

# **COUNCIL AGENDA**

## **ORDINARY COUNCIL MEETING**

**1 February 2017**



You are hereby notified that an **Ordinary Council Meeting** of Liverpool City Council will be held at the **FRANCIS GREENWAY CENTRE, 170 GEORGE STREET, LIVERPOOL** on **Wednesday, 1 February 2017** commencing at 6.00pm. Doors to the Francis Greenway Centre will open at 5.50pm.

Liverpool City Council Meetings are taped for the purposes of minute taking and record keeping. If you have any enquiries please contact Council and Executive Services on 9821 9237.

A handwritten signature in blue ink, appearing to read "Kiersten Fishburn".

**Kiersten Fishburn**

CHIEF EXECUTIVE OFFICER

## ORDER OF BUSINESS

PAGE TAB

### Opening

### Acknowledgement of Country and Prayer

### Apologies

### Condolences

### Confirmation of Minutes

Ordinary Council Meeting held on 14 December 2016 .....8

### Declarations of Interest

### Public Forum

### Mayoral Report

NIL

### Notices of Motion Of Rescission

NIL

### Motions of Urgency

NIL

### Independent Hearing and Assessment Panel Report

IHAP 01	DA-268/2016 - Subdivision of one lot into two Torrens title lots and the construction of a two storey dwelling on the proposed battle-axe lot at 6 Torrens Court, Wattle Grove .....	44	1
---------	--	----	---

### Development Application Determination Report

NIL

### Planning and Growth Report

DPG 01	Warren Serviceway Car Park Proposed Change to Fees and Charges .....	54	2
DPG 02	2016-17 Operational Plan and Budget - Adoption of Master Plan		
	Development Application Fees - Post Exhibition .....	57	3

### Chief Executive Officer Report

CEO 01	Amendments to Strategic Panel Charter .....	60	4
--------	---	----	---

### Community and Culture Report

DCC 01	Liverpool Sporting Donations .....	70	5
DCC 02	Grants and Donations .....	76	6

### Business Improvement Report

DBI 01	Six-Monthly Progress Report.....	82	7
--------	----------------------------------	----	---

	PAGE	TAB
<b>Chief Financial Officer</b>		
CFO 01	Further Review of the Civic Expenses and Facilities Policy .....	85 8
CFO 02	Further Phase 1 amendments to the Local Government Act are now in force.....	106 9
CFO 03	Floodplain Management Association Conference.....	109 10
CFO 04	Investment Report December 2016.....	113 11
<b>City Presentation Report</b>		
NIL		
<b>Economic Development Report</b>		
NIL		
<b>Infrastructure and Environment Report</b>		
NIL		
<b>Property and Commercial Development Report</b>		
NIL		
<b>Committee Reports</b>		
CTTE 01	Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee held on Thursday 1 December, 2016.....	121 12
CTTE 02	Minutes of the Liverpool Youth Council Committee Meeting held 21 December, 2016.....	136 13
CTTE 03	Minutes of Liverpool Access Committee Meeting held on 8 December 2016.....	143 14
CTTE 04	Planning and Development Committee Meeting Minutes of 7 December 2016.....	150 15
CTTE 05	Minutes of the Liverpool Sports Committee meeting held 1 December 2016.....	156 16
CTTE 06	Minutes of the Environment Advisory Committee Meeting held on 12 December 2016.....	168 17
<b>Questions with Notice</b>		
QWN 01	Question with Notice - Cllr Harle and Cllr Rhodes .....	176 18
<b>Presentations by Councillors</b>		
NIL		
<b>Notices of Motion</b>		
NOM 01	Housing Affordability .....	178 19
NOM 02	Improve the safety conditions at the intersection of Jedda Road and Lyn Parade Prestons .....	183 20
NOM 03	Availability of School Sporting and Recreational Facilities .....	185 21



### Council in Closed Session

The following items are listed for consideration by Council in Closed Session with the public excluded, in accordance with the provisions of the Local Government Act 1993 as listed below:

CONF 01 Acquisition of Lot 244 DP 1209408, being part 45-55 Rynan Avenue, Edmondson Park, for drainage purposes

*Reason: Item CONF 01 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

CONF 02 Former Council Administration Centre, 1 Hoxton Park Road, Liverpool

*Reason: Item CONF 02 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

CONF 03 Acquisition of an easement over part Lot 101 DP 1143458, 306 Macquarie Street, Liverpool

*Reason: Item CONF 03 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

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## MINUTES OF THE ORDINARY MEETING HELD ON 14 DECEMBER 2016

### **PRESENT:**

Mayor Wendy Waller  
 Councillor Ayyad  
 Councillor Balloot  
 Councillor Hadchiti  
 Councillor Hadid  
 Councillor Hagarty  
 Councillor Harle  
 Councillor Kaliyanda  
 Councillor Karnib  
 Councillor Rhodes  
 Councillor Shelton  
 Mr Kiersten Fishburn, Acting Chief Executive Officer  
 Mr Gary Grantham, Chief Financial Officer / Director Corporate Services  
 Ms Toni Averay, Director Planning and Growth  
 Dr Eddie Jackson, Acting Director Community and Culture  
 Mr Wayne Carter, Director City Presentation  
 Mr Raj Autar, Director Infrastructure and Environment

The meeting commenced at 6.01pm.

<b>OPENING</b>	6.01pm
<b>ACKNOWLEDGEMENT OF COUNTRY AND PRAYER</b>	The prayer of the Council was read by Pastor Paul Mosiejczuk from Liverpool Baptist Church.
<b>APOLOGIES</b>	Nil
<b>CONDOLENCES</b>	Nil



2. **Mr Paul Mogan** addressed Council on the following matter:

DA 1038/216 – 24 Madang Street Holsworthy - a ten unit boarding house and demolition of existing dwelling.

**Motion:**                      **Moved:**    **Clr Shelton**            **Seconded:** **Clr Hadchiti**

That a three minute extension of time be given to Mr Mogan.

On being put to the meeting the motion was declared CARRIED.

3. **Mr Gavin Symes** addressed Council on the following matter:

DA 1038/216 – 24 Madang Street Holsworthy - a ten unit boarding house and demolition of existing dwelling.

4. **Ms Judith Carter** addressed Council on the following matter:

Liverpool Animal Shelter

#### **Representation – items on agenda**

Nil

## MAYORAL MINUTE

**ITEM NO:** MAYOR 01  
**FILE NO:** 334756.2016  
**SUBJECT:** Selection of Chief Executive Officer

On 12 October, Council resolved to appoint Local Government Management Solutions (LGMS) to assist scoping, advertising and assessing applications for the position of Chief Executive Officer.

LGMS advertised the position in the Sydney Morning Herald from Friday, 21 October 2016, and applications closed on Monday, 14 November 2016.

The Recruitment Working Group interviewed seven candidates on Monday 5 and Tuesday 6 December 2016.

The Working Group selected three candidates to make a presentation to Council in Closed Session at the Ordinary Meeting on 14 December 2016. It is proposed that the candidate presentations be conducted after the Notices of Motion in the Agenda. It is further proposed that, following these presentations, a vote be taken to determine the successful candidate.

It is proposed that Christian Morris, Senior Consultant, Local Government Management Solutions, who sat on the Working Group, be in attendance at the Ordinary Meeting to facilitate the candidate presentations.

### Recommendation:

1. That the Mayoral Minute to the Ordinary Council Meeting on 14 December 2016 in Closed Council in relation to the recruitment and appointment of a Chief Executive Officer for Liverpool City Council be received and noted.
2. That the three candidates selected by the Recruitment Working Group on 6 December 2016 present separately to Council in Closed Session, with 10 minutes allowed at the end of each presentation for Councillor questions to the candidates.
3. At the conclusion of the candidate presentations, Councillors vote by secret ballot for the candidate of their choice and the candidate who receives the highest number of votes be named as the successful candidate.
4. That the Mayor act as returning officer for the secret ballot, and Christian Morris of Local Government Management Solutions act as scrutineer of ballots.
5. In the case of a tie in votes for candidates, the Mayor will cast the deciding vote.
6. That the successful candidate be offered the position of Chief Executive Officer of Liverpool City Council and the Mayor be authorised, with advice from the Recruitment Consultant to finalise negotiations based on the following:

- a) A four (4) year performance-based Contract.
  - b) A total remuneration package to be kept confidential.
  - c) The contract of employment being in accordance with the standard contract required by the Office of Local Government.
  - d) Adoption of the Council Policies in Schedule A of the contract relating to entitlements provided to the Chief Executive Officer.
  - e) Commencement of the contract on a date to be negotiated, and in any event, as soon as practicable.
7. That no public announcement of the name of the successful candidate be made until the Mayor has obtained a written acceptance of the offer from the preferred candidate.
  8. That the Employment Contract between the appointee and the Council be executed under the Common Seal of the Council.
  9. That Council nominates the Mayor, Deputy Mayor and two other Councillors as members of the Chief Executive Officer's Performance Review Panel in accordance with the Guidelines for the Appointment and Oversight of General Managers issued by the Office of Local Government.
  10. That the Chief Executive Officer be invited to nominate a Councillor of their choice as a representative on the Performance Review Panel.
  11. That the Council delegates to the Performance Review Panel the performance management process including the signing, within three months of commencement of the Chief Executive Officer's Performance Agreement from date of commencement, in accordance with the contract of employment.
  12. That the Council appoints an independent facilitator for a period of six months for professional services up to the value of \$10,000, to assist in the performance management and review process and to provide advice and support to the Mayor and Chief Executive Officer.
  13. That the Council seeks two quotations for the subsequent role as an independent facilitator to assist in the performance management and review process and to provide advice and support during the year for the Mayor and Chief Executive Officer, and delegates the appointment of the ongoing independent facilitator to the Performance Review Panel.
  14. That the Council undertakes a performance review against the agreed criteria following the completion of the first six months in the role and every six months thereafter.

