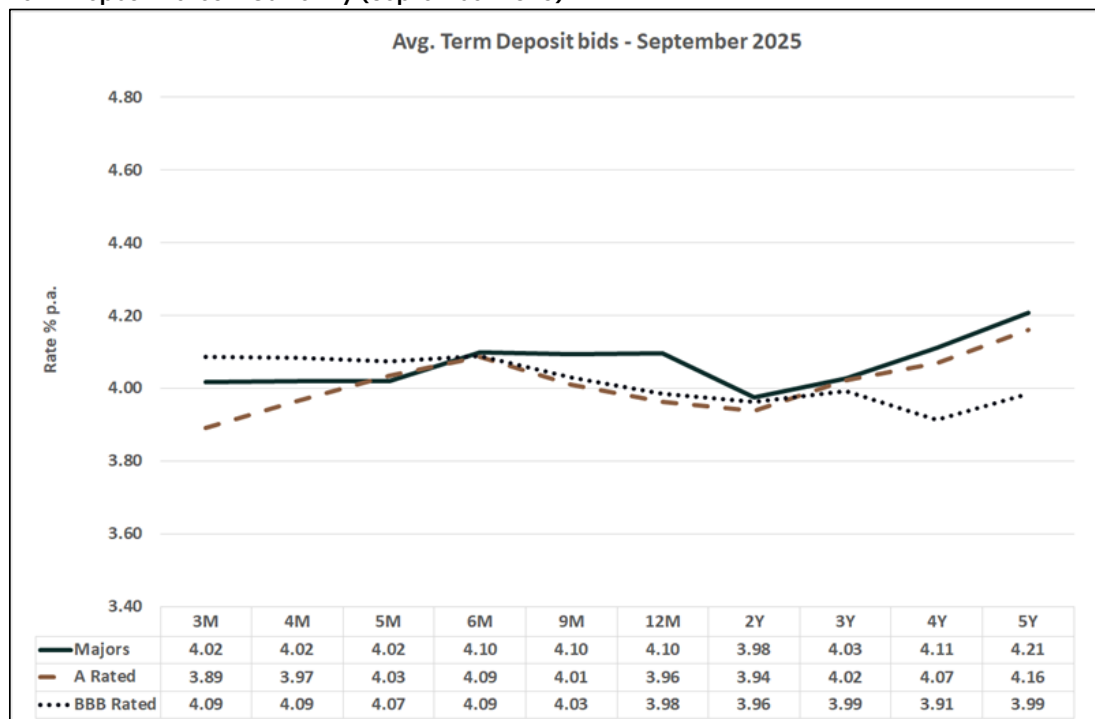
Source: Imperium Markets

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 (September 2025)



Source: Imperium Markets

Financial Stability of the Banking (ADI) Sector

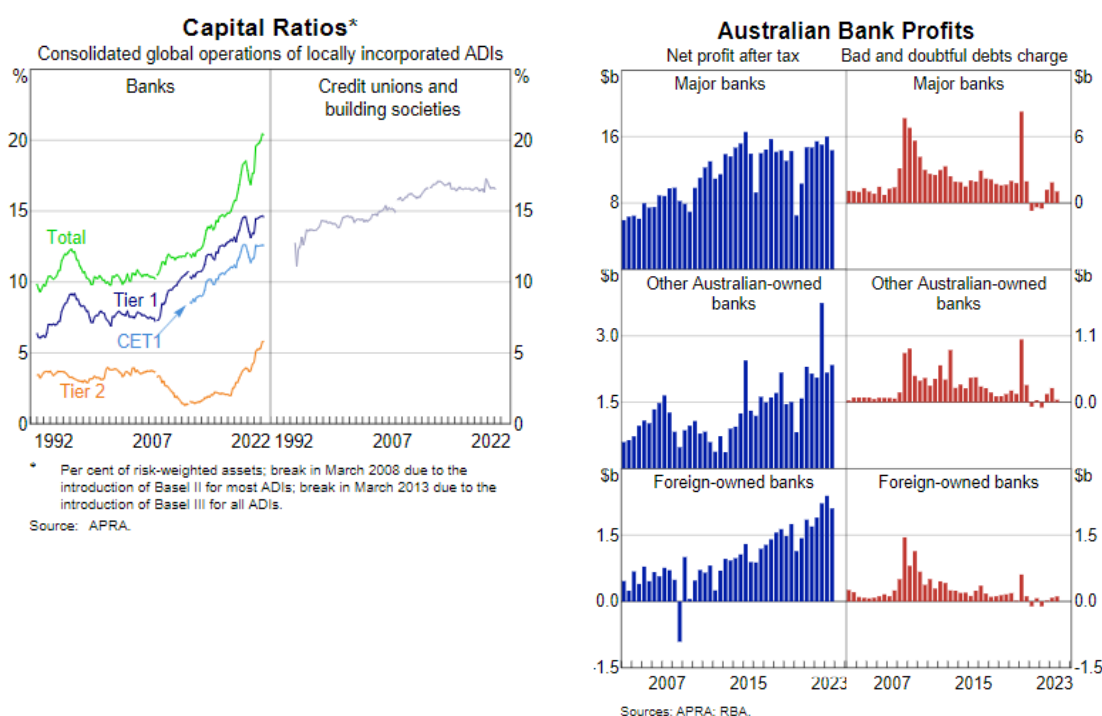
The RBA's latest Financial Stability report of 2024 reaffirms the strong balance sheet across the ADI sector. They noted that the risk of widespread financial stress remains limited due to the generally strong financial positions of most (individual) borrowers. Very few mortgage borrowers are in negative 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".

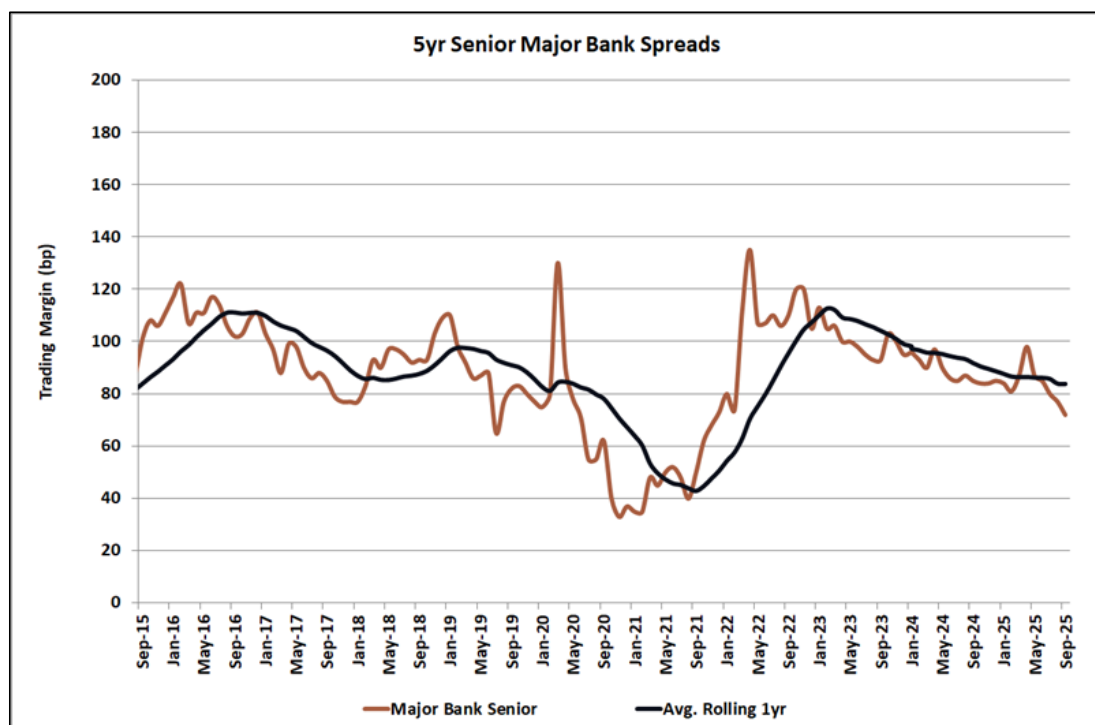
Over the past two decades, both domestic and international banks continue to operate and demonstrate high levels of profitability (see *Australian Bank Profits* chart below), which also includes two stress-test environments being the GFC (September 2008) and the COVID pandemic (March 2020):





Senior FRNs Market Review

Over September, 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 'expensive' on a historical basis, noting the 5yr margin has averaged around the +90bp level over a cycle (currently around +72bp).



Source: IBS Capital

During the month, there was minimal new issuances apart from the following:

- RBC (A): 6 non-call 5 year senior security at +115bp
- Sumitomo (A): 5 year senior FRN at +78bp
- Teachers Mutual (BBB+): 3 year senior FRN at +95bp

Amongst the "A" rated sector, securities tightened between 2-5bp in the 3-5 year part of the curve. Within the "BBB" rated sector, margins tightened up to 20bp at the 3 year part of the curve, lagging behind their higher rated counterparts, and partly driven by Teachers Mutual (BBB+) latest senior deal.



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)	30/09/2025	31/08/2025
"AA" rated – 5yrs	+72bp	+77bp
"AA" rated – 3yrs	+60bp	+62bp
"A" rated – 5yrs	+80bp	+85bp
"A" rated – 3yrs	+70bp	+72bp
"BBB" rated – 3yrs	+100bp	+120bp

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 mid-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	3.07	4.79%	4.38%
AU3CB0308955	BoQ	A-	Senior	30/04/2029	3.58	5.30%	4.49%
AU3CB0319879	Nova Sco.	A-	Senior	21/03/2030	4.47	5.23%	4.86%



Economic Commentary

International Market

Various equity markets including the US main indices (S&P 500, NASDAQ and Dow Jones) reached new record highs during the month, partly led by AI optimism, after Nvidia's major investment in OpenAI (ChatGPT), as well as another US Fed rate cut. The positive sentiment was also brought on by expectations of further rate cuts over the next 12 months (albeit less than previously anticipated).

Across equity markets, the US S&P 500 Index rose +3.53%, whilst the NASDAQ gained +5.61%. Europe's main indices were mixed, with gains in UK's FTSE (+2.38%) and France's CAC (+1.60%), whilst Germany's DAX (-0.77%) gave up some ground.

The US FOMC cut rates by 25bp to 4.00%–4.25%, as widely expected. The post meeting statement said the rate cut was justified *"in light of the shift in the balance of risks"* and no longer described the labour market as *"solid"*.

US August core CPI was +0.3% m/m (though within 1bp of rounding to +0.4%) and +3.1% y/y, as expected. The headline read was +2.9% y/y, also as expected. The US unemployment rate ticked up to 4.3% from 4.2% in August.

The Bank of Canada cut rates by 25bp to 2.50%, whilst also citing a shifting balance of risks.

The ECB held rates for a second consecutive meeting. There was little change to inflation projections compared to three months ago, with headline CPI expected to average +1.7% next year and +1.9% in 2027 and core figures of +1.9% and +1.8% respectively.

In the UK, CPI came in line with expectations, doing nothing to shift expectations from the Bank of England's decision to hold rates unchanged. Headline CPI was steady at +3.8% and core fell 0.2% to +3.6%. Services inflation slowed to +4.7%, helped by a fall in volatile airfare prices.

China's August CPI slipped back into negative territory at -0.4% y/y, below expectations, as food price deflation deepened. Core inflation edged up to +0.9%, but this was largely due to temporary factors such as a consumer goods trade-in scheme.

The MSCI World ex-Aus Index rose +3.31% for the month of September:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+3.53%	+7.79%	+16.07%	+23.10%	+14.74%	+13.29%
MSCI World ex-AUS	+3.31%	+7.43%	+18.04%	+24.46%	+15.00%	+13.08%
S&P ASX 200 Accum. Index	-0.78%	+4.71%	+10.56%	+15.17%	+12.98%	+10.11%

Source: S&P, MSCI



Domestic Market

The Monthly CPI Indicator for August rose to +3.0% y/y, above consensus of +2.9% y/y, the highest level since July 2024. The annual trimmed mean fell to +2.6% y/y from +2.7%, but that is due to base effects (particularly travel) and should not be seen as good news. Market Services Inflation came in hot, a sharp shift from the pace of price growth over recent quarter in what tends to be more persistent components.

In a unanimous decision, the RBA's Monetary Policy Board left the cash rate on hold at 3.60% in September, as expected. The key observation was that *"inflation in the September quarter may be higher than expected at the time of the August Statement on Monetary Policy"*.

The unemployment rate remained unchanged at 4.2% in August. To two decimal places, it stayed at 4.24% despite the drop in employment due to a fall in the participation rate. Employment fell 5.1k, as a large fall in full time employment (-40.9k) was only partially offset by a rise in part time employment (35.5k).

Q2 GDP surprised higher at +0.6% q/q and +1.8% y/y (consensus +0.5% q/q). Private demand drove growth in the quarter, with household consumption up +0.9% even as private investment contributed little to growth.

Dwelling prices rose +0.7% m/m in August to be +4.1% higher over the year. The reacceleration in growth has been reasonably broad-based. Melbourne has continued to lag other capitals, with +0.3% m/m growth being well behind top performers Brisbane and Perth (+1.2% and +1.1% m/m respectively).

Corporate profits fell -2.4% q/q. Mining industry profits were broadly steady, down -0.5% q/q, while declines across the non-mining economy were reasonably broad-based and generally unwinding gains in Q1.

The Australian dollar gained around +0.98%, finishing the month at US66.02 cents (from US65.38 cents the previous month).

Credit Market

The global credit indices remained relatively flat this month. They remain near the levels seen in early-mid 2022 (prior to the rate hike cycle from most central banks):

Index	September 2025	August 2025
CDX North American 5yr CDS	52bp	50bp
iTraxx Europe 5yr CDS	56bp	54bp
iTraxx Australia 5yr CDS	66bp	67bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	September 2025	August 2025
Bloomberg AusBond Bank Bill Index (0+YR)	+0.29%	+0.32%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.15%	+0.28%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.43%	+0.46%
Bloomberg AusBond Credit Index (0+YR)	+0.06%	+0.60%
Bloomberg AusBond Treasury Index (0+YR)	+0.09%	+0.24%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+0.91%	+0.83%

Source: Bloomberg

Other Key Rates

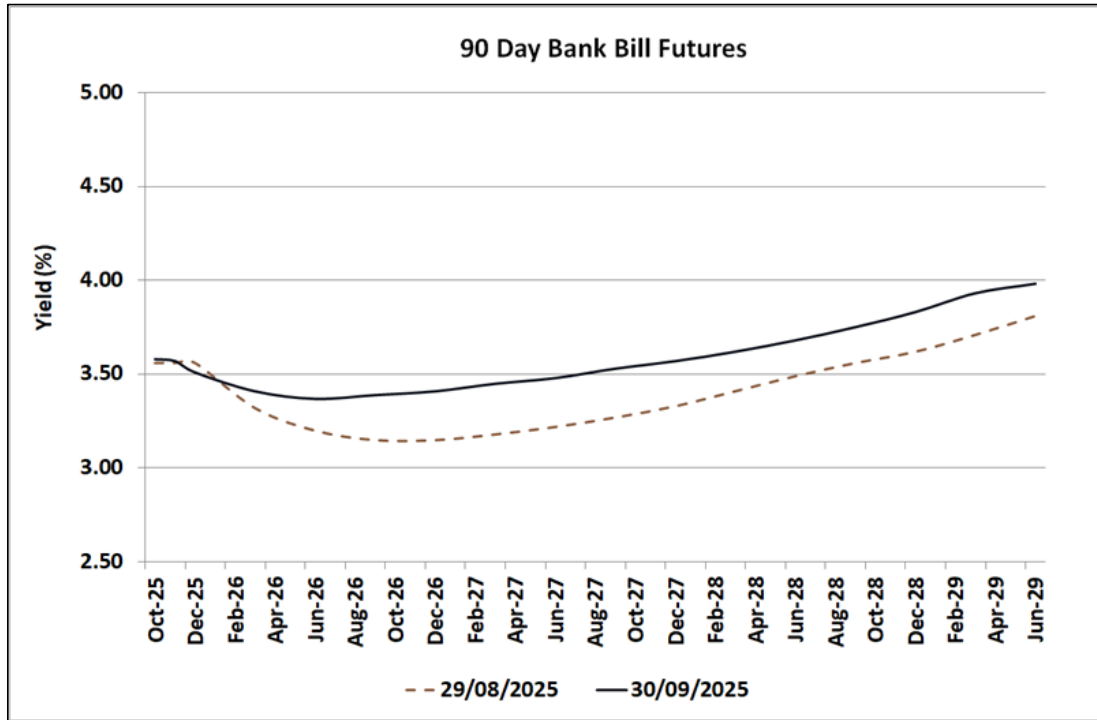
Index	September 2025	August 2025
RBA Official Cash Rate	3.60%	3.60%
90 Day (3 month) BBSW Rate	3.58%	3.57%
3yr Australian Government Bonds	3.53%	3.37%
10yr Australian Government Bonds	4.31%	4.26%
US Fed Funds Rate	4.00%-4.25%	4.25%-4.50%
2yr US Treasury Bonds	3.60%	3.59%
10yr US Treasury Bonds	4.16%	4.23%

Source: RBA, ASX, US Department of Treasury



90 Day Bill Futures

Bill futures rose across the board this month, as the market pushed back expectations not only on the timing of the next RBA rate cut, but also the number of rate cuts (down to one):



Source: ASX

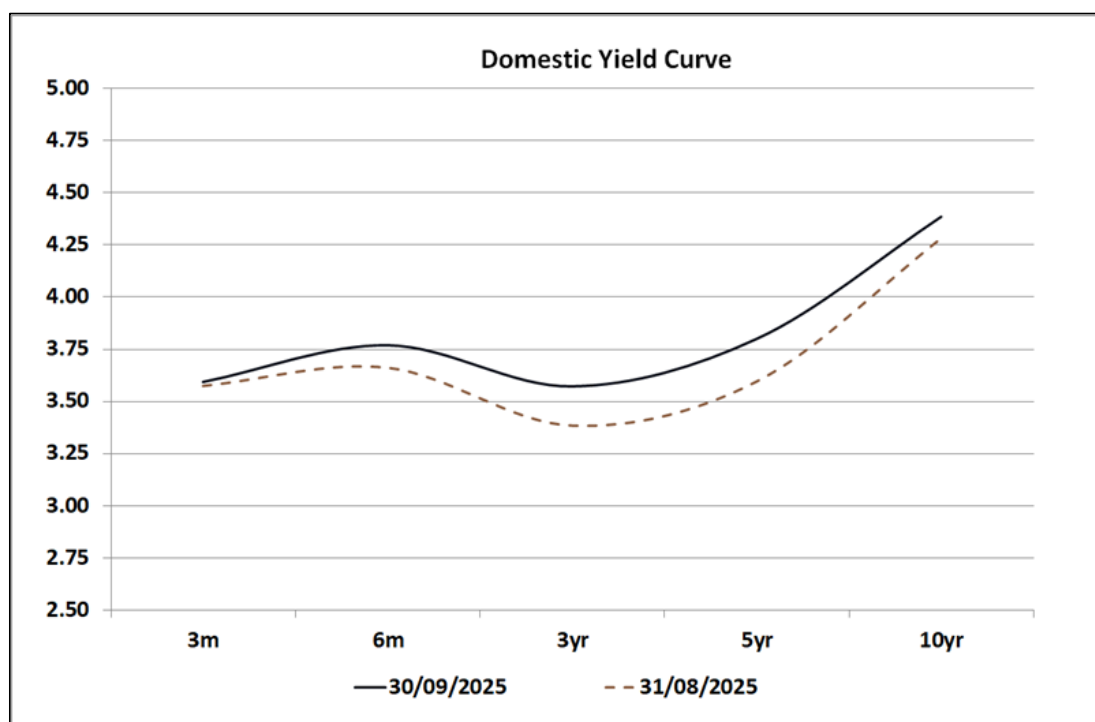


Fixed Interest Outlook

US Federal Reserve Chair Jerome Powell remains balanced, reiterating the Fed's dual mandate and the "challenging situation" posed by upside inflation risks and downside employment risks. He described policy as "modestly restrictive" and stressed the need to balance both sides of the mandate. The latest dot plots (both the median and distribution), has broadly shifted down 25bp relative to June. The 2025 median was at 3.625% (at least one more rate cut), whilst the median dot in 2026 showing 3.375%, implying a further 75bp of cumulative easing from current levels.

Domestically, after keeping rates unchanged in September, the RBA's accompanying statement denoted that "the decline in underlying inflation has slowed", after previously suggesting that "inflation has continued to moderate". This is a strong message that the RBA's narrative around core inflation has shifted in response to the signal in the latest monthly inflation indicator (August), which came in higher than expected. If inflation remains slightly elevated and higher than the previously forecasted, the RBA may well be on hold heading into 2026.

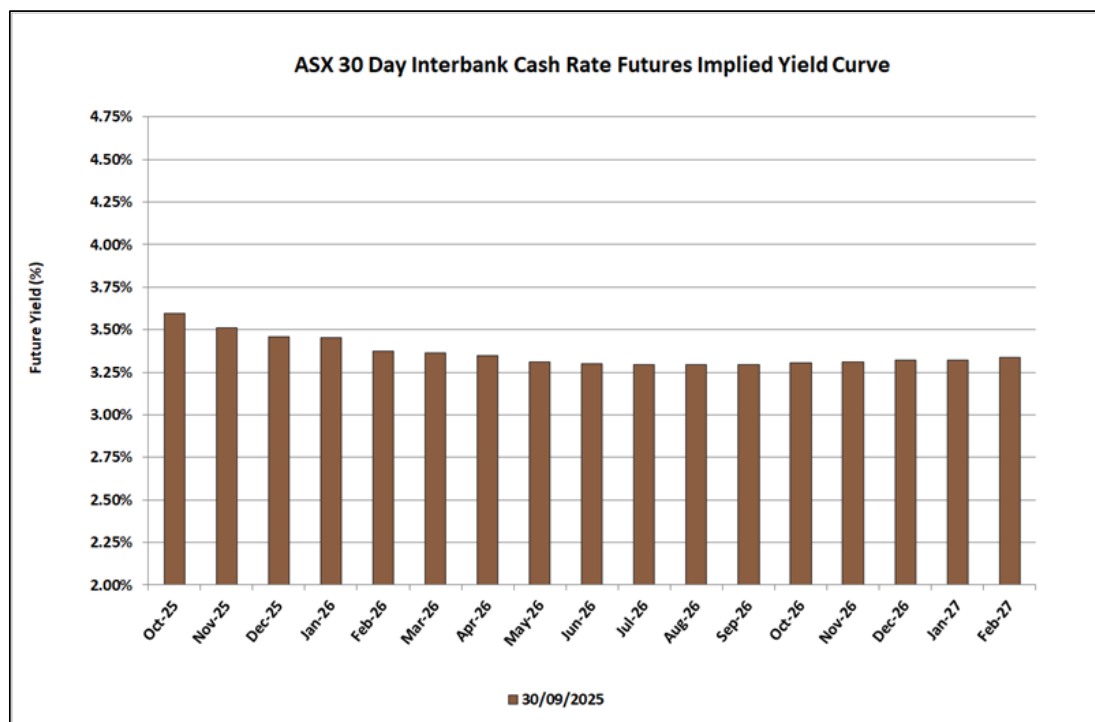
Yields rose by up to 15bp at the longer-end of the curve this month:



Source: ASX, RBA



Financial markets are now only factoring one additional rate cut by early-mid 2026, potentially taking the official cash rate down to 3.35%, pushing back on two additional rate cuts after the latest monthly inflation reading came up higher than anticipated:



Source: ASX

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7.2 AUTHORISE THE SIGNING OF THE DRAFT FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025

IP&R Linkage:	Goal: Demonstrate good governance
	Strategy: Develop and implement a robust governance and integrity framework
Author:	Daniel Smallwood, Director Corporate Performance & CFO
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0385
Annexures:	A. LPSC Draft Annual Financial Statements ↓ 

RECOMMENDATION

That Council:

1. Authorise the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the Statements by Councillors and Management as required for the Draft Financial Statements for the year ended 30 June 2025 as tabled.
2. Note that the draft Liverpool Plains Shire Council's Financial Statements for the year ended 30 June 2025 will be referred to Council's Auditor, the NSW Audit Office, in accordance with section 413(1) of the *Local Government Act 1993*.

BACKGROUND

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

ISSUES AND COMMENTARY

The draft General and Special Purpose Financial Statements ("the draft Financial Statements") for the year ended 30 June 2025 has been appended at *Annexure A*. The draft Financial Statements are not published on the website until after Council's Auditor have audited the draft Financial Statements and provided an independent audit report.

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

1. The Statements by Councillors and Management for the draft Financial Statements are signed by the Mayor, one (1) Councillor, General Manager and Responsible Accounting Officer.
2. The draft Financial Statements are referred to Council's Auditor, the NSW Audit Office, for audit. Once the audit is finalised, the NSW Audit Office issues their Engagement Closing Report.
3. The Audit Office issues to Council, in accordance with section 417 of the Act, the Independent Auditor's Report on the Financial Statements and Report on the Conduct of the Audit.

4. Council approves the Financial Statements for lodgement to Office of Local Government and for public exhibition, and the Mayor, one (1) Councillor, General Manager and Responsible Accounting Officer sign the Financial Statements.
5. Council adopts its Annual Report for the 2024-2025 year, including the audited Financial Statements, at the Council Meeting in November 2025.

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

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

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

To facilitate comparison, the Income Statement from the Draft Financial Statements is reformatted and summarised in *Table 1*, below:

Table 1: Income Statement			
Line No.		2023/24 (\$'000) Actual	2024/25 (\$'000) Actual
i)	Operating Income before Capital Grants and Contributions	32,543	29,283
ii)	Operating Expenditure before Depreciation	21,704	27,303
iii)	Operating Result before Depreciation/Capital Grants and Contributions	10,839	1,980
iv)	Depreciation, amortisation and impairment of non-financial assets	13,865	15,625
v)	Operating Deficit before Capital Grants and Contributions	(3,026)	(13,645)
vi)	Capital Grants and Contributions	10,535	10,524
vii)	Net Operating Result (Deficit) for the Year (as reported in the Income Statement)	7,509	(3,121)

Council's financial position shows net assets of \$628.176 million, compared to \$619.92 million in 2023-2024.

Council's total cash reserves at 30 June 2025 were \$40.28 million, including unrestricted cash reserves of \$0.185 million.

The operating result was a deficit of \$13.645 million (before grants and contributions for capital purposes) compared with a \$3.026 deficit in 2023-2024, **REPRESENTING A** decrease in operating result of \$10.619 million compared with the prior year. This was due to an increase in expenditure relating to costs of materials and services, employee benefits and on-costs, as well as a large

unforeseen loss on disposal of assets creating a \$5.8 million increase in expenditure in this financial year along with a reduced income stream.

Total income (before grants and contributions for capital purposes) was \$29.283 million, which was \$3.260 million lower compared to Council's revenue in 2023-2024. This decrease in income was due to a reduction in operating grants and contributions of \$5.783 million from prior year.

Council received \$10.524 million in grants and contributions for capital purposes in 2024-2025, compared to \$10.535 million in the prior year.

Total operating expenditure was \$27.303 million, \$5.599 million higher than 2023/2024.

Council's operating performance has deteriorated over the past twelve months. The performance ratio measurement by fund is shown in the table below:

H1-2 Statement of performance measures by fund

\$ '000	General Indicators ³		Water Indicators		Sewer Indicators		Benchmark
	2025	2024	2025	2024	2025	2024	
1. Operating performance ratio							
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	(49.18)%	(12.98)%	(19.60)%	4.81%	14.88%	27.42%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹							
2. Own source operating revenue ratio							
Total continuing operating revenue excluding capital grants and contributions ¹	55.10%	48.09%	99.44%	52.25%	99.40%	100.00%	> 60.00%
Total continuing operating revenue ¹							
3. Unrestricted current ratio							
Current assets less all external restrictions	2.20x	37.34x	35.44x	33.99x	∞	1,047.80x	> 1.50x
Current liabilities less specific purpose liabilities							
4. Debt service cover ratio							
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	1.56x	11.55x	10.02x	11.06x	∞	∞	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
5. Rates and annual charges outstanding percentage							
Rates and annual charges outstanding	7.01%	10.87%	10.60%	0.00%	10.58%	0.00%	< 10.00%
Rates and annual charges collectable							
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits	18.20	18.29	∞	∞	∞	∞	> 3.00
Monthly payments from cash flow of operating and financing activities	months	months					months

(1) - (2) Refer to Notes at Note G5-1 above.

(3) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

RISK IMPLICATIONS

As detailed above, the Act requires that Council's annual Financial Statements must be prepared and audited within four (4) months of the end of the reporting period concerned unless an extension under Section 416 is made and approved by the OLG.

COMMUNITY CONSULTATION

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

CONCLUSION

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

Liverpool Plains Shire Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2025



Liverpool Plains Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025



Liverpool Plains Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

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Liverpool Plains Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 22 October 2025.

Ken Cudmore
Mayor
22 October 2025

Donna Lawson
Councillor
22 October 2025

Cian Middleton
General Manager
22 October 2025

Daniel Smallwood
Director Corporate Performance & CFO
22 October 2025

Liverpool Plains Shire Council | Income Statement | for the year ended 30 June 2025

Liverpool Plains Shire Council

Income Statement

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
	Income from continuing operations			
15,526	Rates and annual charges	B2-1	15,578	14,449
6,478	User charges and fees	B2-2	6,180	4,705
8,866	Grants and contributions provided for operating purposes	B2-4	4,622	10,405
33,988	Grants and contributions provided for capital purposes	B2-4	10,524	10,535
541	Other revenues	B2-3	807	720
571	Interest and investment income	B2-5	2,081	2,252
—	Other income	B2-6	15	12
65,970	Total income from continuing operations		39,807	43,078
	Expenses from continuing operations			
11,030	Employee benefits and on-costs	B3-1	11,260	9,807
13,645	Materials and services	B3-2	12,885	10,416
778	Borrowing costs	B3-3	895	417
658	Other expenses	B3-5	630	629
—	Net loss from the disposal of assets	B4-1	1,633	435
26,111	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		27,303	21,704
39,859	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		12,504	21,374
13,346	Depreciation, amortisation and impairment of non-financial assets	B3-4	15,625	13,865
26,513	Operating result from continuing operations		(3,121)	7,509
26,513	Net operating result for the year attributable to Council		(3,121)	7,509
(7,475)	Net operating result for the year before grants and contributions provided for capital purposes		(13,645)	(3,026)

The above Income Statement should be read in conjunction with the accompanying notes.

Liverpool Plains Shire Council | Statement of Comprehensive Income | for the year ended 30 June 2025

Liverpool Plains Shire Council

Statement of Comprehensive Income

for the year ended 30 June 2025

\$ '000	Notes	2025	2024
Net operating result for the year – from Income Statement		(3,121)	7,509
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	11,805	22,340
Total items which will not be reclassified subsequent to operating result		11,805	22,340
Total other comprehensive income for the year		11,805	22,340
Total comprehensive income for the year attributable to Council		8,684	29,849

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Liverpool Plains Shire Council | Statement of Financial Position | as at 30 June 2025

Liverpool Plains Shire Council

Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	5,280	8,216
Investments	C1-2	35,000	35,500
Receivables	C1-4	3,196	3,164
Inventories	C1-5	1,775	2,445
Contract assets and contract cost assets	C1-6	2,779	5,449
Other	C1-9	328	290
Total current assets		48,358	55,064
Non-current assets			
Receivables	C1-4	—	9
Infrastructure, property, plant and equipment (IPPE)	C1-7	602,052	593,559
Investment property	C1-8	1,190	1,190
Right of use assets	C2-1	157	179
Total non-current assets		603,399	594,937
Total assets		651,757	650,001
LIABILITIES			
Current liabilities			
Payables	C3-1	3,899	2,301
Contract liabilities	C3-2	2,572	7,785
Lease liabilities	C2-1	24	76
Borrowings	C3-3	397	386
Employee benefit provisions	C3-4	2,070	1,873
Provisions	C3-5	603	560
Total current liabilities		9,565	12,981
Non-current liabilities			
Lease liabilities	C2-1	—	17
Borrowings	C3-3	10,144	10,541
Employee benefit provisions	C3-4	156	139
Provisions	C3-5	3,716	6,831
Total non-current liabilities		14,016	17,528
Total liabilities		23,581	30,509
Net assets		628,176	619,492
EQUITY			
Accumulated surplus	C4-1	245,265	248,386
IPPE revaluation surplus	C4-1	382,911	371,106
Council equity interest		628,176	619,492
Total equity		628,176	619,492

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Liverpool Plains Shire Council | Statement of Changes in Equity | for the year ended 30 June 2025

Liverpool Plains Shire Council

Statement of Changes in Equity

for the year ended 30 June 2025

		2025			2024		
		Accumulated surplus	IPPE revaluation surplus	Total equity	Accumulated surplus	IPPE revaluation surplus	Total equity
\$ '000	Notes						
Opening balance at 1 July		248,386	371,106	619,492	240,877	348,766	589,643
Opening balance		248,386	371,106	619,492	240,877	348,766	589,643
Net operating result for the year		(3,121)	–	(3,121)	7,509	–	7,509
Net operating result for the period		(3,121)	–	(3,121)	7,509	–	7,509
Other comprehensive income							
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	–	11,805	11,805	–	22,340	22,340
Other comprehensive income		–	11,805	11,805	–	22,340	22,340
Total comprehensive income		(3,121)	11,805	8,684	7,509	22,340	29,849
Closing balance at 30 June		245,265	382,911	628,176	248,386	371,106	619,492

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Liverpool Plains Shire Council

Statement of Cash Flows

for the year ended 30 June 2025

Original unaudited budget 2025 ¹	\$ '000	Notes	Actual 2025	Actual 2024
	Cash flows from operating activities			
	Receipts:			
15,485	Rates and annual charges		15,484	14,493
6,744	User charges and fees		6,333	5,442
571	Interest received		2,235	1,800
42,855	Grants and contributions		12,603	22,934
—	Bonds, deposits and retentions received		—	11
6,065	Other		3,298	3,994
	Payments:			
(11,030)	Payments to employees		(10,946)	(9,790)
(13,833)	Payments for materials and services		(13,425)	(17,483)
(778)	Borrowing costs		(658)	(199)
—	Bonds, deposits and retentions refunded		(5)	(6)
(698)	Other		(1,069)	(728)
45,381	Net cash flows from operating activities	G1-1	13,850	20,468
	Cash flows from investing activities			
	Receipts:			
—	Redemption of term deposits		35,500	—
—	Proceeds from sale of IPPE		184	—
—	Deferred debtors receipts		1	—
	Payments:			
—	Purchase of term deposits		(35,000)	(2,500)
(56,587)	Payments for IPPE		(17,015)	(20,074)
(56,587)	Net cash flows from investing activities		(16,330)	(22,574)
	Cash flows from financing activities			
	Receipts:			
2,000	Proceeds from borrowings		—	—
	Payments:			
(586)	Repayment of borrowings		(386)	(371)
—	Principal component of lease payments		(70)	(109)
1,414	Net cash flows from financing activities		(456)	(480)
(9,792)	Net change in cash and cash equivalents		(2,936)	(2,586)
8,216	Cash and cash equivalents at beginning of year		8,216	10,802
(1,576)	Cash and cash equivalents at end of year	C1-1	5,280	8,216
31,584	plus: Investments on hand at end of year	C1-2	35,000	35,500
30,008	Total cash, cash equivalents and investments		40,280	43,716

(1) Please refer Note B5-1 for more details regarding the original unaudited budget

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Liverpool Plains Shire Council

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Liverpool Plains Shire Council

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A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 22 October 2025. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)*, *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting.

Council is a not for-profit entity.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of infrastructure, property, plant and equipment and investment property.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) estimated fair values of infrastructure, property, plant and equipment – refer Note C1-7
- (ii) estimated landfill and quarry remediation provisions – refer Note C3-5
- (iii) employee benefit provisions – refer Note C3-4

Significant judgements in applying the Council's accounting policies

- i. Impairment of receivables – refer Note C1-4.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund.

Cash and other assets of the following activities have been included as part of the Consolidated Fund:

- General purpose operations
- Water service
- Sewerage service

A1-1 Basis of preparation (continued)

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993*, a separate and distinct Trust Fund is maintained to account for all money received by Council in trust. Trust monies subject to Council's control have been included in these reports.

Trust monies are provisioned for expenditure to unclaimed monies. Funds relate to the excess above recovered rates and charges for the Sale of Land for Unpaid Rates held in May 2024. Funds are to be returned to the original owner of the property or to unclaimed monies where no details for the owner is current.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority, are presented as operating cash flows.

Volunteer services

Council makes use of volunteers for the community events and library services. Such volunteer services have not been recognised in the income statement for the year ended on 30 June 2024, the services would not be purchased if not donated and are not material.

New accounting standards and interpretations issued but not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2024.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

New accounting standards adopted during the year

During the year Council adopted all accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective from the first time at 30 June 2025.

The following new standard is effective for the first time at 30 June 2025:

- AASB 2022-10 *Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*.

Based on analysis of existing fair value methodology, the new standard will not have significant impact on the council's reported financial position.

- AASB 2020-1 *Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current*
- AASB 2020-6 *Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date*
- AASB 2022-6 *Amendments to Australian Accounting Standards – Non-current Liabilities with Covenants*

Based on analysis of existing loans and other financial liabilities, the new standards will not have significant impact on the council's reported financial position.

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
Functions or activities										
Community	5,996	2,976	5,210	4,805	786	(1,829)	4,887	1,974	59,198	65,895
Governance	14,842	13,955	6,522	4,661	8,320	9,294	2,687	3,388	11,185	14,746
Environment	18,276	25,478	29,708	24,916	(11,432)	562	7,572	15,425	579,686	568,305
Economic	693	669	1,488	1,187	(795)	(518)	–	153	1,190	1,055
Other	–	–	–	–	–	–	–	–	498	–
Total functions and activities	39,807	43,078	42,928	35,569	(3,121)	7,509	15,146	20,940	651,757	650,001

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

Community

A great rural lifestyle with access to quality services and facilities.

- We value beautiful landscapes, dynamic towns and villages and safe communities.
- Our community is embracing and inclusive of all cultures.
- Our health services meet our needs.
- Education services meets our needs and provide school, tertiary study and career pathways that support the community.
- Our transport and telecommunications expand to improve support for our business, lifestyle and remote working.
- Recreation facilities support our communities sporting, health and physical activity needs.
- We build on our strong community spirit, resilience, and sense of belonging.

Governance

Our governance has strong community, Council and business leadership.

- Our Council, community and business leaders work together effectively.
- Our leaders represent the diversity of our community.
- We encourage our youth to become involved in the community as the leaders of tomorrow.
- We partner with State and Federal Government, the private sector and community organisations in the provision of facilities and services.

Environment

A sustainable environment.

- Our infrastructure is well planned and maintained and will meet our growth needs now, and in the future.
- We have access to affordable, clean water supplies.
- We actively manage impacts on our natural environment.
- Our local farming is sustainable.
- We protect our environment and reduce our environmental footprint.

Economic

A thriving economy.

- Our agricultural economy is thriving, and we must 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.
- We develop our visitor economy.

B2 Sources of income

B2-1 Rates and annual charges

\$ '000	2025	2024
Ordinary rates		
Residential	2,796	2,692
Farmland	5,717	5,402
Mining	564	376
Business	697	431
Less: pensioner rebates (mandatory)	(68)	(60)
Rates levied to ratepayers	9,706	8,841
Pensioner rate subsidies received	156	95
Total ordinary rates	9,862	8,936
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	1,683	1,583
Water supply services	2,412	2,409
Sewerage services	1,523	1,418
Waste management services (non-domestic)	136	132
Less: pensioner rebates (mandatory)	(107)	(105)
Annual charges levied	5,647	5,437
Pensioner annual charges subsidies received:		
– Water	31	34
– Sewerage	24	26
– Domestic waste management	14	16
Total annual charges	5,716	5,513
Total rates and annual charges	15,578	14,449

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

B2-2 User charges and fees

\$ '000	2025	2024
Specific user charges (per s502 - specific 'actual use' charges)		
Water supply services	2,064	1,363
Sewerage services	183	107
Waste management services (non-domestic)	291	300
Total specific user charges	2,538	1,770
Other user charges and fees		
(i) Fees and charges – statutory and regulatory functions (per s608)		
Building regulation	87	133
Building services – other	11	9
Inspection services	26	36
Private works – section 67	148	38
Regulatory/ statutory fees	2	1
Section 10.7 certificates (EP&A Act)	40	30
Section 603 certificates	26	20
Total fees and charges – statutory/regulatory	340	267
(ii) Fees and charges – other (incl. general user charges (per s608))		
Aerodrome	15	10
Caravan park	132	126
Cemeteries	175	170
Child care	684	626
Leaseback fees – Council vehicles	5	8
Library	4	5
Transport for NSW works (state roads not controlled by Council)	1,643	1,194
Theatre	3	2
Swimming centres	54	58
Room/Facility Hire	220	243
Water connection fees	21	18
Other	2	5
Sporting and recreation	344	203
Total fees and charges – other	3,302	2,668
Total other user charges and fees	3,642	2,935
Total user charges and fees	6,180	4,705
Timing of revenue recognition for user charges and fees		
User charges and fees recognised at a point in time	6,180	4,705
Total user charges and fees	6,180	4,705

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as caravan parks, the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns for deposits in advance.