## **COUNCIL DECISION**

**Motion:** **Moved: Mayor Waller**

That the recommendation be adopted.

On being put to the meeting the motion was declared CARRIED.





1. Delegate authority to the Acting Chief Executive Officer to give effect to the proposed Internal Ombudsman model, as outlined in the staff report.
2. Direct that the question of funding for the position be managed through the quarterly budget review process.

1. Approve in principle the Internal Ombudsman model as outlined in the staff report.
2. Direct that the question of funding for the position be managed through the quarterly budget review process.
3. Receive a report on the guidelines of the final model at the first Council meeting in February 2017.

Chairperson

**CHIEF FINANCIAL OFFICER**

**ITEM NO:** CFO 01  
**FILE NO:** 320698.2016  
**SUBJECT:** Investment Report November 2016

**RECOMMENDATION**

That Council receives and notes this report

**COUNCIL DECISION**

**Motion:** **Moved: Cllr Shelton** **Seconded: Cllr Hadid**

That the recommendation be adopted.

On being put to the meeting the motion was declared CARRIED.



1. Receives and notes this report; and
2. Approves the incorporation of two Precinct Co-ordination positions within the Community Planning and Development and Economic Development teams.

1. Receives and notes this report;
2. Approves the incorporation of two Precinct Co-ordination positions within the Community Planning and Development and Economic Development teams; and
3. Any future significant precinct developments include an ongoing operational budget for one of these positions.

Chairperson





1. Receives and notes the planning proposal for land owned by Coronation Property Pty Ltd comprising Lot 10 DP 875626, Lot 111 DP1133744, Lot 1 DP329572 and Lot 101 DP827141 to enable the creation of a mixed use urban renewal precinct;
2. Defers consideration of the Planning Proposal in order to enter into a collaborative working relationship with the proponent to determine the appropriate controls, including height and FSR, to apply to the precinct in the context of the draft South West District Plan and draft Georges River Master Plan;
3. Seeks further information in relation to the type and delivery framework for appropriate non-residential land uses; urban design analysis to identify appropriate height and massing outcomes; housing choice and affordable housing opportunities; traffic impact, infrastructure requirements, delivery mechanisms and staging; and the sequencing of development across the site; and
4. Notes that a further report will be prepared following the submission and assessment of a revised planning proposal, informed by additional studies and plans, including the Georges River Master Plan and the South West District Plan and incorporating the changes recommended by this report.

Councillors voted unanimously for this motion.



That Council:

1. Receives and notes the planning proposal for land at Lot 100 DP775780 owned by Joyce Developments to enable the creation of a mixed use urban renewal precinct;
2. Defers consideration of the Planning Proposal in order to enter into a collaborative working relationship with the proponent to determine the appropriate controls, including height and FSR, to apply to the precinct in the context of the draft South West District Plan and draft Georges River Master Plan;
3. Seeks further information in relation to the type and delivery framework for appropriate non-residential land uses; urban design analysis to identify appropriate height and massing outcomes; housing choice and affordable housing opportunities; traffic impact, infrastructure requirements, delivery mechanisms and staging; and the sequencing of development across the site; and
4. Notes that a further report will be prepared following the submission and assessment of a revised planning proposal, informed by additional studies and plans, including the Georges River Master Plan and the South West District Plan and incorporating the changes recommended by this report.

**Motion:**                      **Moved: Cllr Rhodes**                      **Seconded: Cllr Harle**

That the recommendation be adopted.

On being put to the meeting the motion was declared CARRIED.

Councillors voted unanimously for this motion.

1. Receives and notes the planning proposal for land owned by Goodman Pty Ltd comprising Lot 201 DP 1131171 and Lot 211 DP 829555, to enable the creation of a mixed use urban renewal precinct;
2. Defers consideration of the Planning Proposal in order to enter into a collaborative working relationship with the proponent to determine the appropriate controls, including height and FSR, to apply to the precinct in the context of the draft South West District Plan and draft Georges River Master Plan;
3. Seeks further information in relation to the type and delivery framework for appropriate non-residential land uses; urban design analysis to identify appropriate height and massing outcomes; housing choice and affordable housing opportunities; traffic impact, infrastructure requirements, delivery mechanisms and staging; and the sequencing of development across the site; and
4. Notes that a further report will be prepared following the submission and assessment of a revised planning proposal, informed by additional studies and plans, including the Georges River Master Plan and the South West District Plan and incorporating the changes recommended by this report.

Councillors voted unanimously for this motion.





**ITEM NO:** CTTE 03  
**FILE NO:** 325297.2016  
**SUBJECT:** Minutes of Strategic Panel 30 November 2016

## RECOMMENDATION

That Council receives and adopts the Minutes of the Strategic Panel meeting held on 30 November 2016.

## COUNCIL DECISION

**Motion:**                      **Moved: Clr Harle**                      **Seconded: Clr Karnib**

That the recommendation be adopted.

On being put to the meeting the motion was declared CARRIED.

**Clr Hadchiti returned to the meeting at 7.43pm**

## NOTICES OF MOTION

**ITEM NO:** NOM 01  
**FILE NO:** 326131.2016  
**SUBJECT:** Open and Green Spaces Strategy

## NOTICE OF MOTION

That a report be prepared for Council by no later than June 2017 detailing current strategies and recommended future strategies for open and green space planning and usage within the Liverpool LGA. The report should address the following:

1. Current Council LEP and DCP provisions, and open and green space planning.
2. Potential for VPAs to deliver shared use of open space and recreational facilities to support open and green space planning.
3. Key priorities for green spaces and recreational facilities within the Liverpool LGA.
4. Heat island considerations for the Liverpool LGA and at risk locations.
5. Actions required to increase tree canopy coverage in at risk areas; and to protect and enhance the urban canopy. Strategies to enhance participation and use of open and green space.
6. Considerations for making the most of open and green space through effective management.
7. Strategies to incorporate a mix of green and open space types and experiences.
8. Budget implications and potential funding sources.

## COUNCIL DECISION

**Motion:**                      **Moved: Clr Kaliyanda**                      **Seconded: Clr Rhodes**

That Council investigate the feasibility of the following and a report be prepared for Council by no later than June 2017 detailing current strategies and recommended future strategies for **open, green space and sustainable city planning** within the Liverpool LGA. The report should address the following:

1. Current Council LEP and DCP to include provisions, to address the need to maintain and increase open, green space and a sustainable city plan.

2. Investigate the feasibility of the potential for VPA's and other means to deliver positive outcomes for a sustainable city that includes but not exclusive to shared use of open space, recreational facilities, maximising traffic flow through CBD, maximisation of underground parking, installation of roof top gardens and delivery of vertical urban gardens.
3. Provide a map of all current green space areas within the Liverpool LGA that also identifies all opportunity sites to increase green space and tree canopies in order to maintain and increase green space and recreational facilities within the Liverpool LGA.
4. Provide a heat map of commercial and high-density areas within the Liverpool LGA.
5. Possible strategies to enhance participation and use of open green space that includes variations of types and experiences.
6. Provide a strategic plan for the Liverpool CBD to address building height variation to minimise shadowing and wind tunnels that might be created by future possible developments.
7. Investigate and report budget implications and potential funding, grants and partnership sources with but not restricted to organisations such as WSROC.
8. Green and sustainable city to be included as an item on the agenda of the Environment Committee to discuss possible new ways of making Liverpool LGA more green and sustainable.
9. Council representation at The Green Cities Conference 6-8 March 2017

**Foreshadowed motion:      Moved: Cllr Hadchiti      Seconded: Cllr Balloot**

That the recommendation be adopted.

On being put to the meeting the motion (moved by Cllrs Kaliyanda and Rhodes) was CARRIED.

Cllr Hadchiti requested that his name be recorded as having voted against the motion.

The Foreshadowed Motion (moved by Cllrs Hadchitti and Balloot) lapsed.

**ITEM NO:** NOM 02  
**FILE NO:** 326312.2016  
**SUBJECT:** Basketball

## NOTICE OF MOTION

That Council:

1. Direct the Acting CEO to commence discussions with Basketball NSW in order to develop a strategy that can cater for the future needs of the sport in our LGA.
2. Allocate necessary resources for this strategy to develop from the existing budget.

## COUNCIL DECISION

**Motion:** Moved: Clr Hadchiti      **Seconded:** Clr Ayyad

That Council:

1. Direct the Acting CEO to commence discussions with Basketball NSW and any participants in basketball in the Liverpool LGA in order to develop a strategy that can cater for the future needs of the sport in our LGA.
2. Allocate necessary resources for this strategy to develop from the existing budget.

On being put to the meeting the motion was declared CARRIED.





4. The Liverpool Youth Council be kept informed of what transpires within the Children's Parliament.

On being put to the meeting the motion was declared CARRIED.



**CONFIDENTIAL ITEMS**

**ITEM NO:** CONF 01  
**FILE NO:** 294081.2016  
**SUBJECT:** Waste Management Audit and Process Review Update

## RECOMMENDATION

That Council:

1. Receives and notes this report.
2. Approves the draft Asbestos Policy.

## COUNCIL DECISION

**Motion:** Moved: Clr Shelton      Seconded: Clr Rhodes

That the recommendation be adopted.