Where an upfront fee is charged such as annual membership to the Plains Fitness Centre the fee is recognised on receipt. There is no material obligation for Council in relation to refunds or returns for upfront fees.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

B2-3 Other revenues

\$ '000	2025	2024
Legal fees recovery – rates and charges (extra charges)	116	85
Sale of Council Developed Land	–	201
Commissions and agency fees	147	141
Insurance claims recoveries	–	107
Insurance discounts	31	29
Sales – general	41	27
Other	472	130
Total other revenue	807	720
Timing of revenue recognition for other revenue		
Other revenue recognised at a point in time	807	720
Total other revenue	807	720

Material accounting policy information for other revenue

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

B2-4 Grants and contributions

\$ '000	Capital 2025	Capital 2024	Operating 2025	Operating 2024
General purpose grants and non-developer contributions (untied)				
General purpose (untied)				
Current year allocation				
Financial assistance – general component	–	–	537	184
Financial assistance – local roads component	–	–	289	99
Payment in advance - future year allocation				
Financial assistance – general component	–	–	1,809	2,887
Financial assistance – local roads component	–	–	949	1,554
Amount recognised as income during current year	–	–	3,584	4,724
Special purpose grants and non-developer contributions (tied)				
Cash contributions				
Water supplies	–	4,087	–	18
Bushfire and emergency services	–	–	243	237
Child care	–	–	120	98
Community care	–	–	28	32
Waste Management Strategy	–	105	–	–
Library	–	–	95	124
Noxious weeds	–	–	116	82
Recreation and culture	4,346	1,607	156	–
Storm/flood damage	–	–	56	(314)
Planning portal	–	80	–	5
Transport for NSW contributions (regional roads, block grant)	1,869	–	–	–
Transport (other roads and bridges funding)	2,422	2,574	–	5,255
Local Road and Community Infrastructure	1,413	571	–	–
Transport (roads to recovery)	–	815	–	–
Other specific grants	296	–	224	144
Total special purpose grants and non-developer contributions – cash	10,346	9,839	1,038	5,681
Non-cash contributions				
Assets recognised for the first time	–	153	–	–
Total other contributions – non-cash	–	153	–	–
Total special purpose grants and non-developer contributions (tied)	10,346	9,992	1,038	5,681
Total grants and non-developer contributions	10,346	9,992	4,622	10,405
Comprising:				
– Commonwealth funding	2,501	3,712	3,584	4,741
– State funding	7,671	6,049	949	5,663
– Other funding	174	231	89	1
	10,346	9,992	4,622	10,405

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B2-4 Grants and contributions (continued)

Developer contributions

\$ '000	Capital 2025	Capital 2024	Operating 2025	Operating 2024
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):				
Cash contributions				
S 7.11 – contributions towards amenities/services	138	409	–	–
S 7.12 – fixed development consent levies	40	134	–	–
Total developer contributions – cash	178	543	–	–
Total developer contributions	178	543	–	–
Total contributions	178	543	–	–
Total grants and contributions	10,524	10,535	4,622	10,405
Timing of revenue recognition				
Grants and contributions recognised over time	8,655	6,677	–	199
Grants and contributions recognised at a point in time	1,869	3,858	4,622	10,206
Total grants and contributions	10,524	10,535	4,622	10,405

Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Unspent grants and contributions				
Unspent funds at 1 July	4,880	3,652	6,961	8,195
Prior year presentation error correction	(4,321)	–	4,321	–
Add: Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	189	3,433	–	–
Add: Funds received and not recognised as revenue in the current year	29	177	1,712	1,810
Less: Funds recognised as revenue in previous years that have been spent during the reporting year	(95)	(2,382)	(254)	(3,044)
Less: Funds received in prior year but revenue recognised and funds spent in current year	(192)	–	(6,065)	–
Unspent funds at 30 June	490	4,880	6,675	6,961

B2-4 Grants and contributions (continued)

Material accounting policy information

Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations vary according to the agreement but include evidence of the event taking place or satisfactory achievement of milestones. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by Council.

Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

B2-5 Interest and investment income

\$ '000	2025	2024
Interest on financial assets measured at amortised cost		
– Overdue rates and annual charges (incl. special purpose rates)	140	109
– Cash and investments	1,941	2,143
Total interest and investment income (losses)	2,081	2,252

Material accounting policy information

Interest income is recognised using the effective interest rate at the date that interest is earned.

B2-6 Other income

\$ '000	Notes	2025	2024
Rental income			
Investment properties			
Land rental		15	12
Total investment properties	C2-2	15	12
Total rental income		15	12
Total other income		15	12

B3 Costs of providing services**B3-1 Employee benefits and on-costs**

\$ '000	2025	2024
Salaries and wages	8,397	8,016
Travel expenses	4	5
Employee leave entitlements (ELE)	1,512	1,126
Superannuation	1,097	939
Superannuation – defined contribution plans	18	36
Workers' compensation insurance	176	230
Fringe benefit tax (FBT)	–	6
Training costs	184	139
Protective clothing	51	48
Recruitment/Relocation	–	40
Other	76	25
Total employee costs	11,515	10,610
Less: capitalised costs	(255)	(803)
Total employee costs expensed	11,260	9,807

Material accounting policy information

Employee benefit expenses are recorded when the service has been provided by the employee.

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note E3-1 for more information.

B3-2 Materials and services

\$ '000	Notes	2025	2024
Raw materials and consumables		2,975	168
Contractor costs		6,745	7,672
Audit Fees	F2-1	66	97
Councillor and Mayoral fees and associated expenses	F1-2	126	132
Advertising		7	24
Bank charges		59	55
Electricity and heating		633	696
Insurance		993	836
Postage		29	27
Printing and stationery		48	67
Street lighting		74	98
Subscriptions and publications		155	130
Telephone and communications		74	77
Travel expenses		30	16
Library (Central Northern Regional Library)		130	142
Rates and user charges		591	–
Other expenses		42	40
Legal expenses:			
- Legal expenses: other		108	139
Total materials and services		12,885	10,416

Material accounting policy information

Expenses are recorded on an accruals basis as the Council receives the goods or services.

B3-3 Borrowing costs

\$ '000	Notes	2025	2024
(i) Interest bearing liability costs			
Interest on leases		7	7
Interest on loans		651	671
Total interest bearing liability costs		658	678
Less: capitalised costs		–	(479)
Total interest bearing liability costs expensed		658	199
(ii) Other borrowing costs			
Fair value adjustments on recognition of advances and deferred debtors			
– Remediation liabilities	C3-5	237	218
Total other borrowing costs		237	218
Total borrowing costs expensed		895	417

Material accounting policy information

Borrowing costs incurred for the construction of a qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use, for e.g. Quipolly Water Security Project. Other borrowing costs are expensed as incurred.

B3-4 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2025	2024
Depreciation and amortisation			
Plant and equipment		898	1,158
Office equipment		69	66
Furniture and fittings		25	25
Infrastructure:			
– Buildings	C1-7	1,923	847
– Other structures		716	821
– Roads		6,756	6,464
– Bridges		1,128	1,066
– Footpaths		82	76
– Stormwater drainage		593	564
– Water supply network		2,244	1,427
– Sewerage network		869	828
Right of use assets	C2-1	23	23
Other assets:			
– Other		122	122
Reinstatement, rehabilitation and restoration assets:			
– Landfill assets	C3-5, C1-7	148	321
– Quarry assets	C3-5, C1-7	29	57
Total depreciation and amortisation costs		15,625	13,865
Total depreciation, amortisation and impairment for non-financial assets		15,625	13,865

Material accounting policy information

Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date. Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-5 Other expenses

\$ '000	Notes	2025	2024
Impairment of receivables			
Other		–	(16)
Total impairment of receivables	C1-4	–	(16)
Other			
Contributions/levies to other levels of government			
– Emergency services levy (includes FRNSW, SES, and RFS levies)		610	627
Donations, contributions and assistance to other organisations (Section 356)		20	18
Total other expenses		630	629

Material accounting policy information

Other expenses are recorded on an accruals basis when Council has an obligation for the expenses. Impairment expenses are recognised when identified.

B4 Gains or losses

B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

\$ '000	Notes	2025	2024
Gain (or loss) on disposal of land and building	C1-7		
Proceeds from disposal - land and building		—	—
Less: carrying amount of land and building assets sold/written off		(234)	—
Gain (or loss) on disposal		(234)	—
Gain (or loss) on disposal of infrastructure	C1-7		
Proceeds from disposal – infrastructure		—	—
Less: carrying amount of infrastructure assets sold/written off		(1,418)	(435)
Gain (or loss) on disposal		(1,418)	(435)
Gain (or loss) on disposal of Plant and Equipment			
Proceeds from disposal – Plant and Equipment		184	—
Less: carrying amount of Plant and Equipment assets sold/written off		(165)	—
Gain (or loss) on disposal		19	—
Net gain (or loss) from disposal of assets		(1,633)	(435)

Material accounting policy information

Gains and losses on disposals are determined by comparing proceeds with carrying amount. The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is de-recognised.

B5 Performance against budget

B5-1 Material budget variations

Council's original budget was adopted by the Council on 26 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Revenues				
User charges and fees	6,478	6,180	(298)	(5)% U
Other revenues	541	807	266	49% F
Insignificant item - hard to budget.				
Operating grants and contributions	8,866	4,622	(4,244)	(48)% U
Lesser amount of advance payment of FAG in this year.				
Capital grants and contributions	33,988	10,524	(23,464)	(69)% U
The budgeted Werris Creek Industrial Precinct Southern Access \$10.5 million project was cancelled, \$8.5 million of funding was budgeted for the Quirindi Aquatic Centre however was received during FY2024 and only \$2.4 million was received for the Quipolly Water Treatment Plant during the financial year.				
Interest and investment revenue	571	2,081	1,510	264% F
Budgeted interest rate was 3.5% in anticipation of RBA interest rate cuts, average investment rates varied between 5.04% and 4.35% throughout the year.				
Other income	–	15	15	∞ F
Expenses				
Employee benefits and on-costs	11,030	11,260	(230)	(2)% U
Materials and services	13,645	12,885	760	6% F
Depreciation, amortisation and impairment of non-financial assets	13,346	15,625	(2,279)	(17)% U
New water treatment plant was put into operations in this financial year.				
Other expenses	658	630	28	4% F
Net losses from disposal of assets	–	1,633	(1,633)	∞ U
Non-cash transaction to reflect loss from write off of undepreciated value of replaced assets. Hard to budget.				

C Financial position

C1 Assets we manage

C1-1 Cash and cash equivalents

\$ '000	2025	2024
Cash assets		
Cash on hand and at bank	5,280	8,216
Total cash and cash equivalents	5,280	8,216

Reconciliation of cash and cash equivalents

Total cash and cash equivalents per Statement of Financial Position	5,280	8,216
Balance as per the Statement of Cash Flows	5,280	8,216

Material accounting policy information

For Statement of Cash Flow presentation purposes, cash and cash equivalents include: cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to any insignificant risk of changes in value.

C1-2 Financial investments

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Debt securities at amortised cost				
Term deposits	35,000	–	35,500	–
Total	35,000	–	35,500	–
Total financial investments	35,000	–	35,500	–
Total cash assets, cash equivalents and investments	40,280	–	43,716	–

Material accounting policy information

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value, Council at June 30, only held funds in term deposits.

Classification

Given the nature of Council's investments, all financial assets are classified as Financial assets measured at Amortised Cost and are not reclassified subsequent to their initial recognition.

Amortised cost

Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

C1-3 Restricted and allocated cash, cash equivalents and investments

\$ '000	2025	2024
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	40,280	43,716
Less: Externally restricted cash, cash equivalents and investments	(34,697)	(35,120)
Cash, cash equivalents and investments not subject to external restrictions	5,583	8,596
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Deposits, retentions and bonds	67	–
Specific purpose unexpended grants – general fund	2,574	11,565
External restrictions – included in liabilities	2,641	11,565
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Developer contributions – general	2,185	2,008
Developer contributions – water fund	654	653
Developer contributions – sewer fund	45	45
Specific purpose unexpended grants (recognised as revenue) – general fund	4,591	–
Specific purpose unexpended grants (recognised as revenue) – water fund	–	266
Specific purpose unexpended grants (recognised as revenue) – sewer fund	–	10
Water fund	11,677	8,575
Sewer fund	11,374	10,271
Remediation - Waste	1,530	1,700
Deposits, Retentions & Bonds	–	27
External restrictions – other	32,056	23,555
Total external restrictions	34,697	35,120

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

\$ '000	2025	2024
(b) Internal allocations		
Cash, cash equivalents and investments not subject to external restrictions	5,583	8,596
Less: Internally restricted cash, cash equivalents and investments	(5,398)	(8,528)
Unrestricted and unallocated cash, cash equivalents and investments	185	68

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Employees leave entitlement	840	805
Carryover capital works	–	327
Assets management replacement reserve	–	1,374
Remediation - Quarry	100	100
Financial Assistance Grant Operational - Received in Advance	1,809	2,887
Financial Assistance Grant Road - Received in Advance	949	1,554
Information Technology	–	250

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C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

\$ '000	2025	2024
Plant and vehicle replacement	1,500	–
Plant and vehicle replacement reserve	–	1,231
Business system remediation	200	–
Total internal allocations	5,398	8,528

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

C1-4 Receivables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Rates and annual charges	1,220	–	1,195	9
Interest and extra charges	271	–	239	–
User charges and fees	445	–	406	–
Accrued revenues				
– Interest on investments	391	–	577	–
Deferred debtors	10	–	11	–
Net GST receivable	366	–	144	–
Other levels of government	843	–	942	–
Total	3,546	–	3,514	9
Less: provision for impairment				
Rates and annual charges	(136)	–	(136)	–
User charges and fees	(214)	–	(214)	–
Total provision for impairment – receivables	(350)	–	(350)	–
Total net receivables	3,196	–	3,164	9

\$ '000	2025	2024
Movement in provision for impairment of receivables		
Balance at the beginning of the year	350	368
+ new provisions recognised during the year	–	(3)
– amounts already provided for and written off this year	–	(15)
Balance at the end of the year	350	350

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

When considering the ECL for rates and annual charges debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that an asset which is more than 90 days past due has seen a significant increase in credit risk.

C1-4 Receivables (continued)

The Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to Council in full, without recourse by the Council to actions such as realising security (if any is held) or
- the financial assets (for non-rates debtors) are more than 90 days past due.

Credit losses are measured at the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

None of the receivables that have been written off are subject to enforcement activity.

Rates and annual charges outstanding are secured against the property.

C1-5 Inventories

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
(i) Inventories at cost				
Stores and materials	1,775	–	2,445	–
Total inventories at cost	1,775	–	2,445	–
Total inventories	1,775	–	2,445	–

Material accounting policy information

Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

C1-6 Contract assets and Contract cost assets

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Contract assets	2,779	–	5,449	–
Total contract assets and contract cost assets	2,779	–	5,449	–

Significant changes in contract assets

Drop in contract assets was mostly applicable to receipt of funds (\$2.4M) for the works done in the previous year on Liverpool District Water Security Project project.

Material accounting policy information

Contract assets

Contract assets represent Council's right to payment in exchange for goods or services the Council has transferred to a customer when that right is conditional on something other than the passage of time.

Contract assets arise when the amounts billed to customers are based on the achievement of various milestones established in the contract and therefore the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer. Once an invoice or payment claim is raised or the relevant milestone is reached, Council recognises a receivable.

Impairment of contract assets is assessed using the simplified expected credit loss model where lifetime credit losses are recognised on initial recognition.

C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2024			Asset movements during the reporting period									At 30 June 2025		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Transfers to opex	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000															
Capital work in progress	45,391	–	45,391	7,860	2,212	–	–	(39,043)	–	(867)	–	–	15,553	–	15,553
Plant and equipment	17,954	(14,089)	3,865	–	1,661	(164)	(898)	42	–	–	–	–	18,674	(14,168)	4,506
Office equipment	345	(223)	122	–	19	–	(69)	–	–	–	–	–	364	(292)	72
Furniture and fittings	355	(204)	151	–	–	–	(25)	–	–	–	–	–	355	(229)	126
Land:															
– Operational land	10,758	–	10,758	–	–	–	–	–	–	–	–	233	10,991	–	10,991
– Community land	5,359	–	5,359	–	–	–	–	–	–	–	–	–	5,359	–	5,359
Infrastructure:															
– Buildings	70,331	(37,081)	33,250	688	83	(252)	(1,923)	29	–	–	–	675	72,203	(39,653)	32,550
– Other structures	28,444	(14,883)	13,561	90	52	(144)	(716)	343	–	–	–	216	29,154	(15,752)	13,402
– Roads	291,607	(67,626)	223,981	4,441	–	(743)	(6,756)	1,761	–	–	–	5,797	303,871	(75,387)	228,484
– Bridges	98,751	(32,402)	66,349	8	–	–	(1,128)	–	–	–	–	845	101,001	(34,927)	66,074
– Footpaths	7,734	(2,416)	5,318	153	–	–	(82)	–	–	–	–	121	8,065	(2,555)	5,510
– Bulk earthworks (non-depreciable)	75,179	–	75,179	–	–	–	–	–	–	–	–	1,737	76,915	–	76,915
– Stormwater drainage	44,849	(17,893)	26,956	74	–	(3)	(593)	–	–	–	–	608	45,953	(18,911)	27,042
– Water supply network	111,901	(54,112)	57,789	–	533	–	(2,244)	36,868	–	–	–	1,396	152,023	(57,681)	94,342
– Sewerage network	39,433	(20,064)	19,369	–	–	–	(869)	–	–	–	–	463	40,419	(21,456)	18,963
Other assets:															
– Other	4,452	(3,238)	1,214	6	–	(511)	(122)	–	–	–	(286)	–	4,404	(4,103)	301
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):															
– Landfill assets	5,738	(1,454)	4,284	–	–	–	(148)	–	(2,274)	–	–	–	3,464	(1,602)	1,862
– Quarry assets	1,244	(581)	663	–	–	–	(29)	–	(634)	–	–	–	610	(610)	–
Total infrastructure, property, plant and equipment	859,825	(266,266)	593,559	13,320	4,560	(1,817)	(15,602)	–	(2,908)	(867)	(286)	12,091	889,378	(287,326)	602,052

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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C1-7 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period								At 30 June 2024		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000														
Capital work in progress	36,104	—	36,104	3,569	8,090	—	—	(2,372)	—	—	—	45,391	—	45,391
Plant and equipment	17,954	(12,931)	5,023	—	—	—	(1,158)	—	—	—	—	17,954	(14,089)	3,865
Office equipment	323	(157)	166	22	—	—	(66)	—	—	—	—	345	(223)	122
Furniture and fittings	355	(179)	176	—	—	—	(25)	—	—	—	—	355	(204)	151
Land:														
– Operational land	9,067	—	9,067	—	154	—	—	—	—	—	1,537	10,758	—	10,758
– Community land	5,248	—	5,248	—	—	—	—	—	—	—	111	5,359	—	5,359
Infrastructure:														
– Buildings	67,753	(32,766)	34,987	130	188	—	(847)	520	—	(1,728)	—	70,331	(37,081)	33,250
– Other structures	26,373	(13,456)	12,917	886	27	(17)	(821)	67	—	—	502	28,444	(14,883)	13,561
– Roads	272,796	(58,102)	214,694	4,712	67	—	(6,464)	303	—	—	10,669	291,607	(67,626)	223,981
– Bridges	92,789	(30,157)	62,632	1,210	—	(97)	(1,066)	368	—	—	3,302	98,751	(32,402)	66,349
– Footpaths	7,339	(2,216)	5,123	—	—	—	(76)	—	—	—	271	7,734	(2,416)	5,318
– Bulk earthworks (non-depreciable)	71,293	—	71,293	—	62	—	—	—	—	—	3,824	75,179	—	75,179
– Stormwater drainage	42,558	(16,448)	26,110	74	—	(34)	(564)	—	—	—	1,370	44,849	(17,893)	26,956
– Water supply network	108,474	(51,515)	56,959	454	16	(287)	(1,427)	535	—	(32)	1,571	111,901	(54,112)	57,789
– Sewerage network	36,570	(18,268)	18,302	565	—	—	(828)	443	—	—	887	39,433	(20,064)	19,369
Other assets:														
– Other	4,233	(3,089)	1,144	—	—	—	(122)	136	—	—	56	4,452	(3,238)	1,214
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):														
– Landfill assets	7,075	(1,133)	5,942	—	—	—	(321)	—	(1,337)	—	—	5,738	(1,454)	4,284
– Quarry assets	1,587	(524)	1,063	—	—	—	(57)	—	(343)	—	—	1,244	(581)	663
Total infrastructure, property, plant and equipment	807,891	(240,941)	566,950	11,622	8,604	(435)	(13,842)	—	(1,680)	(1,760)	24,100	859,825	(266,266)	593,559

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C1-7 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Initial recognition of infrastructure, property, plant and equipment (IPPE)

IPPE is measured initially at cost. Cost includes the fair value of the consideration given to acquire the asset (net of discounts and rebates) and any directly attributable cost of bringing the asset to working condition for its intended use (inclusive of import duties and taxes).

When infrastructure, property, plant and equipment is acquired by Council at significantly below fair value, the assets are initially recognised at their fair value at acquisition date.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

Useful lives of IPPE

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 15	Playground equipment	5 to 15
Office furniture	5 to 20	Benches, seats etc.	15 to 50
Computer equipment	5		
Vehicles	5 to 15	Buildings	
Heavy plant/road making equipment	5 to 15	Buildings	14 to 100
Other plant and equipment	5 to 20		
Water and sewer assets		Stormwater assets	
Dams and reservoirs	20 to 150	Drains	70 to 80
Bores	20 to 50	Culverts	40 to 100
Reticulation pipes: PVC	100		
Reticulation pipes: other	55 to 100		
Pumps and telemetry	15 to 25		
Transportation assets		Other infrastructure assets	
Sealed roads: surface	12 to 100	Bulk earthworks	N/A
Sealed roads: structure	12 to 100	Swimming pools	50
Bridges	40 to 100	Other open space/recreational assets	5 to 100
Kerb, gutter and footpaths	50 to 100	Other infrastructure	5 to 100

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Revaluation model

Infrastructure, property, plant and equipment are held at fair value. Comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Building and Operating Land assets were externally revalued, resulting in a decrease in Buildings value of \$1,727 thousand. and Operating Land assets increased in value by \$1,649 thousand.

With the escalation of costs, Council has indexed all other Infrastructure. Water and Sewer assets by the NSW Water Supply & Sewerage Construction cost indices at 5.07%. Other Structure by the Building Construction producer price index for NSW at 5.47% and Bridges, Footpaths, Stormwater, Roads and Other Assets by the Road and Bridge Construction producer price index for NSW at 5.37%.

Increases in the carrying amounts arising on revaluation are credited to the IPPE revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against IPPE revaluation reserve to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

C1-7 Infrastructure, property, plant and equipment (continued)

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Rural Fire Service assets

Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the Council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

Until such time as discussions on the matter have concluded and Legislation changed, Council will continue to recognise fire service assets including land, buildings, plant and vehicles.

C1-8 Investment properties

\$ '000	2025	2024
Owned investment property		
Investment property on hand at fair value	1,190	1,190
Total owned investment property	1,190	1,190
Owned investment property		
At fair value		
Opening balance at 1 July	1,190	1,190
Closing balance at 30 June	1,190	1,190

Material accounting policy information

Council owns one investment property being grazing land, it is held for long-term rental yield and is not occupied by Council. The fair value measurement of the property is the NSW Valuer General value at the last valuation date being 1 July 2022.

Changes in fair values are recorded in the Income Statement as part of other income.

C1-9 Other

Other assets

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Prepayments	328	—	290	—
Total other assets	328	—	290	—

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C2 Leasing activities

C2-1 Council as a lessee

(i) Council as a lessee

Council has leases over a range of assets including vehicles and office equipment. Information relating to the leases in place and associated balances and transactions is provided below.

Terms and conditions of leases

Vehicles

Council lease motor vehicles with lease terms varying from 2 to 3 years; the lease payments are fixed during the lease term and there is generally no renewal option.

Office and IT Equipment

Leases for office and IT equipment are generally for low value assets. Council has reviewed existing arrangements associated with the leasing of these assets and it has been determined that Council does not require to report under AASB16 for this financial year, as most of the current leases are for a period of 12 or less months and/or the value of the total lease contracts collectively is not material.

(a) Right of use assets

\$ '000	Plant & Equipment	Ready to use	Total
2025			
Opening balance at 1 July	179	–	179
Depreciation charge	(22)	–	(22)
Balance at 30 June	157	–	157
2024			
Opening balance at 1 July	202	–	202
Depreciation charge	(23)	–	(23)
Balance at 30 June	179	–	179

(b) Lease liabilities

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Lease liabilities	24	–	76	17
Total lease liabilities	24	–	76	17

C2-1 Council as a lessee (continued)

(c) (i) The maturity analysis

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

\$ '000	< 1 year	1 – 5 years	> 5 years	Total	Total per Statement of Financial Position
2025					
Cash flows	24	–	–	24	24
2024					
Cash flows	76	17	–	93	93

(ii) Lease liabilities relating to restricted assets

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Total lease liabilities relating to unrestricted assets	24	–	76	17
Total lease liabilities	24	–	76	17

(d) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

\$ '000	2025	2024
Interest on lease liabilities	14	7
Depreciation of right of use assets	23	23
	37	30

(e) Statement of Cash Flows

Total cash outflow for leases	16	17
	16	17

Material accounting policy information

At inception of a contract, Council assesses whether a lease exists – i.e. does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration?

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

At the lease commencement, Council recognises a right-of-use asset and associated lease liability for the lease term. The lease term includes extension periods where Council believes it is reasonably certain that the option will be exercised.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

C2-1 Council as a lessee (continued)

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is re-measured when there is a lease modification, or change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI).

Where the lease liability is re-measured, the right-of-use asset is adjusted to reflect the re-measurement.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / Concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

C2-2 Council as a lessor

Operating leases

Council leases out a number of properties for staff housing, health services, emergency services and community groups; these leases have been classified as operating leases for financial reporting purposes and the assets are included as investment property (refer note C1-8) and/or IPP&E (refer note C1-7).

\$ '000	2025	2024
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(i) Assets held as investment property

Investment property operating leases relates to one investment property being grazing land, it is held for long-term rental yields and is owned by Council.

The amounts recognised in the Income Statement relating to operating leases where Council is a lessor are shown below

Lease income (excluding variable lease payments not dependent on an index or rate)	15	12
Total income relating to operating leases for investment property assets	15	12
Investment property expenses		
Repairs and maintenance: investment property	19	10
Total expenses relating to investment property	19	10

(ii) Assets held as property, plant and equipment

Council provides operating leases on Council properties for the purpose of staff housing, health services, emergency services and community groups.

Material accounting policy information

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

When Council has a sub-lease over an asset and is the intermediate lessor then the head lease and sub-lease are accounted for separately. The classification of the sub-lease is based on the right-of-use asset which arises from the head lease rather than the useful life of the underlying asset.

If the lease contains lease and non-lease components, the non-lease components are accounted for in accordance with AASB 15 *Revenue from Contracts with Customers*.

C2-2 Council as a lessor (continued)

The lease income is recognised on a straight-line basis over the lease term for an operating lease and as finance income using amortised cost basis for finance leases.

C3 Liabilities of Council

C3-1 Payables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Goods and services – operating expenditure	2,925	–	1,360	–
Accrued expenses:				
– Salaries and wages	410	–	294	–
Security bonds, deposits and retentions	67	–	72	–
Prepaid rates	497	–	575	–
Total payables	3,899	–	2,301	–

Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

C3-2 Contract Liabilities

\$ '000	Notes	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Grants and contributions received in advance:					
Unexpended capital grants (to construct Council controlled assets)	(i)	2,512	–	7,314	–
Unexpended operating grants (received prior to performance obligation being satisfied)	(ii)	60	–	471	–
Total grants received in advance		2,572	–	7,785	–
Total contract liabilities		2,572	–	7,785	–

Notes

(i) Council has received funding to construct assets including sporting facilities, bridges, aquatic centre and other infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) The contract liability relates to grants received prior to the revenue recognition criteria in AASB 15 being satisfied since the performance obligations are ongoing.

Revenue recognised that was included in the contract liability balance at the beginning of the period

\$ '000	2025	2024
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Grants and contributions received in advance:

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C3-2 Contract Liabilities (continued)

\$ '000	2025	2024
Capital grants (to construct Council controlled assets)	6,066	—
Total revenue recognised that was included in the contract liability balance at the beginning of the period	6,066	—

Significant changes in contract liabilities

Council spent large component of grants previously held as liabilities, including \$2.2M on projects under FLR program and \$4.6M on new aquatic centre.

Material accounting policy information

Contract liabilities are recorded when consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

C3-3 Borrowings

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Loans – secured ¹	397	10,144	386	10,541
Total borrowings	397	10,144	386	10,541

⁽¹⁾ Loans are secured over the general rating income of Council.

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note E1-1.

C3-3 Borrowings (continued)

(a) Changes in liabilities arising from financing activities

	2024		Non-cash movements				2025
	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
\$ '000							
Loans – secured	10,927	(386)	–	–	–	–	10,541
Lease liability (Note C2-1)	93	(69)	–	–	–	–	24
Total liabilities from financing activities	11,020	(455)	–	–	–	–	10,565

	2023		Non-cash movements				2024
	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
\$ '000							
Loans – secured	11,298	(371)	–	–	–	–	10,927
Lease liability (Note C2-1)	202	(109)	–	–	–	–	93
Total liabilities from financing activities	11,500	(480)	–	–	–	–	11,020

(b) Financing arrangements

\$ '000	2025	2024
Total facilities		
Total financing facilities available to Council at the reporting date are:		
Credit cards/purchase cards	60	60
Total financing arrangements	60	60
Drawn facilities		
Financing facilities drawn down at the reporting date are:		
Undrawn facilities		
Undrawn financing facilities available to Council at the reporting date are:		
– Credit cards/purchase cards	45	39
Total undrawn financing arrangements	45	39

Additional financing arrangements information

Breaches and defaults

During the current and prior year, there were no defaults or breaches on any of the loans.

Security over loans

Loans are secured over the general rating income of Council.

Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or borrowing costs.

C3-4 Employee benefit provisions

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Annual leave	805	–	799	–
Sick leave	33	–	33	–
Long service leave	922	156	769	131
Other Leave	165	–	137	–
ELE on-costs	145	–	135	8
Total employee benefit provisions	2,070	156	1,873	139

Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	757	632
	757	632

Material accounting policy information

Employee benefit provisions are presented as current liabilities in the Statement of Financial Position if Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur and therefore all annual leave and vested long service leave (or that which vests within 12 months) is presented as current.

Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

C3-5 Provisions

\$ '000	2025 Current	2025 Non-Current	2024 Current	2024 Non-Current
Asset remediation/restoration:				
Asset remediation/restoration (future works)	603	3,716	560	6,831
Sub-total – asset remediation/restoration	603	3,716	560	6,831
Total provisions	603	3,716	560	6,831

continued on next page

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C3-5 Provisions (continued)

Description of and movements in provisions

\$ '000	Other provisions	
	Asset remediation	Total
2025		
At beginning of year	7,391	7,391
Unwinding of discount	237	237
Effect of change of estimates through assets (see C1-7)	(2,908)	(2,908)
Change of estimates through profit and loss (see B3-2)	(401)	(401)
Total other provisions at end of year	4,319	4,319
2024		
At beginning of year	8,854	8,854
Unwinding of discount	218	218
Remeasurement effects	(1,681)	(1,681)
Effect of change of estimates through assets (see C1-7)	–	–
Change of estimates through profit and loss (see B3-2)	–	–
Total other provisions at end of year	7,391	7,391

Nature and purpose of provisions

Asset remediation

The asset remediation provision represents the present value estimate of future costs Council will incur to restore, rehabilitate and reinstate the various landfill sites and gravel quarries as a result of past operations.

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – landfill and quarries

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations.

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date, and the cost is charged to the Income Statement.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down, restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

C4 Reserves

C4-1 Nature and purpose of reserves

IPPE Revaluation Surplus

The infrastructure, property, plant and equipment (IPPE) revaluation surplus is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

D Council structure

D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

D1-1 Income Statement by fund

\$ '000	General 2025	Water 2025	Sewer 2025
Income from continuing operations			
Rates and annual charges	11,750	2,351	1,477
User charges and fees	3,911	2,084	185
Interest and investment revenue	2,060	20	1
Other revenues	807	—	—
Grants and contributions provided for operating purposes	4,612	—	10
Grants and contributions provided for capital purposes	10,499	25	—
Other income	15	—	—
Total income from continuing operations	33,654	4,480	1,673
Expenses from continuing operations			
Employee benefits and on-costs	10,221	766	273
Materials and services	10,437	2,166	282
Borrowing costs	743	152	—
Other expenses	630	—	—
Net losses from the disposal of assets	1,633	—	—
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	23,664	3,084	555
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	9,990	1,396	1,118
Depreciation, amortisation and impairment of non-financial assets	12,512	2,244	869
Operating result from continuing operations	(2,522)	(848)	249
Net operating result for the year	(2,522)	(848)	249
Net operating result attributable to each council fund	(2,522)	(848)	249
Net operating result for the year before grants and contributions provided for capital purposes	(13,021)	(873)	249

D1-2 Statement of Financial Position by fund

\$ '000	General 2025	Water 2025	Sewer 2025
ASSETS			
Current assets			
Cash and cash equivalents	5,280	—	—
Investments	11,250	12,331	11,419
Receivables	2,550	477	169
Inventories	1,775	—	—
Contract assets and contract cost assets	2,546	233	—
Other	328	—	—
Total current assets	23,729	13,041	11,588
Non-current assets			
Infrastructure, property, plant and equipment	486,840	95,147	20,065
Investment property	1,190	—	—
Right of use assets	157	—	—
Total non-current assets	488,187	95,147	20,065
Total assets	511,916	108,188	31,653
LIABILITIES			
Current liabilities			
Payables	3,865	34	—
Contract liabilities	2,572	—	—
Lease liabilities	24	—	—
Borrowings	63	334	—
Employee benefit provision	2,070	—	—
Provisions	603	—	—
Total current liabilities	9,197	368	—
Non-current liabilities			
Borrowings	255	9,889	—
Employee benefit provision	156	—	—
Provisions	3,716	—	—
Total non-current liabilities	4,127	9,889	—
Total liabilities	13,324	10,257	—
Net assets	498,592	97,931	31,653
EQUITY			
Accumulated surplus	175,209	55,493	14,563
IPPE revaluation surplus	323,383	42,438	17,090
Council equity interest	498,592	97,931	31,653
Total equity	498,592	97,931	31,653

E Risks and accounting uncertainties

E1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. Council has an investment policy which complies with section 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up and performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by Council.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

The risks associated with the financial instruments held are:

- interest rate risk – the risk that movements in interest rates could affect returns
- liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument, resulting in a financial loss to the Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings.

(a) Market risk – interest rate and price risk

\$ '000	2025	2024
The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	297	355

E1-1 Risks relating to financial instruments held (continued)

(b) Credit risk

Council's major receivables comprise rates and annual charges and user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

Council makes suitable provision for doubtful receivables as required.

The maximum exposure to credit risk at the reporting date is the carrying amount of each class of receivable in the financial statements.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

Credit risk profile

Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

\$ '000	Not yet overdue	overdue rates and annual charges < 5 years	≥ 5 years	Total
2025				
Gross carrying amount	639	490	91	1,220
2024				
Gross carrying amount	827	286	91	1,204

Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	0 - 30 days	Overdue debts 31 - 60 days	61 - 90 days	> 91 days	Total
2025						
Gross carrying amount	4,131	10	6	9	949	5,105
Expected loss rate (%)	0.00%	0.00%	0.50%	0.85%	84.60%	5.73%
ECL provision	—	—	—	—	803	803
2024						
Gross carrying amount	7,256	4	3	5	500	7,768
Expected loss rate (%)	0.00%	0.00%	0.50%	0.85%	84.60%	5.45%
ECL provision	—	—	—	—	423	423

(c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

E1-1 Risks relating to financial instruments held (continued)

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1 for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

\$ '000	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in: 1 - 5 Years	> 5 Years	Total cash outflows	Actual carrying values
2025							
Payables	0.00%	67	3,335	–	–	3,402	3,899
Borrowings	5.47%	–	386	1,771	8,384	10,541	10,541
Total financial liabilities		67	3,721	1,771	8,384	13,943	14,440
2024							
Payables	0.00%	72	2,216	–	–	2,288	2,301
Borrowings	5.90%	–	386	1,770	8,771	10,927	10,927
Total financial liabilities		72	2,602	1,770	8,771	13,215	13,228

E2-1 Fair value measurement

The Council measures the following asset and liabilities at fair value on a recurring basis:

- Infrastructure, property, plant and equipment
- Investment property
- Financial assets and liabilities

Fair value hierarchy

Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Fair value measurement for Plant and Equipment, Office Equipment and Furniture and Fittings are measured at depreciated historical cost which for these assets approximate fair value and are not actually subject to a comprehensive fair market valuation.

The table below shows the assigned level for each asset and liability held at fair value by Council:

Fair value measurement hierarchy									
\$ '000	Notes	Date of latest valuation		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
		2025	2024	2025	2024	2025	2024	2025	2024
Recurring fair value measurements									
Investment property	C1-8								
Investment properties		30/6/2023		1,190	1,190	–	–	1,190	1,190
Total investment property				1,190	1,190	–	–	1,190	1,190
Infrastructure, property, plant and equipment									
	C1-7								
Plant and equipment				–	–	4,506	3,865	4,506	3,865
Office equipment				–	–	72	122	72	122
Furniture and fittings				–	–	126	151	126	151
Operational land	30/06/24	30/6/24		10,991	10,758	–	–	10,991	10,758
Community land	30/06/23	30/6/23		–	–	5,359	5,359	5,359	5,359
Buildings	30/06/24	30/6/24		–	–	32,550	33,250	32,550	33,250
Other structures	30/06/22	30/6/22		–	–	13,402	13,561	13,402	13,561
Roads	30/06/21	30/6/21		–	–	228,482	223,981	228,482	223,981
Bridges	30/06/21	30/6/21		–	–	66,074	66,349	66,074	66,349
Footpaths	30/06/21	30/6/21		–	–	5,510	5,318	5,510	5,318
Bulk earthworks (non-depreciable)	30/06/21	30/6/21		–	–	76,915	75,179	76,915	75,179
Stormwater drainage	30/06/21	30/6/21		–	–	27,042	26,956	27,042	26,956
Water supply network	30/06/23	30/6/23		–	–	94,342	57,789	94,342	57,789
Sewerage network	30/06/23	30/6/23		–	–	18,963	19,369	18,963	19,369
Other assets	30/06/25	30/6/10		–	–	301	1,214	301	1,214
Total infrastructure, property, plant and equipment				10,991	10,758	573,644	532,463	584,635	543,221
Non-recurring fair value measurements									

Valuation techniques

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E2-1 Fair value measurement (continued)

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Investment property

The Investment property was last valued using Level 2 inputs as at 30 June 2023. The value was derived from the NSW Valuer General values published as at 1 July 2022. The Valuer General is an independent statutory officer appointed by the Governor of NSW to oversee the valuation system. The Valuer General is responsible for providing fair and consistent land values in NSW, in line with the Valuation of Land Act 1916. Valuation contractors prepare land values for Valuation NSW. Valuation NSW staff then check the quality and consistency of these values before they are issued by the Valuer General. Land value is the market value of the land only, as if it was sold on 1 July in the valuing year.

The prior year valuation was at 30 June 2018 by Scott Fullarton registered valuer NSW No 67557, where observable inputs used in determining the valuation included net rentals in order to provide a rate per m2 this value was then used in conjunction with sales of comparable properties. Unobservable inputs include a limited number of sales evidence on the open market.

As the investment property is land only, the higher value is market value of the land for sale, not the net present value of the cash flow from investment activity.

Infrastructure, property, plant and equipment (IPPE)

Community Land

Community Land was last valued using Level 3 inputs as at 30 June 2023. The values were derived from the NSW Valuer General values published as at 1 July 2022. The Valuer General is an independent statutory officer appointed by the Governor of NSW to oversee the valuation system. The Valuer General is responsible for providing fair and consistent land values in NSW, in line with the Valuation of Land Act 1916. Valuation contractors prepare land values for Valuation NSW. Valuation NSW staff then check the quality and consistency of these values before they are issued by the Valuer General. Land value is the market value of the land only, as if it was sold on 1 July in the valuing year. The fair value of Land not valued by the Valuer General was valued using the average per measurement valuation of land within this category.