On being put to the meeting the motion was declared CARRIED.



1. Accepts the Tender from Never Stop Irrigation Pty Ltd for Tender WT2592 – Supply and Install Automatic Irrigation System – Bigge Park at the GST exclusive price of \$225,000.
2. Makes public its decision regarding Tender WT2592 – Supply and Install Automatic Irrigation System – Bigge Park.
3. Notes that the Director, Infrastructure and Environment will finalise all details and sign the Letter of Acceptance following publication of the draft minutes on Council's website for the tender, giving it contractual effect, in accordance with delegated authority.
4. Keeps confidential the details supplied in this report containing information on the submissions received, pursuant to the provisions of Section 10A(2)(d)(i) of the Local Government Act 1993 as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

**Motion:**                      **Moved: Clr Hadid**                      **Seconded: Clr Balloot**

Chairperson

1. Accepts the Tender from Crystal Pools Pty Ltd for Tender WT2591 – Spa Renewal Works at Whitlam Leisure Centre at the GST exclusive price of \$217,000.
2. Makes public its decision regarding Tender WT2591 – Spa Renewal Works at Whitlam Leisure Centre.
3. Notes that the Director, Infrastructure and Environment will finalise all details and sign the Letter of Acceptance following publication of the draft minutes Council's website for the tender, giving it contractual effect, in accordance with delegated authority.
4. Keeps confidential the details supplied in this report containing information on the submissions received, pursuant to the provisions of Section 10A(2)(d)(i) of the Local Government Act 1993 as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

Councillors voted unanimously for this motion.







That Council:

1. Proceeds with the compulsory acquisition to extinguish the easement for Light and Air over Lot 101 DP 1143458, 306 Macquarie Street, Liverpool, for a public purpose;
2. Proceeds with making the necessary application to the Minister for Local Government and the Governor in accordance with Section 187(2) of the *Local Government Act* 1993 to obtain approval to give an acquisition notice and commence compulsory acquisition to extinguish the easement for light and air over Lot 101 DP 1143458, under the *Land Acquisition (Just Terms Compensation) Act* 1991;
3. Keeps confidential the attachment supplied under separate cover containing details of the proposed acquisition pursuant to the provisions of Section 10A(2)(c) of the *Local Government Act* 1993 as this information would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; and
4. Authorises its delegated officer to execute any document, under Power of Attorney necessary to give effect to this decision.

**Motion:**                      **Moved: Cllr Shelton**                      **Seconded: Cllr Hadchiti**

That Council defer the matter and a further report be submitted to the next Council meeting for Council's consideration.

On being put to the meeting the motion was declared CARRIED.

**ITEM NO:** CONF 08  
**FILE NO:** 323903.2016  
**SUBJECT:** Proposed road closure and disposal of part Scott and Terminus Street, Liverpool and Newbridge Road, Liverpool

## RECOMMENDATION

That Council:

1. Agrees to the road closure of part Scott and Terminus Street and part Newbridge Road, Liverpool, as outlined within the confidential report;
2. Subject to a successful road closure, agrees to the sale of part Scott and Terminus Street and part Newbridge Road, Liverpool, containing an area of approximately 662 square metres, for the price and terms set out in this confidential report;
3. Keeps confidential the attachment supplied under separate cover containing the purchase price pursuant to the provisions of Section 10A(2)(c) of the *Local Government Act 1993* as this information would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
4. Transfers the proceeds of sale into the General Property Reserve; and
5. Authorises its delegated officer to execute any document, under Power of Attorney necessary to give effect to this decision.

## COUNCIL DECISION

**Motion:** **Moved: Cllr Harle** **Seconded: Cllr Rhodes**

That this matter be deferred for discussion at a Councillors Briefing Session before coming back to Council.

On being put to the meeting the motion was declared CARRIED.

**ITEM NO:** CONF 09  
**FILE NO:** 323458.2016  
**SUBJECT:** Former Council Administration Centre, 1 Hoxton Park Road, Liverpool

## **RECOMMENDATION**

That Council:

1. Agrees to the purchase of part Lot 103 DP 877139, comprising an area of approximately 12,950 square metres and authorises the Acting Chief Executive Officer, or her delegate, to commence negotiations with Health Administration Corporation;
2. Authorises a purchase price for part Lot 103 DP 877139, comprising an area of approximately 12,950 square metres, up to the amount contained in the confidential attachment;
3. Upon settlement of the acquisition, classifies part Lot 103 DP 877139, as 'Operational' land in accordance with the *Local Government Act 1993*;
4. Keeps confidential the attachment supplied under separate cover containing details of a potential purchase pursuant to the provisions of Section 10A(2)(c) of the *Local Government Act 1993* as this information would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
5. Notes that further report will be submitted to Council, if Council is successful in the purchase of part Lot 103 DP 877139, to seek Council approval for the most appropriate method to fund the acquisition;
6. Authorises its delegated officer to execute any document, under Power of Attorney necessary to give effect to this decision.

## **COUNCIL DECISION**

**Motion:** **Moved: Cllr Harle** **Seconded: Cllr Hadid**

That the matter be deferred.

On being put to the meeting the motion was declared CARRIED.

That Council:

1. Extends the Environmental Advisory Committee's advisory role to include water and floodplain management related matters;
2. Adopts the revised Draft EAC Charter; and
3. Authorises the Director Infrastructure & Environment to invite the following applicants to become additional members of the Environmental Advisory Committee as community representatives, subject to nominees agreeing to abide by Council's Code of Conduct:
  - Mr. Matthew Rodgers;
  - Mr. Gary Lucas; and
  - Ms. Rosalyn Faddy.

**Motion:**                      **Moved: Clr Shelton**                      **Seconded: Clr Karnib**

That the recommendation be adopted.

On being put to the meeting the motion was declared CARRIED.

**MOTION TO MOVE INTO CLOSED SESSION****Motion****Moved: Mayor Waller****Seconded: Cllr Hagarty**

That Council move into Closed Session to deal with the Mayoral Minute relating to the selection of the Chief Executive Officer pursuant to the provisions of s10A(2)(a) of the Local Government Act because it contains personnel matters concerning particular individuals (other than Councillors).

On being put to the meeting the motion was declared CARRIED.

A 5 minute recess was called by the Mayor at 8.09pm following which Council moved into Closed Session at 8.14pm.

**Council moved back into Open Session at 10:00pm**

**MAYORAL MINUTE****ITEM NO:** MAYOR 01**FILE NO:** 334756.2016**SUBJECT:** Selection of Chief Executive Officer**Motion:****Moved: Mayor Waller****Seconded: Cllr Hadchiti**

1. That a person has been agreed upon in regards to the CEO position and an offer will be made.
2. The CEO's Performance Review Panel shall consist of the Mayor, Deputy Mayor, Councillor Rhodes, Councillor Hadchiti and a further Councillor to be selected by the new CEO.

On being put to the meeting the motion was declared CARRIED.

All those involved in the recruitment process were thanked by the Mayor for their participation.

**THE MEETING CLOSED AT 10.01pm.**

<Signature>

Name: Wendy Waller

Title: Mayor

Date: 1 February 2017

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 14 December 2016. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

**IHAP 01**

**DA-268/2016 - Subdivision of one lot into two  
Torrens title lots and the construction of a two  
storey dwelling on the proposed battle-axe lot at 6  
Torrens Court, Wattle Grove**

<b>Strategic Direction</b>	Liveable Safe City Deliver an efficient planning system which embraces sustainable urban renewal and development
<b>Key Policy</b>	Urban Development Plans
<b>File Ref</b>	008619.2017
<b>Report By</b>	Kweku Aikins - Development Assessment Planner
<b>Approved By</b>	Toni Averay - Director Planning & Growth
<b>Property</b>	6 Torrens Court, Wattle Grove Lot 5011 DP 836144
<b>Owner</b>	Mr J and Mrs S Bryant
<b>Applicant</b>	Residential Logistics Pty Ltd

## **EXECUTIVE SUMMARY**

Council has received and considered a development application DA-268/2016, proposing the subdivision of one lot into two (2) Torrens title lots in the form of a battle-axe lot and the construction of a two storey dwelling on the proposed battle-axe lot at 6 Torrens Court, Wattle Grove (Lots 5011 DP 836144). The application was lodged on 24 March 2016.

This application was referred to the 28 November 2016 meeting of the Independent Hearing and Assessment Panel (IHAP) as the development seeks to vary Clause 7.13 of the Liverpool Local Environmental Plan (LLEP) 2008 which requires a minimum access handle width of 5m. The proposed battle-axe lot will have an access handle width of 4m, representing a variation of 20% to the development standard.

The IHAP recommendation was to approve the development application subject to the resolution of several matters relating to the functionality of the access handle, removal of restrictions on land title, accessibility and landscaping.



**RECOMMENDATION**

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That Council approves Development Application DA-268/2016 subject to the amended recommended conditions of consent (Attachment 4).

**BACKGROUND**

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Council has received and considered a development application DA-268/2016 proposing the subdivision of one lot into two (2) Torrens title lots in the form of a battle-axe lot and the construction of a two storey dwelling on the proposed battle-axe lot at 6 Torrens Court, Wattle Grove (Lots 5011 DP 836144).

Pursuant to the requirements of the endorsed Independent Hearing and Assessment Panel (IHAP) Charter and Procedure, the proposal was referred to the IHAP for consideration as the proposed development includes a request to vary a development standard in excess of 10% pursuant to Clause 4.6 of the LLEP 2008.

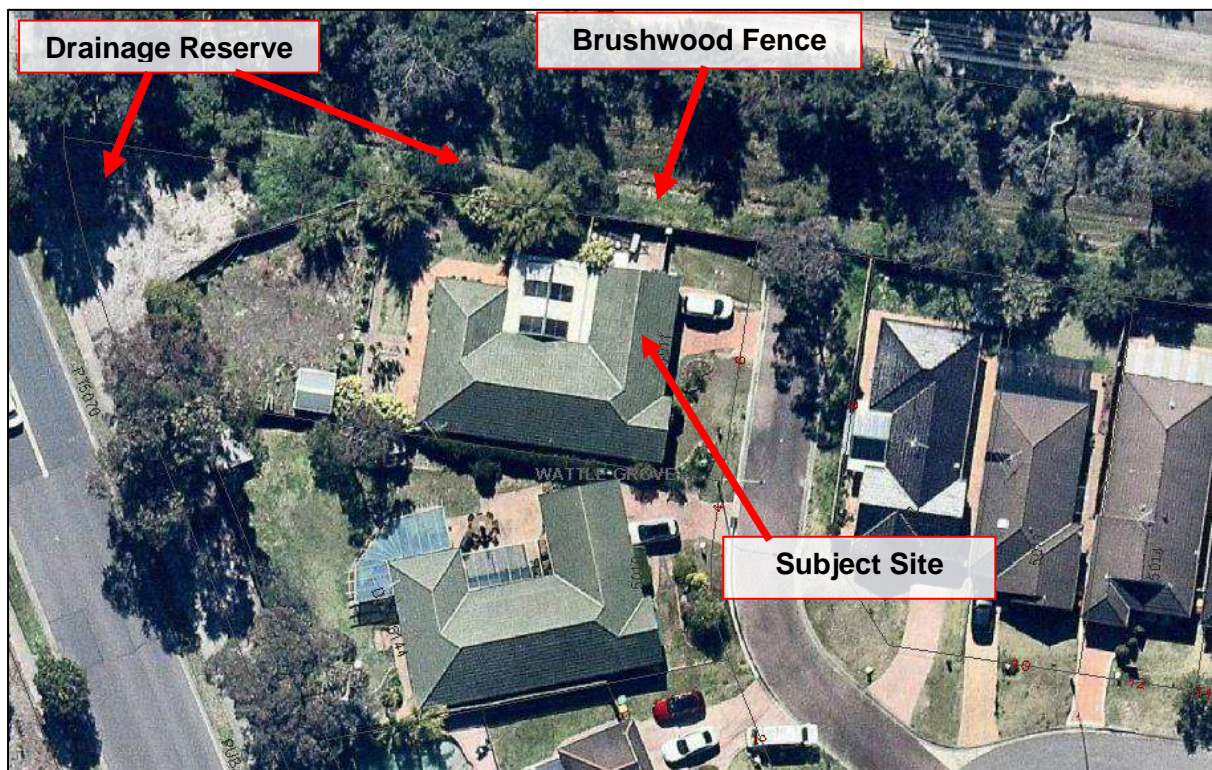
The application is accompanied by a written request to vary Clause 7.13 of the LLEP 2008 which requires a minimum access handle width of 5m. The proposed battle-axe lot will have an access handle width of 4m, representing a variation of 20% to the development standard.

**THE SITE**

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The site is identified as 6 Torrens Court, Wattle Grove with a legal description of Lot 5011 in DP 836144. The subject site has an area of 897.7m<sup>2</sup> and exhibits a fall of approximately 1m from the southwest to northeast. It is located on the western boundary of Torrens Court and contains a single storey dwelling that was constructed prior to 2002. Torrens Court has a cul-de-sac which abuts a brushwood fence that borders the length of a drainage reserve.

An aerial map of the site is provided in Figure 1 below.



**Figure 1: Aerial Photograph**

The subject site is located in an established residential area in Wattle Grove characterised by detached dwellings. The local area is zoned R2 Low Density Residential and notable aspects of the surroundings include: Orara Park located 528m to the northwest, John Edmondson VC Park located 270m to the northeast and Anzac Creek located 300m to the northwest of the site (Figure 2).

A locality map is provided in Figure 2 below.



**Figure 2: Locality Map**

## DETAILS OF THE PROPOSAL

The application seeks consent for the subdivision of one lot into two (2) Torrens title lots in the form of a battle-axe lot and the construction of a two storey dwelling on the proposed battle-axe lot.

Specific details of the proposal are as follows:

- A two (2) lot Torrens title subdivision resulting in a battle-axe lot, with the following lot sizes:
  - Proposed Lot 1 = 304.1m<sup>2</sup> (excluding handle)
  - Proposed Lot 2 = 484.3m<sup>2</sup>
- Construction of a two storey detached dwelling on proposed Lot 1 located to the rear.

An extract of the proposed subdivision plan is provided in Figure 3 below.



**Figure 3: Subdivision Plan**

## THE ISSUES

### Variation to Clause 7.13 – Minimum lot width in zones R1, R2, R3 and R4

The key issue identified with respect to the application relates to the Clause 4.6 variation to the minimum lot width development standard under Clause 7.13 of the LLEP 2008. The extent of the variation proposed equates to 20%.

Clause 7.13(4) of the LLEP 2008 states;

*If a lot resulting from a subdivision of land to which this clause applies is a battle-axe lot:*

- (a) *the lot must contain a rectangular building envelope of at least 200 square metres that does not encroach on any setback required for the lot, and*
- (b) *the access handle must be at least 5 metres wide,*

- (c) *the access handle may be shared with not more than one other lot and, if so shared, must provide separate access at least 2.5 metres wide for each lot,*
- (d) *the access handle must not be included when calculating the size of the lot for the purposes of clause 4.1 (3).*

The proposed battle-axe lot will have an access handle width of 4m and therefore fails to comply with the requirements of Clause 7.13(4). The extent of the variation is 20%.

Consequently, pursuant to Clause 4.6 of the LLEP 2008 the applicant has submitted a written request seeking a variation to the minimum access handle width, as prescribed by Clause 7.13(4) LLEP 2008.

The objectives of Clause 4.6 are as follows:

- (a) *“to provide an appropriate degree of flexibility in applying certain development standards to particular development,*
- (b) *to achieve better outcomes for and from development by allowing flexibility in particular circumstances.”*

Clause 4.6(3) prescribes:

*“Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:*

- (a) *that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*
- (b) *that there are sufficient environmental planning grounds to justify contravening the development standard.”*

The applicant has provided justification for the departure to the development standard which is summarised as follows:

- The skilful design of the “dwelling house” development (submitted at the same time as the subdivision component) utilises the shape of the allotment and provides for a turning bay which enables vehicles to enter and leave the site in a forward direction.
- The width of the access handle does not prevent the provision of a concrete driveway and landscaping opportunities.
- Given the specific site circumstances (i.e., the site is in effect a corner site with three road frontage albeit access is denied from Anzac Road and Delfin Drive), there is no adjoining development adjacent to the driveway and there is a landscaped reserve along Anzac Road, as such, a 4.004m wide access handle is considered to be adequate in achieving the purpose behind the control.
- The existing building pattern and character of Torrens Court will not be compromised by the proposed subdivision, which in effect provides an access handle to an underutilised portion of the site so that it can be utilised.



- The proposed development will be in the public interest because it is consistent with the objectives of the R2 Low Density Residential zone (i.e., the objectives of the zone encourage “Low” density residential development), which is better achieved with a subdivision and dwelling house development, than the current single dwelling house occupying a very large site almost twice the size of most lots in the locality
- A permissible form of development is being provided on an allotment of land that can accommodate an additional allotment and dwelling with all associated residential amenities (notwithstanding the numeric noncompliance with the minimum lot width requirement associated with the access handle);
- Consideration has been given to the existing amenity and character of the area and it is considered that the proposed development is sympathetic and harmonious with adjoining development and will complement the existing character of the locality.
- The proposed development will enhance the amenity of the residential area by the provision of new housing stock and landscaping; and
- The development will add to the range of housing in the zone through the provision of an average sized dwelling.

The following comments are offered in response to the variation sought:

1. The proposed layout is considered to provide for functional and safe access through the proposed access handle with carriage way width compliant with the Australian Standards for internal driveways (3m). Half a metre of landscaping is provided on each side of the access handle to complement and build on the suburban streetscape.
2. The proposal demonstrates that suitable residential development can be achieved on the proposed lot, whilst still maintaining the existing dwelling which is served by a double garage and separate driveway access to that of the proposed battle-axe lot.
3. With suitable landscaping it is considered that an inviting point of entry from the proposed access can be achieved. An appropriate landscape plan will further ensure that the vegetation and plantings commensurate with a low density residential neighbourhood is achieved.
4. The proposed development will provide for an additional residential allotment in line with the planned lot sizes of the locality, which supports the utilisation of the entire site and enhances the amenity of the neighbourhood.
5. A 4m access way is not considered to restrict the access to the proposed rear allotment. Service vehicles such as removalist vans could access the proposed lot.
6. Ultimately, strict compliance would only result in the extension to the width of the access way by one (1) metre which is not considered to improve the amenity of any neighbouring properties, and the provision of a 4m access way is not considered to be a constraint to the utility or amenity of the battle-axe allotment.
7. The proposed battle-axe subdivision supports the achievement of the zoning of the area and is fully compliant with the development standards for lot sizes, floor space ratio and maximum building height. These development standards essentially seek to establish and maintain an amenity appropriate to the zone.