Operational Land

Council's operational land includes all of Council's land and managed Crown Land, that has been classified as operational by the Department of Lands. Council's operational land is valued on an annual basis with a valuation completed in 2024. Council's operational land was valued using the market approach. This asset class is categorised as level 2 as some inputs used in the valuation of these assets require significant professional judgement and are therefore unobservable.

Buildings, Infrastructure and Other Assets

Fair value hierarchy level 3 valuations of buildings, infrastructure and other assets - There is no known market for these assets and they are valued at depreciated current replacement cost. This method involves:

The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.

The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

E2-1 Fair value measurement (continued)

Fair value measurements using significant unobservable inputs (level 3)

Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

	Valuation technique/s	Unobservable inputs
Infrastructure, property, plant and equipment		
Community Land	Land values obtained from the NSW Valuer General	Land values obtained from the NSW Valuer General
Buildings	External valuation	Using depreciable replacement cost given limited comparable sales information
Roads, bridges, Footpaths, stormwater	Internal valuation using cost approach	Derived using asset condition and remaining useful life
Sewer Infrastructure	Internal valuation using cost approach	Derived using asset condition and remaining useful life
Water infrastructure	Internal valuation using cost approach	Derived using asset condition and remaining useful life
Other Structures	Internal valuation using cost approach	Derived using asset condition and remaining useful life
Remaining Classes	At cost but disclosed at fair value	No observable or unobservable inputs were used

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under Active Super – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB 119 *Employee Benefits* for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formula and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements.

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 9.5% from 1 July 2025 of salaries to these members' accumulation accounts in line with current level of SG contributions, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June. Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding past service contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

E3-1 Contingencies (continued)

The amount of Council employer contributions to the defined benefit section of Fund and recognised as an expense for the year ending 30 June 2025 was \$75 thousand. The last formal valuation of the Scheme was undertaken by Fund Actuary, Richard Boyfield, FIAA as at 30 June 2024.

Council's expected contribution to the plan for the next annual reporting period is \$10 thousand.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2025 is:

Defined Benefit reserves only *	\$millions	Asset Coverage
Assets	2,197.6	
Past Service Liabilities	2,092.0	105.0%
Vested Benefits	2,130.4	103.2%

* excluding other accumulation accounts and reserves in both assets and liabilities.

The share of any funding surplus or deficit that can be attributed to Council is 0.17%

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review, which will be a triennial actuarial investigation will be completed by December 2025.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

E3-1 Contingencies (continued)

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

2. Other liabilities**(i) Third party claims**

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

ASSETS NOT RECOGNISED**(i) Land under roads**

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30 June 2008.

(ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

F People and relationships

F1 Related party disclosures

F1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2025	2024
Compensation:		
Short-term benefits	836	809
Post-employment benefits	76	71
Other long-term benefits	41	8
Total	953	888

Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of KMP using Council services (e.g. access to library or Council swimming pool) will not be disclosed.

F1-2 Councillor and Mayoral fees and associated expenses

\$ '000	2025	2024
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	24	21
Councillors' fees	90	97
Other Councillors' expenses (including Mayor)	12	14
Total	126	132

F2 Other relationships

F2-1 Audit fees

\$ '000	2025	2024
During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms		
Auditors of the Council - NSW Auditor-General:		
(i) Audit and other assurance services		
Audit and review of financial statements	66	97
Remuneration for audit and other assurance services	66	97
Total Auditor-General remuneration	66	97
Non NSW Auditor-General audit firms		
Total audit fees	66	97

G Other matters

G1-1 Statement of Cash Flows information

Reconciliation of Operating Result

\$ '000	Notes	2025	2024
Net operating result from Income Statement		(3,121)	7,509
Add / (less) non-cash items:			
Depreciation and amortisation		15,625	13,865
(Gain) / loss on disposal of assets		1,633	435
Non-cash capital grants and contributions		–	(153)
Remediation Re-measurement		–	1,681
Unwinding of discount rates on reinstatement provisions		237	218
Movements in operating assets and liabilities and other cash items:			
(Increase) / decrease of receivables		(24)	195
Increase / (decrease) in provision for impairment of receivables		–	(18)
(Increase) / decrease of inventories		670	(1,369)
(Increase) / decrease of other current assets		(38)	(83)
(Increase) / decrease of contract asset		2,670	3,035
Increase / (decrease) in payables		1,565	(2,518)
Increase / (decrease) in other accrued expenses payable		116	(17)
Increase / (decrease) in other liabilities		(83)	213
Increase / (decrease) in contract liabilities		(5,213)	(920)
Increase / (decrease) in employee benefit provision		214	76
Increase / (decrease) in other provisions		(401)	(1,681)
Net cash flows from operating activities		13,850	20,468

G2-1 Commitments

Capital commitments (exclusive of GST)

\$ '000	2025	2024
---------	------	------

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

Property, plant and equipment

Water Infrastructure	451	7
Sewer Infrastructure	36	–
Road Infrastructure	570	600
Council Buildings	33	70
Waste Management Strategy	1,922	–
Recreational Assets	2,222	131
Other	925	–
Total commitments	6,159	808

These expenditures are payable as follows:

Within the next year	6,159	808
Total payable	6,159	808

Sources for funding of capital commitments:

Future grants and contributions	6,159	571
Unexpended grants	–	230
Externally restricted reserves	–	7
Internally restricted reserves	–	–
Total sources of funding	6,159	808

Details of capital commitments

Council has accepted funding under the Commonwealth and State Grant Program and is working on improving recreational assets within the community. Roadworks are continuing across the Council area and work is also being conducted on Council's water assets.

G3-1 Events occurring after the reporting date

No other matters have arisen subsequent to balance date that would require these financial statements to be amended.

G4 Statement of developer contributions

G4-1 Summary of developer contributions

\$ '000	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
Liverpool Plains Section 7.12 Contribution Plan	1,066	40	-	-	-	-	-	1,106	-
Liverpool Plains Section 7.11 Contribution Plan	941	138	-	-	-	-	-	1,079	-
Liverpool Plains Section 64 - Contribution Plan - Water	654	-	-	-	-	-	-	654	-
Liverpool Plains Section 64 - Contribution Plan - Sewer	45	-	-	-	-	-	-	45	-
Total contributions	2,706	178	-	-	-	-	-	2,884	-

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

Council resolved in September 2023 to (1) formally confirm the repeal of all contribution plans except for (a) Liverpool Plains Section 7.12 Contributions Plan 2022 and (b) Heavy Haulage Contribution Plan 2023, and (2) Reallocate all funds held in the Quirindi, Werris Creek and Willow Tree Section 94 plan account to the account of the Liverpool Plains Section 7.12 Contribution Plan 2022 and for these funds to be used towards the proposed works under this Plan.

Liverpool Plains Shire Council | Notes to the Financial Statements 30 June 2025

End of the audited financial statements

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H1 Statement of performance measures

H1-1 Statement of performance measures – consolidated results

\$ '000	Amounts 2025	Indicator 2025	Indicator 2024	Benchmark
1. Operating performance ratio				
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	(12,012)	(41.02)%	(8.01)%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	29,283			
2. Own source operating revenue ratio				
Total continuing operating revenue excluding all grants and contributions ¹	24,661	61.95%	51.39%	> 60.00%
Total continuing operating revenue ¹	39,807			
3. Unrestricted current ratio				
Current assets less all external restrictions	12,782	2.20x	37.34x	> 1.50x
Current liabilities less specific purpose liabilities	5,799			
4. Debt service cover ratio				
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	4,508	3.34x	13.02x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	1,351			
5. Rates and annual charges outstanding percentage				
Rates and annual charges outstanding	1,355	7.91%	8.28%	< 10.00%
Rates and annual charges collectable	17,141			
6. Cash expense cover ratio				
Current year's cash and cash equivalents plus all term deposits	40,280	18.20	18.29	> 3.00
Monthly payments from cash flow of operating and financing activities	2,213	months	months	months

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

H1-2 Statement of performance measures by fund

\$ '000	General Indicators ^{3, 4}		Water Indicators		Sewer Indicators		Benchmark
	2025	2024	2025	2024	2025	2024	
1. Operating performance ratio							
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1, 2}	(49.18)%	(12.98)%	(19.60)%	4.81%	14.88%	27.42%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹							
2. Own source operating revenue ratio							
Total continuing operating revenue excluding capital grants and contributions ¹	55.10%	48.09%	99.44%	52.25%	99.40%	100.00%	> 60.00%
Total continuing operating revenue ¹							
3. Unrestricted current ratio							
Current assets less all external restrictions	2.20x	37.34x	35.44x	33.99x	∞	1,047.80x	> 1.50x
Current liabilities less specific purpose liabilities							
4. Debt service cover ratio							
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	1.56x	11.55x	10.02x	11.06x	∞	∞	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
5. Rates and annual charges outstanding percentage							
Rates and annual charges outstanding	7.01%	10.87%	10.60%	0.00%	10.58%	0.00%	< 10.00%
Rates and annual charges collectable							
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits	18.20 months	18.29 months	∞	∞	∞	∞	> 3.00 months
Monthly payments from cash flow of operating and financing activities							

(1) - (2) Refer to Notes at Note G5-1 above.

(3) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

Liverpool Plains Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

Liverpool Plains Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports: (continued)

On the Financial Statements (Sect 417 [3])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

Liverpool Plains Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025



Liverpool Plains Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2025

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Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Liverpool Plains Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government *Code of Accounting Practice and Financial Reporting*,
- the NSW Office of *Water Best-Practice Management of Water and Sewerage Guidelines*.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 23rd October 2024.

Ken Cudmore

Mayor

22 October 2025

Donna Lawson

Councillor

22 October 2025

Cian Middleton

General Manager

22 October 2025

Daniel Smallwood

Director Corporate Performance & CFO

22 October 2025

Liverpool Plains Shire Council | Income Statement of water supply business activity | for the year ended 30 June 2025

Liverpool Plains Shire Council

Income Statement of water supply business activity

for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	2,351	2,371
User charges	2,059	1,536
Fees	25	20
Interest and investment income	20	455
Grants and contributions provided for operating purposes	–	18
Other income	–	3
Total income from continuing operations	4,455	4,403
Expenses from continuing operations		
Employee benefits and on-costs	766	718
Borrowing costs	152	163
Materials and services	2,166	1,596
Depreciation, amortisation and impairment	2,244	1,427
Net loss from the disposal of assets	–	287
Total expenses from continuing operations	5,328	4,191
Surplus (deficit) from continuing operations before capital amounts	(873)	212
Grants and contributions provided for capital purposes	25	3,989
Surplus (deficit) from continuing operations after capital amounts	(848)	4,201
Surplus (deficit) from all operations before tax	(848)	4,201
Less: corporate taxation equivalent (25%) [based on result before capital]	–	(53)
Surplus (deficit) after tax	(848)	4,148
Plus accumulated surplus	56,577	52,376
Less: other adjustments	(236)	–
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	–	53
Closing accumulated surplus	55,493	56,577
Return on capital %	(0.8)%	0.4%
Subsidy from Council	4,679	3,733
Calculation of dividend payable:		
Surplus (deficit) after tax	(848)	4,148
Less: capital grants and contributions (excluding developer contributions)	(25)	(3,989)
Surplus for dividend calculation purposes	–	159
Potential dividend calculated from surplus	–	80

Liverpool Plains Shire Council | Income Statement of sewerage business activity | for the year ended 30 June 2025

Liverpool Plains Shire Council**Income Statement of sewerage business activity**

for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	1,477	1,389
Liquid trade waste charges	185	183
Fees	–	1
Interest and investment income	1	491
Grants and contributions provided for operating purposes	10	–
Total income from continuing operations	1,673	2,064
Expenses from continuing operations		
Employee benefits and on-costs	273	253
Materials and services	282	418
Depreciation, amortisation and impairment	869	827
Total expenses from continuing operations	1,424	1,498
Surplus (deficit) from continuing operations before capital amounts	249	566
Surplus (deficit) from continuing operations after capital amounts	249	566
Surplus (deficit) from all operations before tax	249	566
Less: corporate taxation equivalent (25%) [based on result before capital]	(62)	(142)
Surplus (deficit) after tax	187	424
Plus accumulated surplus	14,319	13,753
Less: other adjustments	(5)	–
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	62	142
Closing accumulated surplus	14,563	14,319
Return on capital %	1.2%	2.8%
Subsidy from Council	586	315
Calculation of dividend payable:		
Surplus (deficit) after tax	187	424
Surplus for dividend calculation purposes	187	424
Potential dividend calculated from surplus	93	212

Liverpool Plains Shire Council | Statement of Financial Position of water supply business activity | as at 30 June 2025

Liverpool Plains Shire Council

Statement of Financial Position of water supply business activity

as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Investments	12,331	9,494
Receivables	477	502
Contract assets and contract cost assets	233	2,623
Inventories	—	61
Total current assets	13,041	12,680
Non-current assets		
Infrastructure, property, plant and equipment	95,147	95,535
Total non-current assets	95,147	95,535
Total assets	108,188	108,215
LIABILITIES		
Current liabilities		
Contract liabilities	—	11
Payables	34	38
Borrowings	334	324
Total current liabilities	368	373
Non-current liabilities		
Borrowings	9,889	10,223
Total non-current liabilities	9,889	10,223
Total liabilities	10,257	10,596
Net assets	97,931	97,619
EQUITY		
Accumulated surplus	55,493	56,577
IPPE revaluation surplus	42,438	41,042
Total equity	97,931	97,619

Liverpool Plains Shire Council | Statement of Financial Position of sewerage business activity | as at 30 June 2025

Liverpool Plains Shire Council

Statement of Financial Position of sewerage business activity

as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Investments	11,419	10,326
Receivables	169	152
Total current assets	11,588	10,478
Non-current assets		
Infrastructure, property, plant and equipment	20,065	20,479
Total non-current assets	20,065	20,479
Total assets	31,653	30,957
LIABILITIES		
Current liabilities		
Contract liabilities	–	10
Total current liabilities	–	10
Total liabilities	–	10
Net assets	31,653	30,947
EQUITY		
Accumulated surplus	14,563	14,319
IPPE revaluation surplus	17,090	16,628
Total equity	31,653	30,947

Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993 (Act)*, the *Local Government (General) Regulation 2021 (Regulation)* and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

a. Water Supply Network

Is comprised of water supply operations and net assets system servicing the towns of Quirindi, Werris Creek, Wallabadah, Willow Tree, Spring Ridge, Wahallow, Blackville, Carroona and Premer.

Category 2

(where gross operating turnover is less than \$2 million)

b. Sewerage Service

Is comprised of sewerage reticulation and treatment operations and net asset system servicing the towns of Quirindi and Werris Creek

Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Note – Material accounting policy information (continued)

Corporate income tax rate – **25%** (LY 25%)

Land tax – the first \$1,075,000 of combined land values attracts **0%**. For the combined land values in excess of \$1,075,000 up to \$6,571,000 the rate is **\$100 + 1.6%**. For the remaining combined land value that exceeds \$6,571,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$1,200,000.

In accordance with DCCEEW's regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to DCCEEW's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level – gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the relevant corporate income tax rate, currently 25% (LY 25%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved. Since the taxation equivalent is notional – that is, it is payable to the 'Council' as the owner of business operations – it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 25% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

(ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

The rate of return is calculated as follows:

Operating result before capital income + interest expense

Written down value of I,PP&E as at 30 June

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 4.16% at 30/6/25.

Note – Material accounting policy information (continued)

(iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with DCCEEW's regulatory and assurance framework and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June 2025 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with DCCEEW's regulatory and assurance framework, statement of compliance and statement of dividend payment, dividend payment form and unqualified independent financial audit report are submitted to DCCEEW.

Liverpool Plains Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Report

Please upift Council's Audit Report PDF (opinion) for inclusion in the SPFS report (via the Home screen).

Liverpool Plains Shire Council

SPECIAL SCHEDULES
for the year ended 30 June 2025



Liverpool Plains Shire Council

Special Schedules

for the year ended 30 June 2025

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Liverpool Plains Shire Council | Permissible income for general rates | for the year ended 30 June 2025

Liverpool Plains Shire Council

Permissible income for general rates

\$ '000	Notes	Calculation 2024/25	Calculation 2025/26
Notional general income calculation ¹			
Last year notional general income yield	a	9,390	9,914
Plus or minus adjustments ²	b	(169)	(2)
Notional general income	c = a + b	9,221	9,912
Permissible income calculation			
Percentage increase	d	4.80%	4.00%
Plus percentage increase amount ³	f = d x (c + e)	443	396
Sub-total	g = (c + e + f)	9,664	10,308
Plus (or minus) last year's carry forward total	h	73	(178)
Sub-total	j = (h + i)	73	(178)
Total permissible income	o = k + n	9,737	10,130
Less notional general income yield	l	9,914	10,121
Catch-up or (excess) result	m = k - l	(178)	9
Carry forward to next year ⁶	p = m + n + o	(178)	9

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

Permissible income for general rates

Permissible income for general rates: PLUS PDF inserted here

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Liverpool Plains Shire Council

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2024/25 Required maintenance ^a	2024/25 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	1	2	3	4	5
Buildings	Other	14,558	14,558	200	277	32,550	72,203	19.0%	18.0%	0.0%	43.0%	20.0%
	Sub-total	14,558	14,558	200	277	32,550	72,203	19.0%	18.0%	0.0%	43.0%	20.0%
Other structures	Other structures	3,934	3,934	587	676	13,402	29,154	48.0%	12.0%	10.0%	4.0%	26.0%
	Sub-total	3,934	3,934	587	676	13,402	29,154	48.0%	12.0%	10.0%	4.0%	26.0%
Roads	Sealed roads	3,140	3,140	2,074	2,097	148,129	191,679	70.0%	11.0%	12.0%	5.0%	2.0%
	Unsealed roads	4,281	4,281	680	1,713	80,355	112,192	69.0%	6.0%	11.0%	12.0%	2.0%
	Bridges	348	348	5	1	66,074	101,001	2.0%	97.0%	0.0%	0.0%	1.0%
	Footpaths	—	—	20	1	5,510	8,065	6.0%	94.0%	0.0%	0.0%	0.0%
	Bulk earthworks	—	—	—	—	79,915	79,915	100.0%	0.0%	0.0%	0.0%	0.0%
	Sub-total	7,769	7,769	2,779	3,812	376,983	492,852	59.7%	27.1%	7.2%	4.7%	1.3%
Water supply network	Water supply network	16,095	16,095	649	1,022	94,342	152,023	22.0%	9.0%	31.0%	18.0%	20.0%
	Sub-total	16,095	16,095	649	1,022	94,342	152,023	22.0%	9.0%	31.0%	18.0%	20.0%
Sewerage network	Sewerage network	5,877	5,877	143	291	18,963	40,419	12.0%	6.0%	45.0%	15.0%	22.0%
	Sub-total	5,877	5,877	143	291	18,963	40,419	12.0%	6.0%	45.0%	15.0%	22.0%
Stormwater drainage	Stormwater drainage	—	—	75	58	27,042	45,953	0.0%	53.0%	44.0%	0.0%	3.0%
	Sub-total	—	—	75	58	27,042	45,953	0.0%	53.0%	44.0%	0.0%	3.0%
Total – all assets		48,233	48,233	4,433	6,136	563,282	832,604	43.2%	22.9%	14.9%	10.7%	8.3%

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

#	Condition	Integrated planning and reporting (IP&R) description
1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required

Liverpool Plains Shire Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (consolidated) *

\$ '000	Amounts 2025	Indicator 2025	Indicator 2024	Benchmark
Buildings and infrastructure renewals ratio				
Asset renewals ¹	13,320	93.08%	96.11%	> 100.00%
Depreciation, amortisation and impairment	14,311			
Infrastructure backlog ratio				
Estimated cost to bring assets to a satisfactory standard	48,233	8.33%	8.50%	< 2.00%
Net carrying amount of infrastructure assets	578,835			
Asset maintenance ratio				
Actual asset maintenance	6,136	138.42%	138.42%	> 100.00%
Required asset maintenance	4,433			
Cost to bring assets to agreed service level				
Estimated cost to bring assets to an agreed service level set by Council	48,233	5.79%	6.28%	
Gross replacement cost	832,604			

(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

8 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND UTILITIES

8.1 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:	Tim Wark, Operations Manager
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0406
Annexures:	Nil