8. The proposed development has demonstrated that the proposed lots are capable of accommodating appropriate residential development in respect to building requirements as detailed by Parts 3.2 and 3.3 of the LDCP 2008, vehicular and pedestrian access as reviewed by Councils land development engineer, and available services such as electricity, water and telecommunications.
9. The proposal will result in an additional housing allotment that complies with the minimum lot width development standards. This supports the achievement of the planned density of the area.
10. The subject site complies with the envisioned density for the area and as such supports the achievement of the objectives of the Low Density Residential zone.

Having regards to the above, a two (2) lot subdivision with the ability of retaining the existing dwelling and construction of a new dwelling on a proposed rear lot is possible. The proposed lot dimensions for the resulting allotments have been demonstrated as being able to accommodate suitable residential development that is generally consistent with the relevant development controls. The proposal meets the objectives of the low density residential zone as it will provide for the housing needs of the community, provide for a variety of housing types and ensure that a high level of residential amenity is achieved and maintained. Consequently it is considered that strict compliance with Clause 7.13 *Minimum lot width in zones R1, R2, R3 and R4* is unreasonable and unnecessary in this instance.

## **INDEPENDENT HEARING AND ASSESSMENT PANEL**

At their meeting on 28 November 2016, IHAP made the following recommendation:

*The Panel recommends that subject to the resolution of several matters relating to the functionality of the access handle, removal of restrictions on title, accessibility and landscaping, that DA-268/2016 be approved subject to the amended recommended conditions attached to this report.*

<b>IHAP recommendation</b>	<b>Agreed/Not Agreed</b>	<b>Council Officer's comment</b>
The applicant is to provide swept paths showing how vehicles enter and exit the proposed garage in a manner that complies with Australian Standards 2890.1 (2004) and allows vehicles to enter and leave the site in a forward direction. If the current design does not comply with those requirements, then amended plans are to be provided that do comply	Agreed	At the request of Council the applicant provided a swept path analysis which was reviewed and considered satisfactory. The swept path analysis has demonstrated that the development complies with AS 2890.1 (2004) and vehicles able to leave and enter in forward direction.

<p>The applicant is to provide advice from a suitably qualified geotechnical engineer demonstrating that the site adjacent to the northern boundary is sufficiently stable to accommodate the proposed driveway and vehicles traversing the driveway</p>	<p>Not Agreed</p>	<p>The above matter was discussed with Council's land development engineers and it was determined the need for a geotechnical report was onerous in this instance and not considered necessary.</p>
<p>Council's traffic engineer to consider potential safety issues arising from the proximity of the proposed driveway to the steep embankment adjoining the drainage reserve, and whether any safety barrier is required in this location</p>	<p>Agreed</p>	<p>Due to the immediate downslope from the northern boundary to the adjoining reserve it was considered pertinent in this instance to impose a condition requiring a suitably designed traffic barrier at a minimum height of 750mm be constructed along the entire length of the proposed access handle</p>
<p>Council officers should investigate the history of the restriction on title relating to further subdivision to ensure that the restriction is not exempt from clause 1.9A (1) under subclauses (2)(a) and (3)</p>	<p>Agreed</p>	<p>Council investigated the matter further and it was found that the original proprietor of the land being the executor of the 88B instrument has provided correspondence to the applicant releasing the restriction as to user firstly and secondly referred to in the relevant 88B instrument. Having regard to the above it is now considered the utilisation of Clause 1.9A is not relevant to this application.</p> <p>Notwithstanding the above, Council finds it appropriate to formalise the process of removing the relevant covenants from the 88B instrument. Therefore, a condition of consent has been imposed stipulating that prior to the issue of a Construction Certificate evidence needs to be provided to Council showing the relevant covenants being removed from the 88B instrument</p>

<p>The applicant is to prepare amended plans showing:</p> <ul style="list-style-type: none"> <li>(a) relocation of the A/C unit to the western elevation of the proposed dwelling; and</li> <li>(b) alteration of the hard stand areas on proposed lot 2 to ensure that 25% of the lot will be landscaped in accordance with part 3.2, section 4 of the DCP including an unencumbered area of 4 x 6 metres.</li> </ul>	<p>Agreed</p>	<p>Council requested the applicant to provide amended plans showing the relocation of the A/C unit and the provision of landscaping for the remaining dwelling. The amended plans have been reviewed by Council officers and are considered to be satisfactory</p>
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## CONCLUSION

The application has been assessed against the relevant considerations prescribed by Section 79C of the Environmental Planning and Assessment Act 1979 and is worthy of support. On this basis, the application is recommended for approval, subject to the amended recommended conditions of consent.

## CONSIDERATIONS

<b>Economic and Financial</b>	Enhance the environmental performance of buildings and homes.
<b>Environmental and Sustainability</b>	Enhance the environmental performance of buildings and homes.
<b>Social and Cultural</b>	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
<b>Civic Leadership and Governance</b>	There are no civic leadership and governance considerations.



**ATTACHMENTS**

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1. Applicant and Landowners Details [View](#) (Under separate cover)
2. Council Officers IHAP Report [View](#) (Under separate cover)
3. IHAP recommendation [View](#) (Under separate cover)
4. Amended Recommended Conditions of Consent [View](#) (Under separate cover)

**DPG 01**

**Warren Serviceway Car Park Proposed Change to Fees and Charges**

<b>Strategic Direction</b>	Accessible Connected City Provide safe and easy travel with a high quality road and traffic management network
<b>Key Policy</b>	Traffic and Transport Plan
<b>File Ref</b>	004089.2017
<b>Report By</b>	Alex Helderman - Parking Services Coordinator
<b>Approved By</b>	Toni Averay - Director Planning & Growth

**EXECUTIVE SUMMARY**

At its meeting on 23 November 2016 Council resolved to amend the 2016/2017 Warren Serviceway Car Park fees. Following Council's resolution, in accordance with the Local Government Act the required 28 days community consultation was carried out from 7 December 2016 to 4 January 2017.

At the end of the consultation period there were no objections. Council will display the revised rates at the appropriate locations and charge these fees accordingly.

**RECOMMENDATION**

That Council approve the revised Warren Serviceway Car Park fees as follows:

<b>Casual Parking</b>	<b>Proposed Fees 2016/2017</b>
<b>Up to 1 hr</b>	\$2.00
<b>&gt;1hr - 2hrs</b>	\$4.00
<b>&gt;2hrs - 3hrs</b>	\$6.00
<b>&gt;3hrs - 4hrs</b>	\$8.00
<b>&gt;4hrs - 5hrs</b>	\$10.00
<b>5 hrs +</b>	\$14.00
<b>Maximum day rate</b>	\$14.00

**REPORT**

At its meeting on 29 June 2016, Council adopted its current fees and charges. This included a CPI increase for parking at Warren Serviceway Car Park. The CPI increase resulted in the parking fee for one, two, three and four hours increasing by \$0.10, \$1.20, \$0.30 and \$0.40 respectively to \$2.10, \$4.20, \$6.30 and \$8.40.

This resulted in an increased demand for silver coin change. The car park's two pay station coin boxes have limited holding capacity, therefore motorists do not always receive the correct change.

In view of the above, at its meeting on 23 November 2016, Council resolved to amend the fees to the following:-

<b><i>Casual Parking</i></b>	<b>Proposed Fees 2016/2017</b>
<b><i>Up to 1 hr</i></b>	\$2.00
<b><i>&gt;1hr - 2hrs</i></b>	\$4.00
<b><i>&gt;2hrs - 3hrs</i></b>	\$6.00
<b><i>&gt;3hrs - 4hrs</i></b>	\$8.00
<b><i>&gt;4hrs - 5hrs</i></b>	\$10.00
<b><i>5 hrs +</i></b>	\$14.00
<b><i>Maximum day rate</i></b>	\$14.00

In accordance with Sections 610F and 705 of the Local Government Act 1993, the proposed amendment to Council's Revenue Pricing Policy (Fees and Charges) 2016-2017 was placed on public exhibition for a period of 28 days between 7 December 2016 - 4 January 2017 for community consultation.

Upon completion of the community consultation, there were no objections. Council will display the revised rates at the appropriate locations and charge these fees accordingly.

## **CONSIDERATIONS**

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<b>Economic and Financial</b>	Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.
<b>Environmental and Sustainability</b>	Promote an integrated and user friendly public transport service. Support the delivery of a range of transport options.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	Encourage the community to engage in Council initiatives and actions. The recommendation are required in accordance with the Local Government Act 1993.

## **ATTACHMENTS**

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Nil

**DPG 02**

**2016-17 Operational Plan and Budget - Adoption of  
Master Plan Development Application Fees - Post  
Exhibition**

<b>Strategic Direction</b>	Leading Proactive Council Position Council as an industry leader, delivering best practice and innovation
<b>Key Policy</b>	Long-Term Financial Plan
<b>File Ref</b>	004899.2017
<b>Report By</b>	David Smith - Acting Manager Development Assessment
<b>Approved By</b>	Toni Averay - Director Planning & Growth

## **EXECUTIVE SUMMARY**

Council at its meeting of 23 November 2016 resolved to:

1. Approve the Master Plan Development Application fee of \$12,000 excluding GST to be placed on public exhibition.
2. Approve the modification to a Master Plan Development Application fee of 50% of the Master Plan DA fee excluding GST to be placed on public exhibition.

The Local Government Act requires all proposed fees and charges to be placed on public exhibition for a period of 28 days before adoption by Council. The above fees were placed on public exhibition between 7 December 2016 and 4 January 2017. No submissions were received.

This report recommends a change to the Revenue Pricing Policy (Fees and Charges) 2016-17, comprising the addition of a new fee for Master Plan Development Applications which will be lodged with Council resulting from Amendment 52 to the Liverpool Local Environmental Plan 2008. This report also recommends a new fee for modifications to Master Plan Development Applications of 50% of the Master Plan Development Application Fee.

Master Plan Development Applications are required to be lodged with Council resulting from Amendment 52 to the Liverpool Local Environmental Plan 2008. This amendment to the LLEP 2008 applies to land within the Liverpool City Centre and seeks to rezone land from B3 Commercial Core to B4 Mixed Use and to amend the height of buildings and floor space ratio development standards for identified land with the City Centre. The Amendment also

allows development of “opportunity sites” in the Liverpool City Centre for which a Master Plan is required to be prepared and approved by Council to determine the development potential of a site.

## RECOMMENDATION

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That Council:

1. Approves the Master Plan Development Application fee of \$12,000 excluding GST
2. Approves the modification to a Master Plan Development Application fee of 50% of the Master Plan DA fee excluding GST.
3. Directs the CEO to amend the 2016-17 Revenue Pricing Policy (Fees and Charges) accordingly.

## REPORT

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Amendment 52 to the LLEP 2008 provides for development of “opportunity sites” in the Liverpool City Centre that can accommodate mixed use and commercial tower development.

These sites are required to be master planned to determine the allowable development potential of a site.

The relevant extract from Amendment 52 states:

### **7.5B Opportunity Sites**

*(1) The objective of this clause is to provide for opportunity sites in Liverpool City Centre that can accommodate mixed use and commercial tower development....*

*(4) Development Applications submitted pursuant to this clause **must be submitted in association with an approved master plan for the site** (emphasis added).*

A summary of the proposed fee is outlined below:

#### Master Plan Development Application Fee

It is proposed to levy a flat fee for Master Plan Development Applications of \$12,000 excluding GST.

The compliance levy will not apply.

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**Modification to a Master Plan Development Application Fee**

It is proposed to levy a flat fee for modifications to Master Plan Development Applications of 50% of the Master Plan DA fee excluding GST. The compliance levy will not apply.

**Benchmarking**

Other Councils have noted that a flat fee was the most appropriate basis for a Master Plan application given the work involved in the assessment is largely consistent regardless of the Capital Investment Value (CIV) of the future development.

Parramatta City Council levies a fee of \$12,970 excluding GST and The Hills Shire Council levies a fee of \$10,000.

**Public Exhibition of Proposed Fee**

The Local Government Act requires all proposed fees and charges to be placed on public exhibition for a period of 28 days before adoption by Council. The above fees were placed on public exhibition between 7 December 2016 and 4 January 2017. No submissions were received.

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**CONSIDERATIONS**

<b>Economic and Financial</b>	Enhance the environmental performance of buildings and homes. Facilitate economic development.
<b>Environmental and Sustainability</b>	Enhance the environmental performance of buildings and homes.
<b>Social and Cultural</b>	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
<b>Civic Leadership and Governance</b>	Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes.

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**ATTACHMENTS**

Nil

**CEO 01**

**Amendments to Strategic Panel Charter**

<b>Strategic Direction</b>	Leading Proactive Council Position Council as an industry leader, delivering best practice and innovation
<b>Key Policy</b>	Local Government Act 1993
<b>File Ref</b>	338842.2016
<b>Report By</b>	Emily Tinson - Acting Manager Corporate Strategy and Performance
<b>Approved By</b>	Kiersten Fishburn - Chief Executive Officer

**EXECUTIVE SUMMARY**

At the Strategic Panel meeting on 30 November 2016, councillors sought to amend the Strategic Panel Charter. The amended Charter is attached.

**RECOMMENDATION**

That Council adopt the amended Strategic Panel Charter.

**REPORT**

At the Strategic Panel meeting on 30 November 2016, councillors sought to amend the Strategic Panel Charter.

In item 6.3 the following changes were moved by the panel:

**Motion:** The Panel moves to make changes to the current charter:

- Change a quorum to 'a minimum of 4 Councillors in attendance'.
- Removal of section 9.4
- Recommendations will not be made to Council meetings, instead 'notes' will be included, the Panel is an informal, open conversation tool

The changes to the charter will be made and presented to the February Council meeting for approval.

**Moved:** Councillor Harle

**Seconded:** Mayor Waller

The amended Strategic Panel Charter is attached for consideration.



**CONSIDERATIONS**

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<b>Economic and Financial</b>	There are no economic and financial considerations.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	The Strategic Panel will allow a coordinated and integrated approach to addressing key community issues.

**ATTACHMENTS**

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1. Draft Strategic Panel Charter for Council Meeting 1 February 2017 [View](#)



## STRATEGIC PANEL CHARTER

*Draft*

Adopted: 1 February 2017

TRIM: 337374.2016



**STRATEGIC PANEL CHARTER****1. NAME**

Strategic Panel Charter

**2. INTERPRETATION**

2.1 For the purpose of this charter:

- a) "Act" means the *Local Government Act 1993*;
- b) "CEO" means Council's Chief Executive Officer;
- c) "Code" means Code of Meeting Practice;
- d) "Panel" means Strategic Panel;
- e) "Council" means the Liverpool City Council;
- f) "Member" means a member of the Panel;
- g) "Observer" means the person attends the meeting but has no voting rights.

**3. STATUS OF PANEL**

3.1 The Panel is an advisory body tasked with providing advice and recommendations to Council.

**4. PURPOSE**

4.1 This Panel has been established to provide relevant advice and recommendations to Council relating to:

- a) The long-term strategic direction of Liverpool city, in particular in the areas of economic and social development as articulated in Liverpool's Community Strategic Plan;
- b) The development and delivery of a range of city centre revitalisation initiatives, projects and events;
- c) Development which impacts Liverpool city, including the proposed intermodal at Moorebank and the Badgerys Creek Airport.

**5. FUNCTIONS**

5.1 The functions of the Panel are to:

- a) Raise emerging local social and economic development issues and make recommendations for solutions and actions;
- b) Review recommendations from local precinct forums and other community oriented bodies and assess these against Council's overall strategic direction.
- c) Make recommendations for the expenditure of funds towards projects which activate the city centre, in line with the City Development Fund Policy;

**STRATEGIC PANEL CHARTER**

- d) Coordinate Council's response to proposed developments which impact the city of Liverpool, such as the proposed intermodal at Moorebank and the **Badgerys Creek** Airport.

**6. OUTCOMES****6.1 The Panel aims to assist Council in:**

- a) Achieving an integrated and coordinated approach to the delivery of strategic projects and initiatives which allow Council to achieve its long-term objectives;
- b) Improving the social and economic profile of Liverpool;
- c) Encouraging investment and business growth, enhance tourism and attract visitors to the Liverpool local government area;
- d) Achieving urban, business and community renewal of the Liverpool City Centre;
- e) Ensuring that all approved events are relevant to the local community and represent Liverpool's diversity, community spirit and inclusive nature.

**7. MEMBERSHIP****7.1 Councillor representation:**

The Mayor or delegate will be the Chair of the Panel. All Councillors will be members of the Panel.

**7.2 Council staff representation:**

The CEO (or delegate) will be a member of the Panel and shall assign relevant executive and other staff to this Panel in an observer capacity.

**7.3 Support staff**

Council's Corporate Strategy and Performance team will provide administrative support to the Panel.

**7.4 Chairperson and Deputy Chairperson**

7.4.1 The Mayor or delegate is to be the Chair of the Panel.

7.4.2 The role of the Chairperson is to preside at meetings of the panel. In the absence of the Chairperson, the delegated Chairperson shall preside at the meeting.

7.4.3 If the Chairperson or the delegated Chairperson is not present at the time designated for the commencement of a meeting, the first business of the

**STRATEGIC PANEL CHARTER**

meeting must be the election of an acting chairperson to preside at the meeting.

7.4.4 The election of a Chairperson, delegated Chairperson or Acting Chairperson must be conducted:

- a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
- b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

**7.5 Other Office Bearers**

There are no other office bearers on this Panel. Reports for each meeting will be required.

**8. TERM OF OFFICE**

8.1 All Councillors will be members of the Panel during their term of office as Councillors.

**9. QUORUM AND RECOMMENDATIONS**

9.1 The quorum for a meeting of the Panel will be ~~six~~ four Councillors.

9.2 Observers or visitors at the meeting do not form part of the quorum.

9.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, the Panel members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Panel meeting with a quorum present.

~~Wherever possible, recommendations of the Panel will be made on the basis of consensus, that is, when all members present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.~~

9.4 ~~Panel recommendations are not binding on Council. To obtain Council endorsement, a Panel recommendation must be reported to the Council for its decision. Because the Panel is an informal forum for the exchange of ideas and information, it will not make recommendations to Council. However, meeting notes will be included in the subsequent Council meeting agenda.~~

## **STRATEGIC PANEL CHARTER**

- 9.5 A Panel members should notify the Council convenor of their planned absence from a meeting.