RECOMMENDATION

That Council:

1. Receive and note the Monthly Works Report for September 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	<p>RNR commenced a third section of rehabilitation works on Merriwa Road in September. This section is 1.3 km in length.</p> <p>A condition assessment was conducted on this road during September and three further rehabilitation sections were identified due to the heavy vehicle usage to the Daracon site for major slope rehabilitation works in the Upper Hunter Shire. The short lengths identified for rehabilitation were 400 m, 750 m and 800 m in length. Along with these rehabilitation sections approximately 300 m² of heavy patching was also determined to be required before the Merriwa Road is open to through traffic in mid-November.</p> <p>With all these works completed this road will be in a satisfactory condition and take on the expected higher volumes of traffic that are expected in December for holiday season.</p>
Maintenance Grading	<p>Maintenance grading has been carried out for the following unsealed roads:</p> <ul style="list-style-type: none"> • Lowes Creek Road

	<ul style="list-style-type: none"> • Bridge Road • Cattle Lane • Spains Lane • Bloomfields Road • Slacksmith Lane • Intersection of Curra Stock Route and Mount Cobla Roads.
Resheeting	<p>Resheeting has been carried out on the following unsealed roads:</p> <ul style="list-style-type: none"> • 4D Road • Bloomfields Road • Dimby Lane
Merriwa Road Slope Remediation	<p>The treatment of the partial failure of the slope 600 m near the boundary with Upper Hunter Shire Council has almost been completed (see Figure 4). The remaining works is a rock fence and installation of concrete barriers to slow any potential soil sliding down the slope.</p> <p>In addition, to the slope treatment, the shoulder and SO type gutter has been cleared of rock debris for about 1 km (see <i>Figure 2</i>). However, it is expected that small rocks will continue to fall onto the road from wallabies moving along the face of some slopes and dislodging the stones.</p>
Swinging Bridge	<p>The 80% design stage of the pedestrian bridge drawings have been received, and feedback has been sent to the designers for consideration and action. A program has now been issued with work expected to commence on site in mid-November 2025.</p>
Yarraman Creek Bridge, Coonabarabran Road	<p>The design of the multi-cell culvert bridge continued in August and feedback on the design drawings was provided to the designer. It is anticipated that the drawings will become available in the next two weeks. Work on the bridge is still scheduled to commence in early October.</p>
Mooki River Bridge, Bundella Road	<p>The bridge guard rail has been replaced in late August, and one warning sign is to be replaced and some support to the embankments will be undertaken in September.</p>

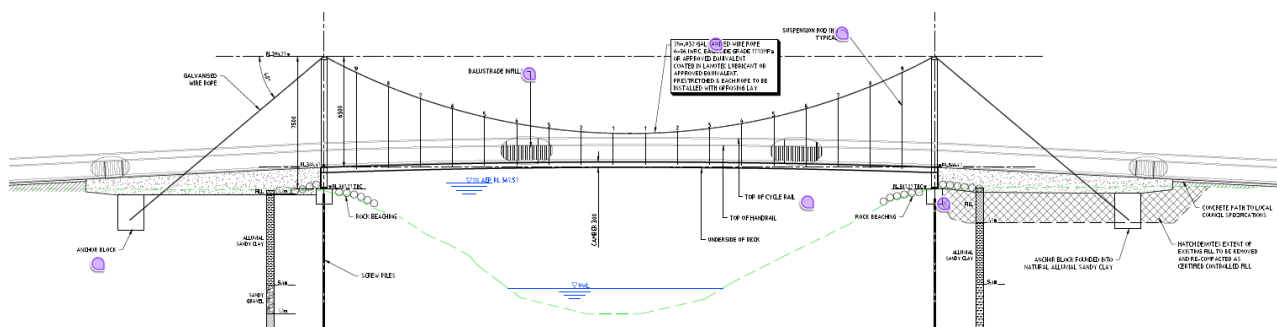


Figure 1 Elevation of swinging bridge



Figure 2 View of Merriwa Road Slope Remediation

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.

8.2 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:	Tim Wark, Operations Manager
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0407
Annexures:	Nil

RECOMMENDATION

That Council:

1. Receive and note the Monthly Shire Presentation Report for September 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	Works commenced on the sporting grounds used for the upcoming cricket season. These works comprised of pitch preparation, turf maintenance, irrigation upgrades etc.
Town Maintenance	Street sweeping and litter collection was carried out across the Shire to maintain cleanliness, improve amenity, and present well-kept public spaces for residents and visitors.
Vegetation Control	Tree trimming/pruning was undertaken throughout Quirindi, Werris Creek, Merriwa Road, and Wallabadah to reduce overhanging branches and improve safety in preparation for the summer 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.
Playground Inspections	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.
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.



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.

8.3 MONTHLY WATER AND WASTE WATER STATUS

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:	Rodney Batterham, Manager Water and Waste	
Authoriser:	Cian Middleton, General Manager	
File Number:	G2025/0410	
Annexures:	Nil	

RECOMMENDATION

That Council:

1. Receive and note the Monthly Water and Wastewater Status Report for October 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 Services staff participated in a practical Dam Emergency exercise as required by Dam Safety NSW at least every five years, on the 4 September 2025 held at the Quipolly Water Treatment Plan (WTP) and Quipolly Dam.

Participants were given a fictitious emergency scenario relevant to Quipolly Dam's failure modes, without prior knowledge of the scenario, to provide a real-life (and mostly real-time) response test. Regular injects from the facilitator for changes in circumstances were also provided to fully assess our responses to a changing environment. Council had five staff involved from Water Operations, Council's LEMO, Council's Communication Coordinator, as well as SES representation, and Council's retained dam specialist engineer also participating.

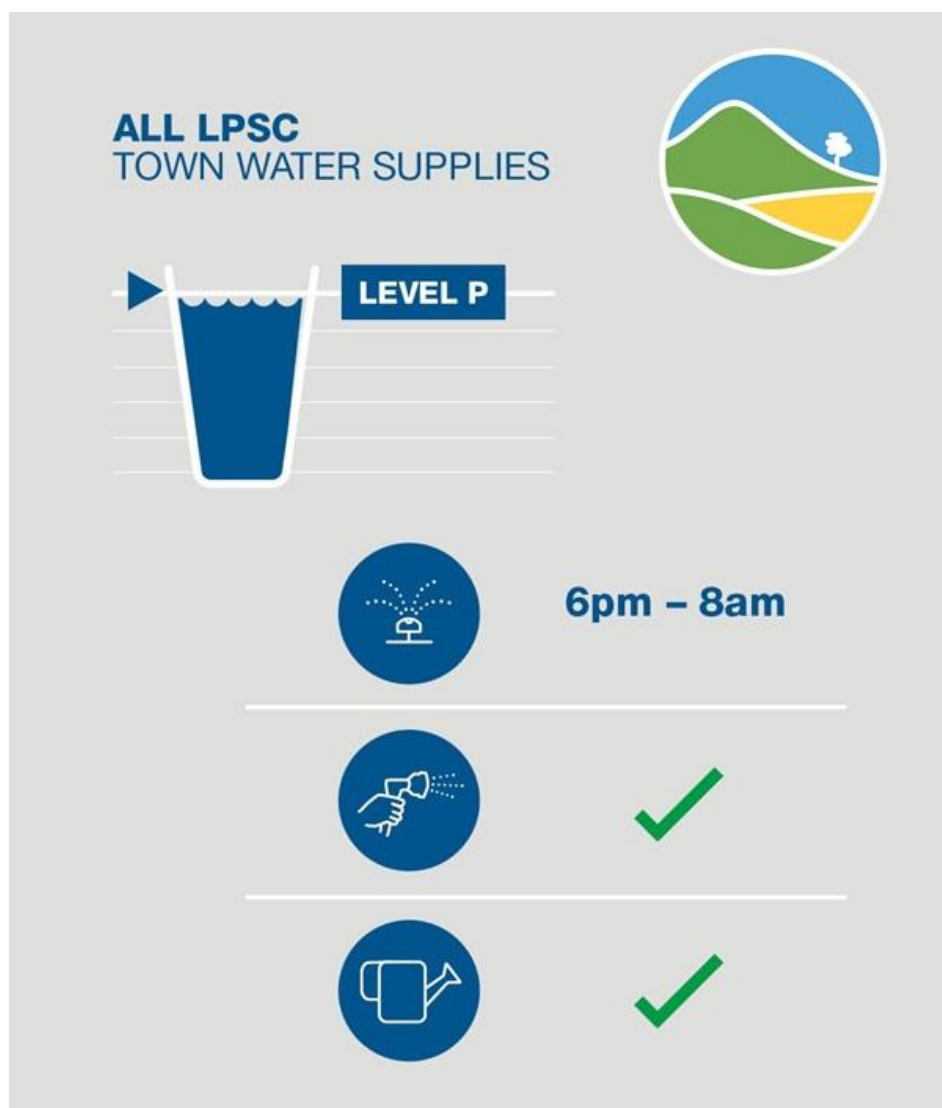
In this exercise the scenario related to a Sunny Day failure where the dam wall suffered piping of the area adjacent the tunnel and continually worsening erosion through the embankment which eventually failed. Early efforts to save the dam was carried out, ultimately resulting in needing to evacuate downstream residents.

It was a very taxing and demanding exercise with an honest debrief held on the day to contribute to a report being prepared to develop improvements in the dam safety system maintained by Council.

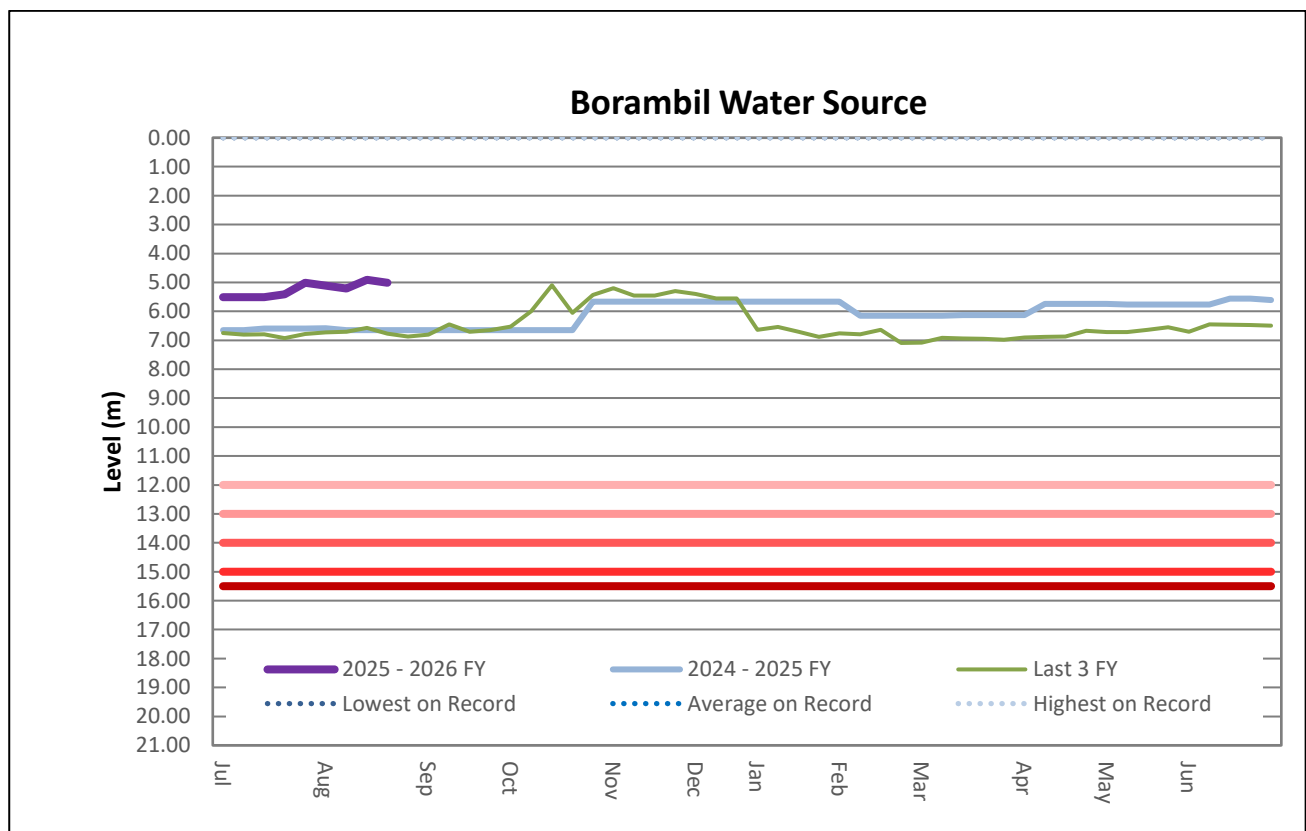
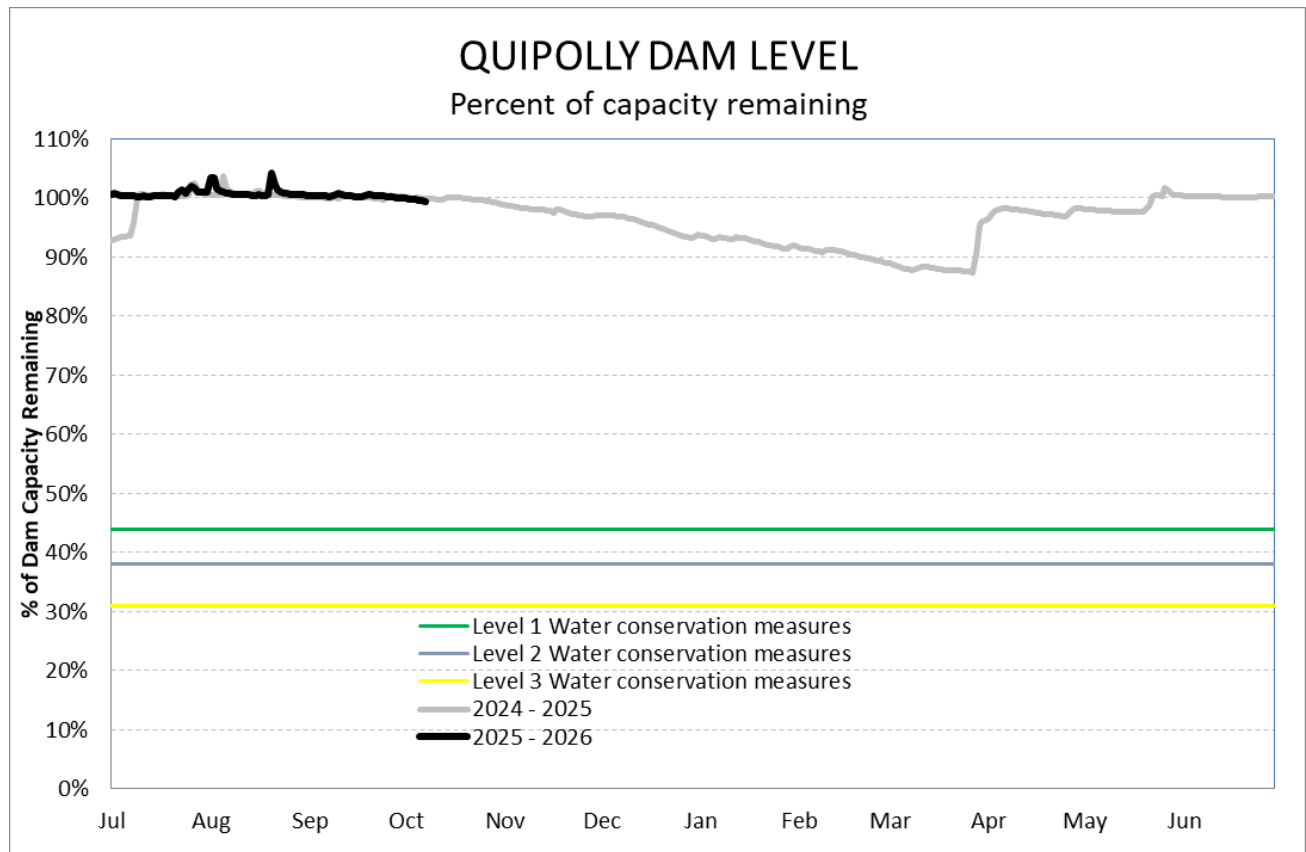
Water Quantity

The climate outlook for the Liverpool Plains from the Bureau of Meteorology (BOM) is forecasting a neutral stance for exceeding median rainfall over the next three months to December 2025. Demand is therefore forecast to be average into Spring, however BOM have also forecast a relatively high chance of the maximum temperatures exceeding the median through to December 2025 which tends to drive up water consumption from lawn and public space watering.

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 outside the heat of the day which the recommended hours for summer from 6pm to 8am AEDT. Handheld hoses, buckets and watering cans can be used at any time. Consumers are always encouraged through the Level P measures to follow common sense water use practices to help maintain a sustainable water supply.

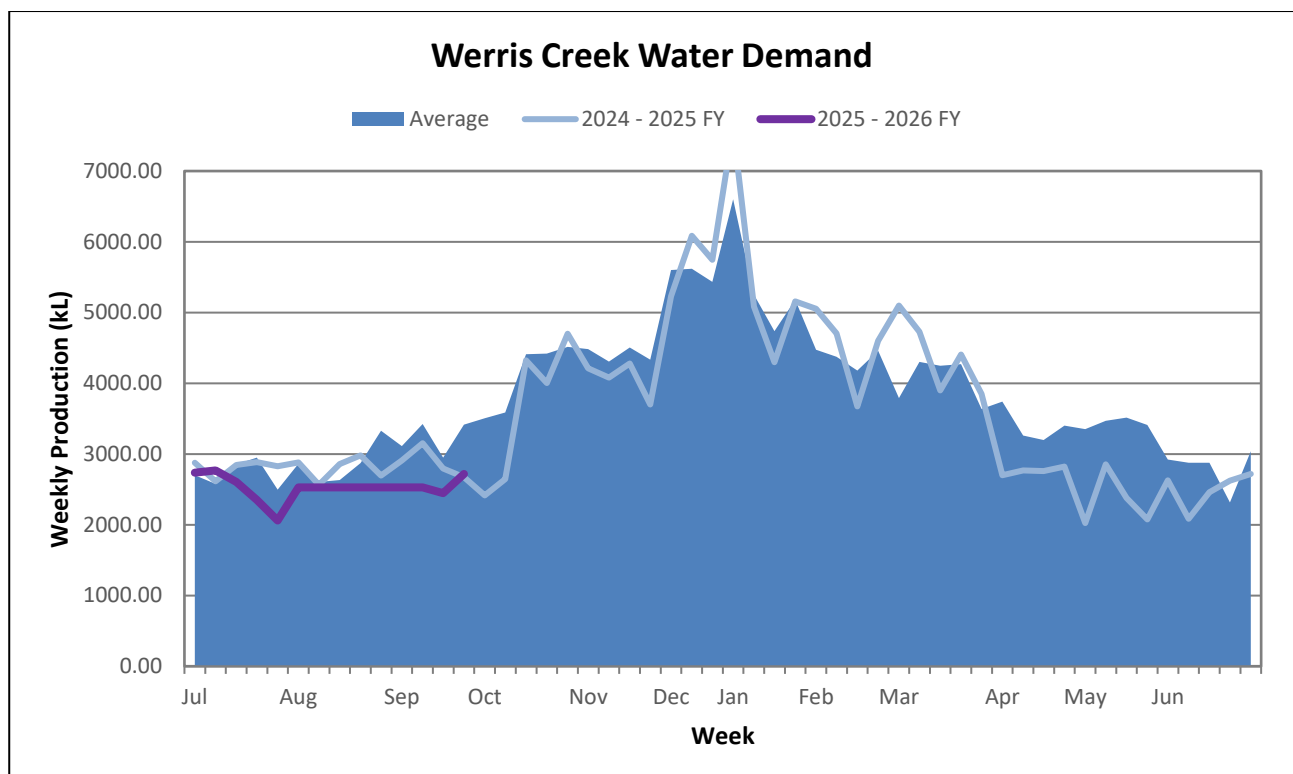
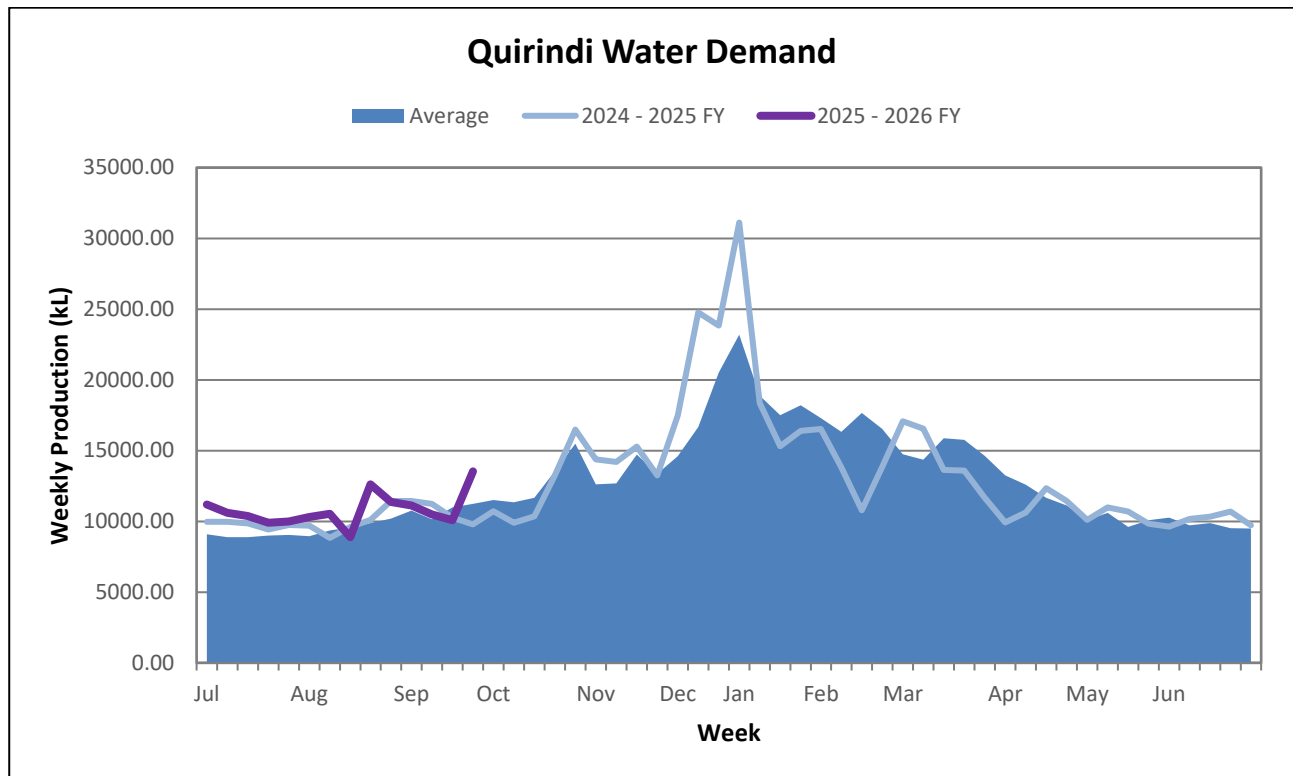


Major Water Source Summary



Quipolly Dam's level was at 99.5% at the beginning of October, ceasing to overflow the Fusegates on 1 Oct 2025. The groundwater level in the Borambil system continues to hold healthy levels due to the extended period of flows in the adjacent Borambil Ck contributing to the aquifer storage.

Town Usage Trends



Demand has remained basically at the long-term average up until October across the water supplies. The different stages of filling both public swimming pools during the reporting period and the commencement of irrigation accounts for much of the change in the demands plotted for Quirindi (pool already filled) and Werris Ck (pool not yet filled).

Villages Systems

The water source and usage trends in the villages have been much the same as for the two major town systems above.

Water Quality

Blue Green Algae (BGA) at Quipolly Dam

Drinking Water Alert: Low Alert (steady)

Recreational Alert (Fishing): Green Alert (steady)

BGA has remained at low alert levels for drinking water and the recreational alert level has also remained at Green alert for fishing by Water NSW. Inflows into Quipolly Dam has provided a reduction in blooms but has been replaced with highly turbid water requiring operations staff to continue to monitor and respond in accordance with established protocols as required.

Drinking Water Quality Events

There were no water quality events reported to NSW Health in the period.

Wastewater Quantity

Quirindi has received and treated 106 ML of the 219 ML annual volume (within its licence scale) for the period 1 February 2022 to 31 January 2026, whilst keeping under the 4200 kL/day licence limit.

Werris Creek has received and treated 93 ML of the 219 ML annual volume (within its licence scale) for the period 1 November 2024 to 31 October 2025.

Wastewater Quality

Summary of Environment Protection Licence Monitoring

Quirindi

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

The results for Werris Creek are typical to historic performance, with evidence of infiltration events occurring during heavy rainfall being shown in the data.

Wastewater data reporting 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 since the last status report.

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.

9 **REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY**

9.1 DEVELOPMENT AND BUILDING REPORT - SEPTEMBER 2025


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: Ben Kirk, Cadet Town Planner

Authoriser: Julie Costa, Director Planning and Community

File Number: G2025/0395

Annexures: A. Applications Report September 2025 [↓](#) 

RECOMMENDATION

That Council:

- 1. Receive and note the Development and Building Report for September 2025.

BACKGROUND

Details of development activity for September 2025 are provided in this report.

ISSUES AND COMMENTARY

A [Statement of Expectations](#) was introduced by the Department of Planning, Housing and Infrastructure in July 2024, setting out the NSW Government’s expectations for council performance in the areas of development assessment (development applications only), planning proposals and strategic planning. The NSW Government has been monitoring the performance of all councils in meeting these expectations.

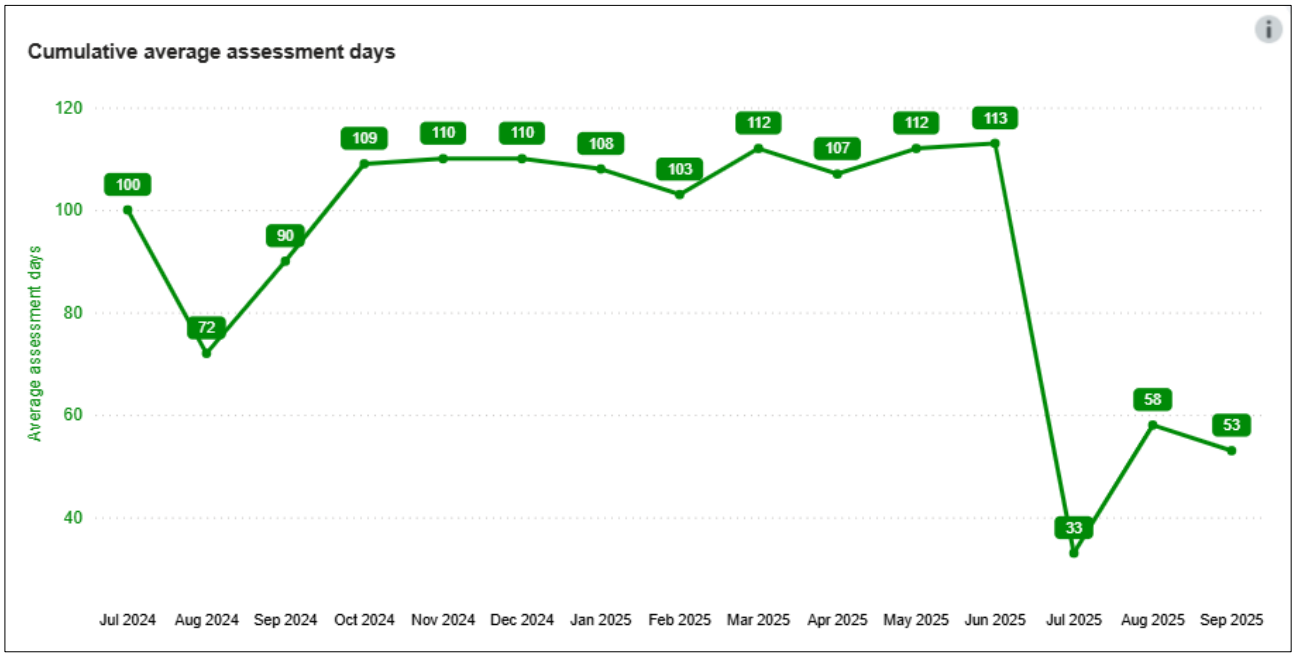
Table 1, below, outlines Council’s performance in the assessment of development applications from 1 September to 30 September 2025.

Table 1 Council's Performance

	DPHI Expectation	Liverpool Plains Performance - Average	Liverpool Plains Applications Meeting Expectation	NSW Councils Meeting Expectation
Lodgement Days	7 days	9 days	60%	0%
Assessment Days	105 days	53 days	89%	100%

Table 2, below, shows the cumulative average assessment days for Council for 24/25 through to 30 September 2025.

Table 2 Cumulative Average Assessment Days



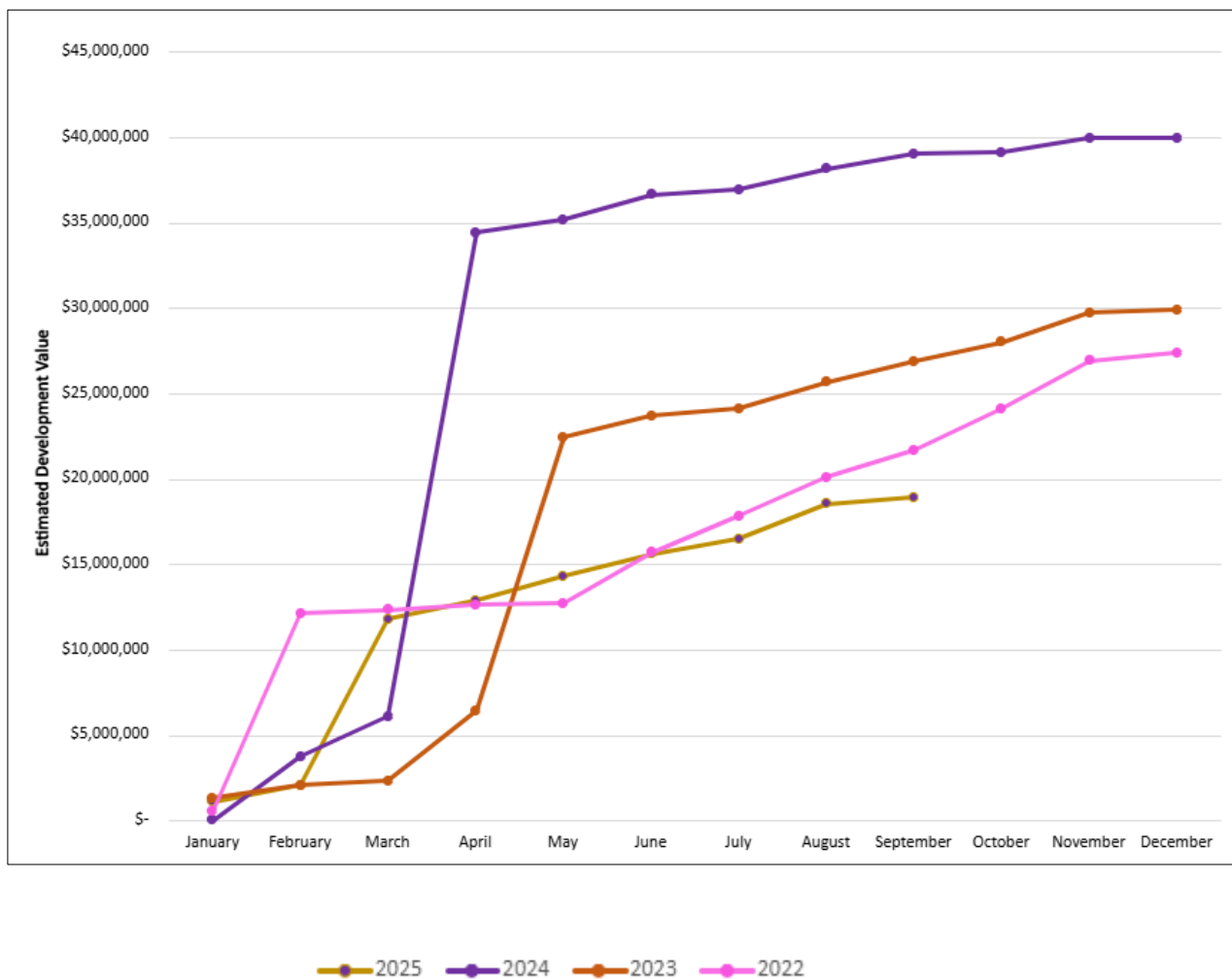
Applications Report

A list of all application determined, lodged and under assessment at 30 September 2025 is in *Annexure A*.

Estimated Value of Approved Development

The following graph displays the estimated cost of all development approved by month for this calendar year up to, and including, the reporting period, compared to previous years.

The estimated cost includes the value of all approved development applications and complying development certificates and incorporates those approved by Council and private certifiers.



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 is 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 September 2025 Development and Building Report.

Applications Report – September 2025

Applications Determined

Application No.	Address	Land Title	Development	Determination Date
Development Applications				
10.2025.24.1	99 Lindsays Gap Road, Wallabadah	Lot 1 DP602887	Two lot rural subdivision	1/09/2025
10.2025.21.1	80 Walhallow Road, Caroon	Lot 214 DP755494	Change of use – preschool to community centre & commercial alterations	19/09/2025
10.2025.28.1	909 Kamilaroi Highway, Braefield	Lot 7 DP999050	Carport	30/09/2025
Construction Certificates				
10.2023.10.2	11 Fletcher Street, Werris Creek	-	Detached studio & garage	23/9/2025
11.2024.75.1	129 Loder Street, Quirindi	Lot 59 DP1263254	Dwelling & detached studio	16/09/2025
Section 68 Applications				
100.2025.11.1	66 Dewhurst Street, Quirindi	Lot 7 DP253145	Replace an existing septic system with a new OSSM	16/09/2025
28.2025.23.1	36 Duke Street, Quirindi	Lot 2 Sec 30 DP758863	Internal water, sewer & stormwater works for a dwelling	29/09/236
28.2025.22.1	1262 Piallaway Road, Currabubula	Lot 7 DP751025	Installation of a manufactured dwelling	29/09/2025
28.2025.5.2	17 Price Street, Quirindi	Lot 45 DP1129934	Internal water, sewer & stormwater works for a dwelling	23/09/2025
100.2025.10.1	1262 Piallaway Road, Currabubula	Lot 7 DP751025	Approval to operate an existing on site sewage management system	23/09/2025
Building Information Certificates				

17.2025.3.1	80 Walhallow Road, Carroona	Lot 214 DP755494	-	23/09/2025
Section 138 Applications				
138.2025.5.2	17 Price Street, Quirindi	Lot 45 DP1129934	New access crossing for a dwelling	17/09/2025
138.2025.10.1	Duke Street, Quirindi	Lot 7300 DP1141977	Box culvert replacement project for rail track with traffic control	25/09/2025
Occupation Certificate				
13.2025.4.1	25 North Avenue, Quirindi	Lot 2 DP719167	Patio	23/09/2025
Principal Certifier Appointment				
18.2024.64.1	144 Karanilla Road, Quipolly	Lot 11 DP717223	Shed	24/09/2025
18.2024.86.1	62 Punyarra Street, Werris Creek	Lot 64 DP1022668	Carport	22/09/2025
18.2025.28.1	909 Kamilaroi Highway, Braefield	Lot 7 DP99050	Carport	10/09/2025
18.2024.75.1	129 Loder Street, Quirindi	Lot 59 DP1263254	Dwelling & detached studio	9/09/2025
18.2025.3.1	1 Mitsel Close, Werris Creek	Lot 9 DP705075	Alterations & additions to a dwelling	10/09/2025

Applications Lodged

Application No.	Address	Land Title	Development	Lodgement Date
Development Applications				
10.2025.24.2	99 Lindsays Gap Road, Wallabadah	Lot 1 DP602887	Modification - Common boundary alteration between lots 31 & 32	19/09/2025
10.2025.31.1	25 Ray Carter Drive, Quirindi	Lot 362 DP813834	Storage shed	10/9/2025
10.2025.29.1	690 Waverly Road, Caroon	Lot 2 DP622039	Demolition and installation of a relocated office building with alterations	8/09/2025
10.2025.27.1	3983 Coonabarabran Road, Spring Ridge	Lot 65 DP1208107	Installation of prefabricated ablution block and construction of skillion over BBQ area	2/09/2025
10.2025.28.1	909 Kamilaroi Highway, Braefield	Lot 7 DP999050	Carport	1/09/2025
Construction Certificate				
11.2024.64.1	144 Karanilla Road, Quipolly	Lot 11 DP717223	Shed	25/9/2025
11.2024.86.2	62 Punyarra Street, Werris Creek	Lot 64 DP1022668	Carport	24/09/2025
11.2025.28.1	909 Kamilaroi Highway, Braefield	Lot 7 DP999050	Carport	3/09/2025
Section 68 Applications				
100.2025.11.1	66 Dewhurst Street, Quirindi	Lot 7 DP253145	Replace an existing septic system with a new OSSM	16/09/2025
28.2025.27.1	3983 Coonabarabran Road, Spring Ridge	Lot 65 DP1208107	Installation of prefabricated ablution block and construction of skillion over BBQ area	2/09/2025
Building Information Certificates				

17.2025.3.1	80 Walhallow Road, Carroona	Lot 214 DP755494	-	15/09/2025
Section 138 Applications				
138.2025.7.1	262 George Street, Quirindi	Lot 1 DP658834	Temporary use of road corridor for storage - paving backyard of the Terminus Hotel	16/09/2025
138.2024.86.1	62 Punyarra Street, Werris Creek	Lot 64 DP1022668	New access crossing	16/09/2025
138.2025.9.1	Glenyalla Road Rail Level Crossing, Willow Tree	Lot 1 DP1147927	Road occupancy with traffic control for trackwork	18/09/2025
138.2025.10.1	Duke Street, Quirindi	Lot 7300 DP1141977	Box culvert replacement project for rail track with traffic control	25/09/2025
Principal Certifier Appointment				
18.2024.64.1	144 Karanilla Road, Quipolly	Lot 11 DP717223	Shed	24/09/2025
18.2024.86.1	62 Punyarra Street, Werris Creek	Lot 64 DP1022668	Carport	22/09/2025
18.2025.28.1	909 Kamilaroi Highway, Braefield	Lot 7 DP 99050	Carport	10/09/2025
18.2024.75.1	129 Loder Street, Quirindi	Lot 59 DP1263254	Dwelling & detached studio	9/09/2025

Applications Under Assessment

Application No.	Address	Land Title	Development	Lodgement Date	Application Status
Development Applications					
10.2025.33.1	40 Station Street, Quirindi	Lot 4 DP16252	Change of use - convenience store	N/A	Pending lodgement & additional information
10.2025.30.1	8 Industrial Drive, Quirindi	Lot 6 DP804334	Storage unit complex (48 units)	N/A	Pending lodgement & additional information
10.2025.25.1	44 Maria Street, Wallabadah	Lot 10 Sec 18 DP759037	Two temporary storage units (cabins)	N/A	Pending lodgement & additional information
10.2021.66.2	17 Fitzroy Street, Quirindi	Lot 2 DP593754	Modification – dwelling size & location	20/03/2025	Awaiting additional information
10.2025.10.1	17 Green Crescent, Quirindi	Lot 11 DP839305	Dwelling	23/04/2025	Awaiting additional information
10.2025.26.1	34 Glenbrook Road, Currabubula	Lot 360 DP751011	Garage	8/07/2025	Awaiting additional information
10.2025.23.1	36 Duke Street, Quirindi	Lot 2 Sec 30 DP758863	Dwelling	28/07/2025	Awaiting additional information
10.2025.27.1	3983 Coonabarabran Road, Spring Ridge	Lot 65 DP1208107	Installation of prefabricated ablution block and construction of skillion over BBQ area	2/09/2025	Under assessment
10.2025.29.1	690 Waverly Road, Caroon	Lot 2 DP622039	Demolition and installation of a relocated office building with alterations	8/09/2025	Under assessment
10.2025.31.1	25 Ray Carter Drive, Quirindi	Lot 362 DP813834	Storage shed	10/09/2025	Under assessment