### **10. MEETINGS AND MEMBERS OF THE PUBLIC**

- 10.1 Meetings of the Panel are not open to members of the public because meetings may involve information that would, if disclosed:
- a) Confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
  - b) Reveal commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of Council.
- 10.2 Representatives of organisations or the general community may be invited by the Chairperson to address the Panel on matters on the agenda.
- 10.3 Relevant experts, stakeholders and community members may be invited to participate in the Panel from time to time, as determined by the Panel.

### **11. TIMETABLE FOR MEETINGS**

- 11.1 The Panel shall meet on a quarterly basis. Dates of meetings will be determined annually by the Panel and referred back to Council.
- 11.2 A meeting will be limited to a maximum of two hours' duration, unless the Panel resolves to extend the length of the meeting to a particular time for the completion of business.
- 11.3 Extraordinary meetings may be called by the Chairperson of the Panel in consultation with the CEO (or delegate).
- 11.4 The location, date and starting time for meetings will be advised on the agenda.
- 11.5 Panel meetings can only be held if five ordinary days' notice has been given to all members and Councillors.

### **12. MEETING PRACTICE AND PROCEDURES**

- 12.1 Unless otherwise specified in this charter, Panel meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 12.2 The Panel must observe the provisions of any other relevant Council policies and procedures.

**STRATEGIC PANEL CHARTER**

- 12.3 Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 12.4 The minutes of each Panel meeting will be submitted to the next available meeting of Council.

**13. INSURANCE COVER**

- 14.1 Panel members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Panel.

**14. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

- 14.1 All members of the Panel are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Panel.
- 14.2 Should a member of the Panel breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.
- 14.3 If a Panel member has a pecuniary interest in any matter with which the Panel is concerned, and is present at a meeting of the Panel at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 14.4 A member of the Panel who has a non-pecuniary conflict of interest in any matter with which the Panel is concerned and is present at a meeting of the Panel at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Panel has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 14.5 A Panel member will deal with a non-pecuniary conflict of interest in at least one of these ways:
  - a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Panel member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
  - b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any



## **STRATEGIC PANEL CHARTER**

debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.

- 14.6 Panel members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form (Councillor) which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

### **15. CONFIDENTIALITY AND MANAGING PRIVACY**

- 15.1 Panel members, through their involvement on the Panel, may come in contact with confidential or personal information retained by Council. Panel members are required to maintain confidentiality and security in relation to any such information and not access, use or remove that information, unless authorised to do so.
- 15.2 The *Privacy and Personal Information Protection Act 1998* and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 15.3 Should a Panel member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

### **16. DISCIPLINARY ACTION**

- 16.1 Should a member of the Panel breach Council's Code of Conduct, the matter will be referred to Council's CEO and will be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.

### **17. MEDIA PROTOCOL**

- 17.1 The Mayor is the only person permitted to speak to the media on behalf of the Panel.
- 17.2 No other member of the Panel is permitted to speak to the media in his or her capacity as a Panel member.

### **18. REVIEW OF THE PANEL AND THIS CHARTER**

- 18.1 Council will review the work of the Panel and this charter every two years.



**STRATEGIC PANEL CHARTER****AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

1 February 2017

**DEPARTMENT RESPONSIBLE**~~Business Improvement~~ Chief Executive Officer (Corporate Strategy and Performance)**REVIEW DATE**

1 February 2019

**VERSION**

Version	Amended by	Date	TRIM Number
1	Adopted by Council	23 November 2016	316364.2016
2	Council Resolution	1 February 2017	337374.2016

**REFERENCES**

Liverpool City Council: Code of Conduct  
 Liverpool City Council: Code of Conduct Procedures  
 Liverpool City Council: Code of Meeting Practice  
 Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy  
 Liverpool City Council: Ethical Governance: Conflicts of Interest Policy  
 Liverpool City Council: Privacy Policy  
 Liverpool City Council: Procurement Manual and Procedures  
 Liverpool City Council: Procurement Policy

**DCC 01**

**Liverpool Sporting Donations**

<b>Strategic Direction</b>	Healthy Inclusive City Improve health and wellbeing and encourage a happy, active community
<b>Key Policy</b>	Recreation Strategy
<b>File Ref</b>	328163.2016
<b>Report By</b>	Mark Westley - Sports Development Officer
<b>Approved By</b>	Eddie Jackson - Acting Director Community & Culture

**EXECUTIVE SUMMARY**

Council provides financial assistance to residents selected in representative teams at a regional, state and national level through the Liverpool Sporting Donations Program.

Applications are reviewed by the Liverpool Sports Committee then presented to Council for approval. This report presents the funding recommendations made by the Liverpool Sports Committee for Council's consideration.

**RECOMMENDATION**

That Council endorse the Liverpool Sports Committee's recommendations for the provision of \$2,600 under the Sporting Donations Program as summarised in the table below:

<b>Applicant Details</b>	<b>Sports Committee Recommendation for funding</b>
Mereana Peyroux	\$200
Essence Crothers To'o	\$200
Rhiannan Dotti	\$500
Breanna Evans	\$200
Phillip Millikin	\$100
Joshua Felimon Ramos Ward	\$100
Djuro Stojanovic	\$100

Elijah Alia Mohammed	\$100
Terrence Fernandez	\$100
Isobel Biondi	\$500
Dejahn Karora	\$200
Zachary Roberts	\$100
Tegan Lamond	\$200

## **REPORT**

Council's Sporting Donations Program is available to individuals and sporting teams who live in the Liverpool LGA. Applications are accepted on an ongoing basis and are reviewed by the Liverpool Sports Committee.

Thirteen applications for sporting donations have been received by Council since August 2016. All applications met the program criteria and were recommended for funding by the Liverpool Sports Committee at the meeting held 1 December 2016. The program criteria can be found as an attachment to this report for the reference of Councillors. A summary of the requests received and the recommendations are shown in the table below.

<b>Applicant Details</b>	<b>Eligibility</b>	<b>Representation</b>	<b>Recommendation</b>
Mereana Peyroux	Local Resident – Miller Representing Indoor Sports NSW, U17 Ladies at the 2016 INFA Junior Nationals held in Dandenong, Victoria from the 26 <sup>th</sup> November – 3 <sup>rd</sup> December 2016	State	\$200
Essence Crothers To'o	Local Resident – Prestons Representing NSWPASSA Netball U12s at the PSSA National Netball Championships held in Parkville, Victoria from the 27 <sup>th</sup> August – 2 <sup>nd</sup> September 2016	State	\$200

Applicant Details	Eligibility	Representation	Recommendation
Rhiannan Dotti	Local Resident – Wattle Grove Representing Indigenous Australia at the Australian Indigenous Oztag Women's U21s held in Auckland, New Zealand from the 2 <sup>nd</sup> December – 4 <sup>th</sup> December 2016	National	\$500
Breanna Evans	Local Resident – Hinchinbrook Representing NSW CIS Softball team at the Under 17s Women's Australian Softball Championships held in Blacktown, New South Wales from the 2 <sup>nd</sup> January – 8 <sup>th</sup> January 2017	State	\$200
Phillip Millikin	Local Resident – Prestons Representing Isshin Ryu Australia at the NAS National Tournament held in Albert Park Lake in Victoria from the 26 <sup>th</sup> November – 27 <sup>th</sup> November 2016	Regional	\$100
Joshua Felimon Ramos Ward	Local Resident – Heckenberg Representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	Regional	\$100

<b>Applicant Details</b>	<b>Eligibility</b>	<b>Representation</b>	<b>Recommendation</b>
Djuro Stojanovic	Local Resident – Bonnyrigg Representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	Regional	\$100
Elijah Alia Mohammed	Local Resident – Middleton Grange Representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	Regional	\$100
Terrence Fernandez	Local Resident – West Hoxton The coach for 3 x individuals representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	Regional	\$100
Isobel Biondi	Local Resident – West Hoxton Representing Australian Indoor Netball Team at the Tri-Series held in Johannesburg South Africa July 2017	National	\$500
Dejahn Karora	Local Resident – Prestons Representing Little Athletics NSW at the Trans-Tasman Athletics Challenge held in Campbelltown NSW from the 13 <sup>th</sup> – 15 <sup>th</sup> January 2017	State	\$200

<b>Applicant Details</b>	<b>Eligibility</b>	<b>Representation</b>	<b>Recommendation</b>
Zachary Roberts	Local Resident – Hoxton Park Representing NSW Metro Team to compete at the 2017 Australian Regional Championships held in Brisbane from the 15 <sup>th</sup> – 21 <sup>st</sup> January 2017	Regional	\$100
Tegan Lamond	Local Resident – Holsworthy Representing NSW Hockey U21 Women Indoor State Team at the Australian National Indoor Championships held in Wollongong from the 10 <sup>th</sup> – 13 <sup>th</sup> January 2017	State	\$200

## **CONSIDERATIONS**

<b>Economic and Financial</b>	A budget allocation of \$15,000 for the Sporting Donations Program was adopted by Council in its 2016/2017 Operational Plan. If the recommended amount of \$2,600 is endorsed the remaining balance will be \$9,300. The recommendations within this report for sporting donations will be funded from the Sporting Donations Program.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	Support community organisations, groups and volunteers to deliver coordinated services to the community.
<b>Civic Leadership and Governance</b>	There are no civic leadership and governance considerations.