10.2025.32.1	91 Hill Street, Quirindi	Lot 1 DP67159	Demolition of an existing dwelling and installation of a manufactured dwelling	17/09/2025	Neighbour notification
10.2025.24.2	99 Lindsays Gap Road, Wallabadah	Lot 1 DP602887	Modification - common boundary alteration between lots 31 & 32	19/9/2025	Under assessment
10.2024.64.2	144 Karanilla Road, Quipolly	Lot 11 DP717223	Modification - shed setback	22/09/2025	Under assessment
Complying Development Certificate					
16.2025.3.1	1 Mitsel Close, Werris Creek	Lot 9 DP705075	Alterations & additions to a dwelling	12/06/2025	Awaiting additional information
16.2024.12.1	185 Hawker Street, Quirindi	Lot 101 DP513580	Shed	1/07/2025	Awaiting additional information
Construction Certificates					
11.2025.10.1	17 Green Crescent, Quirindi	Lot 11 DP839305	Dwelling	N/A	Pending lodgement & additional information
11.2025.1.1	3 Pezzutos Road, Colly Blue	Lot 3 Sec 2 DP758267	Farm shed	13/05/2025	Awaiting additional information
11.2021.61.1	1 Ray Carter Drive, Quirindi	Lot 123 DP751006	Shed	29/06/2022	Awaiting additional information
11.2025.11.1	27 Eurunderee Road, Quirindi	Lot 7 DP1141415	Dwelling & shed	7/08/2025	Under assessment & pending contribution payment
11.2023.44.1	161 Henry Street, Werris Creek	Lot 22 Sec 9 DP9988	Demolish existing shed & build new shed	26/08/2024	Awaiting additional information
11.2025.28.1	909 Kamilaroi Highway, Braefield	Lot 7 DP999050	Carport	3/09/2025	Under assessment

11.2024.86.2	62 Punyarra Street, Werris Creek	Lot 64 DP1022668	Carport	24/09/2025	Under assessment
11.2024.64.1	144 Karanilla Road, Quipolly	Lot 11 DP717223	Shed	25/09/2025	Under assessment
Section 68 Application					
F/34-03	1020 Windy Road Pine Ridge	Lot 4 DP862900	Trade waste	24/05/2023	Under assessment
100.2023.10.1	1020 Windy Road Pine Ridge	Lot 4 DP862900	AWTS installation	25/5/2023	Under assessment
100.2024.26.1	81 Pollocks Lane, Quirindi	Lot 1 DP522785	Approval to operate an existing OSSM	28/11/2024	Under assessment
100.2025.2.1	210 Warrah Creek Road, Warrah Creek	Lot 2 DP784334	Approval to operate an existing OSSM	11/02/2025	Awaiting additional information
28.2025.99.1	7 Pezzutos Road, Colly Blue	Lot 4 Sec 2 DP758267	Manufactured dwelling	1/5/2025	Awaiting additional information
28.2025.18.1	719 Warrah Creek Road, Warrah Creek	Lot 2 DP1184083	Replace existing dwelling with manufactured dwelling	22/07/2025	Under assessment and pending contribution payment
100.2024.19.1	11 Arnold Avenue Spring Ridge	Lot 1 DP1097819	Approval to operate an existing OSSM	25/07/2025	Under assessment
28.2025.10.2	17 Green Crescent, Quirindi	Lot 11 DP839305	Carry out water, sewer & stormwater works for a dwelling and attached garage	6/08/2025	Awaiting additional information
100.2024.21.1	1452 Merriwa Road, Big Jacks Creek	Lot 1 DP1165421	Approval to operate an existing OSSM	7/08/2024	Under assessment
28.2025.27.1	3983 Coonabarabran Road, Spring Ridge	Lot 65 DP1208107	Installation of prefabricated ablution block &	2/09/2025	Under assessment

			construction of skillion over BBQ area		
28.2025.3.2	1 Mitsel Close, Werris Creek	Lot 9 DP705075	Carry out water and sewer work for alterations & additions to a dwelling	30/09/2025	Under assessment
Section 138 Application					
138.2024.123.1	38 Station Street, Quirindi	Lots 3/4 DP16252	Footpath closure requiring traffic control	29/11/2024	Under assessment
138.2024.124.1	1140 Piallaway Road, Currabubula	Lot 1 DP807568	Rework road corridor - improve access for articulated vehicles	18/12/2024	Under assessment
138.2025.7.1	262 George Street, Quirindi	Lot 1 DP658834	Temporary use of road corridor for storage - paving backyard of the Terminus Hotel	16/09/2025	Under assessment
138.2024.86.1	62 Punyarra Street, Werris Creek	Lot 64 DP1022668	New access crossing	16/09/2025	Under assessment
138.2025.9.1	Glenyalla Road -rail level crossing, Willow Tree	Lot 1 DP1147927	Road occupancy with traffic control for trackwork	18/09/2025	Under assessment
Occupation Certificates					
13.2021.47.1	96A Dewhurst Street, Werris Creek	Lot 11 DP548098	Shed	N/A	Awaiting additional information
13.2022.18.1	102 Hill Street, Quirindi	Lot B DP330474	Shed & retaining wall	N/A	Awaiting additional information
13.2021.11.1	32 Station Street, Quirindi	Lot 1 DP1072347	Shed	N/A	Awaiting additional information
13.2022.46.1	143 Loder Street, Quirindi	Lot 143 DP1212828	Office extension	N/A	Awaiting additional information

13.2025.14.1	40 Eurunderee Road, Quirindi	Lot 4 DP1141415	Alterations & additions to a dwelling (screen enclosure)	29/07/2025	Under assessment
13.2023.49.1	1658 Kamilaroi Highway, Quirindi	Lot 6 DP1066703	Dwelling	N/A	Pending lodgement
Subdivision Certificates					
135.2025.2.1	144 Deeks Road Werris Creek	Lot 1 DP603605	Boundary adjustment	11/07/2025	Under assessment
135.2025.2.1	12 Currabubula Stock Route Road, Currabubula	Lot 354 & 355 DP751011	Boundary adjustment	8/09/2025	Under assessment

9.2 2025/26 POOL SEASON

IP&R Linkage:	Goal: Promote active lifestyles and strengthen community connections and sense of belonging
	Strategy: Support the delivery of official civic events that promote engaged citizenship and foster civic pride
Author:	Julie Costa, Director Planning and Community
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0394
Annexures:	Nil

RECOMMENDATION

That Council:

1. Note that the Werris Creek Memorial Pool will open on Saturday, 1 November 2025 and the Quirindi Aquatic Centre will occur on Saturday, 22 November 2025.
2. Note that if the construction of the Quirindi Aquatic Centre occurs well in advance of Saturday, 22 November 2025, Management will endeavour to open the facility earlier than scheduled.
3. Note the hours of operation as detailed in the report for the Quirindi Aquatic Centre and the Werris Creek Memorial Pool for the 2025-2026 pool season with the hours being varied at the Quirindi Aquatic Centre to fit with the program events on 22 November 2025.
4. Apply a 10 per cent discount to all season ticket purchases until the close of business on 30 November 2025, in recognition of the community's support and patience during the construction of the Quirindi Aquatic Centre.

BACKGROUND

The Quirindi Aquatic Centre has been closed to the public since 2023 due to the construction of the new facility. With the new facility nearing completion, this report provides information about proposed arrangements for the 2025-2026 season opening for the Quirindi Aquatic Centre and the Werris Creek Memorial Pool.

ISSUES AND COMMENTARYQuirindi Aquatic Centre

It is proposed that the Centre will open to the public on Saturday, 22 November 2025. This opening date has been selected to ensure that there is adequate time to complete all aspects of construction. A separate official opening for the facility will be planned, in line with grant deed requirements, subject to further advice from the Department of Regional NSW. However, the official opening will not affect the season opening date of 22 November 2025 (that is, the facility can be opened for public use prior to the official opening). There is a community celebration planned for this day. Whilst the program is yet to be finalised, the pool opening times on this day are likely to be varied to fit with the program of events. The community celebration along with the opening times for this day will be publicised ahead of the event.

However, if the works are completed ahead of 22 November 2025, then there could be a 'soft' opening whereby it will be open to the public to use prior to the official opening.

The proposed hours of operation for the Centre will be:

- Monday to Friday: 6am- 8am
- Monday to Friday: 2pm – 6pm
- Saturday and Sunday: 10am – 6pm

During the summer holidays, the operating hours will be 10am to 7pm, Monday to Sunday.

Given the delay to the opening of the Centre, there will be discussions with stakeholders to determine alternative arrangements.

Werris Creek Memorial Pool

The pool will be opening to the public on Saturday 1 November 2025. Until the opening of the Quirindi Aquatic Centre, the hours of operation will be:

- Monday to Friday: 6am – 8am
- Monday to Sunday: 10am – 7pm

Once the Quirindi Aquatic Centre is open, the hours will revert to their normal operating hours being:

- Monday to Friday: 2pm – 6pm
- Saturday and Sunday: 10am – 6pm

During the summer holidays, the operating hours will be 10am to 7pm, Monday to Sunday.

As an aside, Council has submitted a grant under the Holiday Break Program – Summer 2025/26 administered by the NSW Department of Communities and Justice to host pool activities (one day for each pool) for young people aged 12-24 years.

LEGISLATIVE AND POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Pool entry fees for the 2025-2026 season are detailed in Council's Fees and Charges Schedule 2025-2026, endorsed at the Ordinary Meeting of Council on 12 May 2025 **Res [2025/85]**. Season tickets can be purchased from 22 October 2025 at the Werris Creek Memorial Pool, Plains Fitness and Council's Administration Building. Season tickets will also be available from the Quirindi Aquatic Centre once it is open to the public. To thank the community for its support and patience during the construction of the Quirindi Aquatic Centre, it is recommended that Council offer a 10 per cent discount on all season tickets until 30 November 2025. Based on the sale of season tickets in 2024-2025, this represents an approximate \$3,000 (including GST) reduction in income for Council for the 2025-2026 financial year.

In addition to this, it is recommended to Council that entry to both facilities on Saturday, 22 November 2025 be free. This represents an approximate \$750 (including GST) reduction in income to Council for the 2025-2026 financial year.

RISK IMPLICATIONS

No risk implications identified in relation to the matters in this report.





COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report, however, there will be media associated with the opening of the pools to ensure that the public is aware of these arrangements.

CONCLUSION

It is proposed to formally open the Quirindi Aquatic Centre on Saturday 22 November 2025 and extend the operating hours of the Werris Creek Memorial Pool until this date. If the works are completed at the Quirindi Aquatic Centre well in advance of 22 November 2025, then there could be a soft opening of this facility. It is recommended that pool entry be free to both facilities on 22 November 2025 and a 10 per cent discount be provided on season tickets until 30 November 2025 in recognition of the community's support and patience during the construction of the Quirindi Aquatic Centre.

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:	Julie Costa, Director Planning and Community
Authoriser:	Cian Middleton, General Manager
File Number:	G2025/0335
Annexures:	<p>A. Local Advisory Committee Expressions of Interest - Consolidated - Closed - Closed</p> <p>B. Draft Terms of Reference - Quirindi Local Advisory Committee ↓ </p> <p>C. Draft Terms of Reference - Willow Tree Local Advisory Committee ↓ </p> <p>D. Draft Terms of Reference - Western Plains Local Advisory Committee ↓ </p> <p>E. Draft Terms of Reference - Wallabadah Local Advisory Committee ↓ </p>

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 Quirindi, Willow Tree, Wallabadah and Western Plains Local Advisory Committees for the remainder of the 2024-28 term of Council and adopt the Terms of Reference appended at *Annexure B, C, D and E*.
3. Formally appoint those members of the community who have expressed their interest in serving on the Quirindi, Willow Tree, Wallabadah and Western Plains Local Advisory Committees to their relevant committee for the remainder of the 2024-28 term of Council.
4. Advise members of the Werris Creek community and the Werris Creek Progress Association who have expressed their interest in serving on the Local Advisory Committee that it will not be formed due to less than five (5) nominations being received, as required by the Terms of Reference, for the formation of a committee.

BACKGROUND

Council invited Expressions of Interest (“EOIs”) from interested members of the public to serve on Local Advisory Committees (“LAC”) to provide 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.

At its Ordinary Meeting held 27 August 2025, Council resolved amongst other things to note that EOIs 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 had been extended to Sunday, 14 September 2025 [**res.2025/163**].

The extended EOI process did not apply to Currabubula as Council resolved at the same meeting to form the Currabubula LAC and to formally appoint members. Their first meeting was held on Thursday, 09 October 2025.

ISSUES AND COMMENTARY

The table below shows the breakdown in EOIs received for each locality and is inclusive of those received during the first nomination period. EOIs were received via Council's website, hardcopy over the front counter, one email and one letter. It should be noted that the actual number of EOIs received is different to the number of people who have nominated (e.g. EOIs covering more than one person and requesting different options for LAC formation). These variations are discussed in the report. *Annexure A* is the individual details of the nominations received.

Locality	EOI Received	Commentary
Blackville	1	The adopted Terms of Reference requires a minimum of five (5) EOIs to form a LAC. None of these communities received the required number of submissions but combined six (6) EOIs were received. It is recommended that Council establish a Western Plains LAC covering all four communities.
Premier	2	
Spring Ridge	3	
Warrah	0	
Quirindi	7	This LAC can be formed as a minimum of five (5) EOIs have been received.
Wallabadah	10*	This LAC can be formed as a minimum of five (5) EOIs have been received.
Werris Creek	3	This LAC cannot be formed as it has not received a minimum of five (5) EOIs. However, the Werris Creek Progress Associated has indicated it wishes to enjoy a close engagement with Council and undertake the functions of the LAC.
Willow Tree	5	This LAC can be formed as a minimum of five (5) EOIs have been received.
*Nine (9) individual EOIs have been received for the Wallabadah LAC. The 10 th EOI is from the Wallabadah Community Association, seeking five positions on the LAC.		

The following commentary is provided on each of the localities and the response to the EOIs.

Blackville/Premier/Spring Ridge/Warrah

The adopted Terms of Reference requires a minimum of five (5) EOIs to form a LAC. None of these communities received the required number of submissions but combined six (6) EOIs were received. It is recommended that Council establish a Western Plains LAC covering all four communities.

Quirindi

The adopted Terms of Reference requires a minimum of five (5). Quirindi has received the required number of submissions. It is recommended that Council establish the Quirindi LAC.

Wallabadah

Council received 14 EOIs for the Wallabadah LAC, comprising a combination of individual nominations as well as a verbal submission from the Wallabadah Community Association seeking to nominate five (5) of their members to serve on the proposed LAC.

The Terms of Reference do not provide for external bodies, such as Incorporated Associations, to join the LACs or hold reserved positions on the LACs. As such, it is recommended that those applicants be offered appointment as individual members of the community, rather than as representatives of a specific body (i.e. the Wallabadah Community Association).

Werris Creek

Council did not receive a minimum of five EOIs for the proposed Werris Creek LAC. Three (3) EOIs were received. Of these three, one (1) is not a member of the Werris Creek Progress Association ("WCPA").

The WCPA has expressed interest in serving as a consultation and engagement forum for the Werris Creek community and undertaking the functions and role of the LAC.

As such, it is recommended that Council not appoint a LAC (given insufficient EOIs) and instead foster a close working relationship with the WCPA, akin to Council's relationship with other Incorporated Associations operating in the shire, such as the Wallabadah Community Association and Liverpool Plains Business Chamber. For example, Council could offer to appoint a Councillor delegate to attend the WCPA's meetings, or for the General Manager or Director Planning and Community to attend meetings from time to time.

Willow Tree

The adopted Terms of Reference requires a minimum of five EOIs. Willow Tree has received the required number of submissions. It is recommended that Council establish the Willow Tree LAC.

LEGISLATIVE AND POLICY IMPLICATIONS

Any LAC established 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, C, D* and *E*, respectively.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There is no risk implications associated with this report.

COMMUNITY CONSULTATION

Following conclusion of the initial EOI period; consistent with Council's resolution at its August Ordinary Meeting, the General Manager authorised the extension of the EOI period to Sunday 14 September 2025, resulting in the additional EOIs being received, as detailed in this report.

CONCLUSION

As detailed above, it is recommended that Council proceed in establishing the Quirindi, Wallabadah, Western Plains and Willow Tree LACs and adopt Terms of Reference for those committees (refer *Annexure B*). While insufficient nominations were received for the proposed Werris Creek LAC, the Werris Creek Progress Association has indicated its interest in working collaboratively with Council to address issues of importance to the Werris Creek community.



Terms of Reference

Quirindi Local Advisory Committee

Date Adopted by Council	<> 2025
Resolution No.	Resolution Number
Next Scheduled Review	December 2028
Committee Sponsor	Director Planning and Community

1. Establishment and Term

- 1.1. The Quirindi Local Advisory Committee (hereafter "the Committee") is established by Liverpool Plains Shire Council pursuant to Resolution <Resolution Number> made <> 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 vote, 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 days 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.

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Terms of Reference

Willow Tree Local Advisory Committee

Date Adopted by Council	<> 2025
Resolution No.	Resolution Number
Next Scheduled Review	December 2028
Committee Sponsor	Director Planning and Community

1. Establishment and Term

- 1.1. The Willow Tree Local Advisory Committee (hereafter "the Committee") is established by Liverpool Plains Shire Council pursuant to Resolution <Resolution Number> made <> 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 vote, 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 days 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.

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Terms of Reference

Western Plains Local Advisory Committee

Date Adopted by Council	<> 2025
Resolution No.	Resolution Number
Next Scheduled Review	December 2028
Committee Sponsor	Director Planning and Community

1. Establishment and Term

- 1.1. The Western Plains Local Advisory Committee (hereafter "the Committee") is established by Liverpool Plains Shire Council pursuant to Resolution <Resolution Number> made <> 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 vote, 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 days 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.

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Terms of Reference

Wallabadah Local Advisory Committee

Date Adopted by Council	<> 2025
Resolution No.	Resolution Number
Next Scheduled Review	December 2028
Committee Sponsor	Director Planning and Community

1. Establishment and Term

- 1.1. The Wallabadah Local Advisory Committee (hereafter "the Committee") is established by Liverpool Plains Shire Council pursuant to Resolution <Resolution Number> made <> 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
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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.

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10 DELEGATES REPORTS

Nil

11 NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

11.1 NOTICE OF MOTION - DEVELOPMENT OF PROJECT MANAGEMENT FRAMEWORK AND ESTABLISHMENT OF MAJOR PROJECTS COMMITTEE
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File Number: G2025/0417

Annexures: Nil

I, Councillor Charlie Simkin, give notice that at the next Ordinary Meeting of Council to be held on 22 October 2025, I intend to move the following motion:

RECOMMENDATION

That Council:

1. Request the General Manager develop and implement an organisation-wide Project Management Framework.
2. Establish a Major Projects Committee, comprising the Mayor and three Councillors, along with the General Manager and relevant staff nominated by the General Manager, to:
 - (a) Oversee the development and implementation of Council's Project Management Framework,
 - (b) Provide strategic direction, review project scopes, and ensure that project objectives, budgets, timelines and risks are clearly identified and addressed during the planning phase,
 - (c) Monitor the application of the Project Management Framework throughout the lifecycle of major projects undertaken by Council, including both planning and delivery, and
 - (d) Meet regularly to review project progress, ensuring that any issues or risks identified during planning are proactively addressed during delivery.
3. Nominate Councillors _____, _____, and _____ to serve as the three Councillor delegates to the Major Projects Committee through to September 2028, noting that all Committee appointments are traditionally reviewed mid-term following the election of the Mayor and Deputy Mayor.

BACKGROUND FROM COUNCILLOR SIMKIN

The purpose of this Motion is twofold: to progress the development and implementation of a consistent Project Management Framework across Council's organisation and operations, and to establish a dedicated Major Projects Committee ("MPC") to provide oversight of Council's project planning and delivery.

Council is currently working to deliver several major projects, including the Quirindi Aquatic Centre and Willow Tree Waste Management Facility. These are transformative projects for Liverpool Plains Shire Council and when completed will provide positive short- and long-term outcomes for our community. During this Council term it has become clear that stronger oversight

arrangements are required for projects of this scale and complexity throughout the projects lifecycle.

Implementing a Project Management Framework across the Organisation will provide significant improvements in governance, transparency, and project delivery for Council, ultimately resulting in better outcomes for our community. Once developed and implemented, the framework will ensure a consistent approach in both project planning and project delivery, with a strong focus on improved cost control and forecasting, robust risk and issue management, and improved transparency for the community.

Establishment of the proposed MPC ensures Council is fulfilling its obligations to the community by providing dedicated and regular oversight of Council's Project Management Framework and ensuring our high-value and high-risk projects are responsibly planned and delivered to ensure Quality, Value for Money and Best practice outcomes for the community. It is proposed that membership of the MPC comprise three Councillors, as well as the General Manager and relevant staff nominated by the General Manager. The business papers and minutes of this Committee would be provided to all Councillors, as is current practice with the business papers and minutes of Council's Audit, Risk and Improvement Committee.

12 CONFIDENTIAL MATTERS

Nil