## **ATTACHMENTS**

1. Liverpool Sporting Donations Criteria

## Liverpool Sporting Donations Program Criteria

The following donations may be made payable:

- \$100 for Regional representation (competitor only)
- \$200 for State representation (competitor only)
- \$300 for Australian national representation at an event within New South Wales, Australian Capital Territory, Queensland and Victoria (competitor only)
- \$400 for Australian national representation at an event within Tasmania, South Australia, Northern Territory and Western Australia (competitor only)
- \$500 for Australian national representation at an overseas event (competitor only)
- \$500 for Team representation (competitor only)
- \$100 for Coach/Referee/Umpire/Official representation at a regional, state or national event more than 100km from Liverpool

Further eligibility requirements for the Sporting Donations Program include:

- Applications from students at State, Private and Independent schools, or for participation at School Sport Australia events, are eligible for consideration.
- Applications for Team representation must address the following criteria:
  - 75% of the team resides in the Liverpool LGA
  - 50% of the team is under 24 years of age at the time of competition
  - The club is based in the Liverpool LGA, with a maximum of three teams per club

**DCC 02**

**Grants and Donations**

<b>Strategic Direction</b>	Healthy Inclusive City Foster social inclusion, strengthen the local community and increase opportunities for people who may experience barriers
<b>Key Policy</b>	Donations Policy
<b>File Ref</b>	012393.2017
<b>Report By</b>	Daniel Collins - Community Development Worker (Funding and Support)
<b>Approved By</b>	Eddie Jackson - Acting Director Community & Culture

**EXECUTIVE SUMMARY**

Council is committed to building strong and resilient communities in Liverpool and to maximising social wellbeing for all residents. One way of achieving these goals is to provide financial assistance in the form of grants and donations to individuals and groups to develop leadership skills, increase participation in community life, and address social disadvantage.

Council provides six mechanisms for the allocation of grants and donations. These are a combination of annual programs, for which applications are accepted once or twice per year, and open programs which can be applied for at any time of the year. These programs are:

- (a) Community Grants
- (b) Quick Response Grants (General, Youth, and School)
- (c) Sporting Grants
- (d) Sporting Donations
- (e) Matching Grants
- (f) Community Facilities Fee Reductions

This report presents the funding recommendations for the application received through the Quick Response Grants during December 2016 for Council's consideration.

**RECOMMENDATION**

That Council endorses the following recommendations for the provision of \$1,000 (GST exclusive) under Quick Response Grants (General):

<b>Applicant Name</b>	<b>Project Name</b>	<b>Amount</b>
Headspace Liverpool	Prism LGBTIQA Education, Support and Information group	\$1,000



## **REPORT**

### **Quick Response Grants Program**

The Quick Response Grants Program supports a range of small-scale initiatives for local residents and organisations. It aims to provide more intensive support and build the capacity of less established groups to familiarise themselves with grants programs and Council processes. Applicants are eligible to receive one grant per year.

One application was received for the Quick Response Grants program this quarter and it met the program criteria. The program criteria can be found as an attachment to this report for the reference of Councillors. A summary of the request received is shown in the table below.

<b>Applicant Details</b>	<b>Project Description</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Headspace Liverpool	<p>Establish a support and education group for young people between 16-25 years who identify as Lesbian, Gay, Bisexual, Transsexual and Intersex. Headspace Liverpool will partner with a number of organisations in Liverpool including The Junction Works, South West Sydney Local Area Health, Core Community Services, STARTTS, Liverpool and Green Valley Police.</p> <p>Facilitated by trained social workers, participants will receive a mixture of life skills and personal development workshops including mental and sexual health.</p>	\$1,000	\$1,000

## **CONSIDERATIONS**

<b>Economic and Financial</b>	A budget allocation of \$100,000 was adopted by Council in its 2016/2017 Operational Plan as part of Council's Grants and Donations Programs. There is currently \$79,843.18 remaining in the budget. If the recommended amount of \$1,000 is endorsed the remaining balance will be \$78,843.18.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.

<b>Social and Cultural</b>	Raise awareness in the community about the available services and facilities. Support community organisations, groups and volunteers to deliver coordinated services to the community.
<b>Civic Leadership and Governance</b>	There are no civic leadership and governance considerations.

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**ATTACHMENTS**

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1. Quick Response Grants Criteria

## 9.2 Quick Response Grants

### 9.2.1 Overview

The Quick Response Grants program supports a range of small-scale initiatives for local residents and organisations. This program is for community groups who may not have experience with grants programs. It aims to provide more intensive support and build the capacity of less established groups to familiarise themselves with grants programs and Council processes. Applicants are eligible to receive one grant per year.

### 9.2.2 Funding priorities

The Quick Response Grants program will support:

- a) Donations to young people to participate in events and experiences in the academic, cultural or environmental fields for the purposes of developing leadership skills and encouraging active community participation;
- b) Essential emergency support for community, cultural or sustainability projects – strictly for situations that could not be foreseen;
- c) Donations to schools to be given as a prize to a student who has excelled in citizenship, academic studies, artistic endeavours or sporting proficiency; and
- d) Seed funding for other strategic priorities in Council's policies and action plans.

### 9.2.3 Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- a) Increased engagement of individuals and teams in academic, cultural and environmental fields
- b) Improved relative equality, resilience and adaptive capacity of Liverpool's diverse communities
- c) Enhanced positive social, cultural, sustainability outcomes for local communities related to Council's strategic priorities.

### 9.2.4 Funding available

Applications can be made for funding of up to \$1,000 per project per year with the exception of the following:

- a) Donations to young people are limited to \$100 for regional level activities (taking place within NSW), \$200 for national level activities (taking place within Australia other than in NSW) and \$500 for international level activities (taking place outside Australia); and
- b) Donations to schools are limited to \$100 per year per school.

### 9.2.5 Program timeframe:

This program accepts applications all year. Grants must be spent within 12 months of receiving them.

**9.2.6 Program eligibility and exclusions:**

To be eligible for funding through the Quick Response Grants Program applicants must:

- a) Be incorporated or auspiced, non-profit community service organisations or groups providing programs or services to the residents of Liverpool
- b) Be 100% volunteer run
- c) Supply a copy of most recent annual report and/or financial statements

For the donations to individuals, information must be provided on costs associated with conferences or events which foster local community leadership and participation.

For grants towards community events, Council must be acknowledged on all promotional material. The Council logo should be used with the text "proudly supported by Liverpool City Council". All promotional must be approved by Council prior to publication.

Additionally, Council reserves the right to receive the following:

- a) Joint media release opportunities;
- b) Opportunity for Mayor to speak at the event or occasion;
- c) Space at event (table or marquee stall); and
- d) Tickets to attend the event / occasion.

**9.2.7 Further exclusions:**

- a) Applicants are encouraged to seek alternative funding sources for subsequent periods. Multi-year agreements will not be supported. The Quick Response Grants program will not be considered as a recurrent funding source
- b) For annual events, separate applications should be made each year. Applications must demonstrate how the event is enhanced from previous events.

For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Exclusions.

**9.2.8 Assessment Criteria**

To be considered for a grant, applicants should clearly describe the proposed project and how it will meet the following criteria:

Criteria
Evidence that the organisation has capacity to deliver the project.
Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Growing Liverpool 2023.
The anticipated number of individuals that will participate in and benefit from the proposed project.
Timeframe and budget are realistic and align with project objectives.
Evidence of collaboration and partnership to maximise the use of existing community resources and to avoid duplication.

Evidence that project strategies are innovative or practical to meeting the project need.
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Appropriate project evaluation method.
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Sustainability of project after funding ceases.
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**DBI 01**

**Six-Monthly Progress Report**

<b>Strategic Direction</b>	Leading Proactive Council Provide business excellence and financial sustainability to deliver services that meet community expectations
<b>Key Policy</b>	Long-Term Financial Plan
<b>File Ref</b>	006323.2017
<b>Report By</b>	Claudia Wood - Corporate Planner
<b>Approved By</b>	Kiersten Fishburn - Chief Executive Officer

**EXECUTIVE SUMMARY**

The six-monthly Progress Report provides an overview of Council's performance and Principal Activities/Key Services for the July to December 2016 period against the 4-year Delivery Program including 2016-17 Operational Plan and Budget. The report demonstrates operational achievements and provides updates, information and statistics for all areas of Council operations during the period. It is Council's first Progress Report for the 2016-2017 Operational Plan and has been prepared in line with the Office of Local Government Integrated Planning and Reporting Guidelines.

**RECOMMENDATION**

That Council notes and receives the Six-Monthly Report which outlines the progress of the Principal Activities/Key Services detailed in the Delivery Program and 2016-17 Operational Plan.

**REPORT**

On 26 June 2013, Council adopted the *Growing Liverpool 2023* Community Strategic Plan.

*Growing Liverpool 2023* outlines the community's vision and priorities for Liverpool. The Plan was developed after extensive engagement with the community and contains seven key directions for the future of Liverpool. These directions guide Council's operations and services for the next ten years.

Council's 4-year Delivery Program including 2016-17 Operational Plan and Budget outline Council's commitment to the community. It details the Principal Activities/Key Services that Council will deliver towards achieving the community vision that has been outlined in *Growing Liverpool 2023*. Each Principal Activity includes several actions for the 2016-17 year which make up Council's annual Operational Plan.

Upon adoption in June 2016, Council determined to deliver 32 Principal Activities/Key Services as part of its 4-year Delivery Program, with 242 key deliverables for the 2016-17 year and 26 Strategic Projects. The Delivery Program also included 199 key performance indicators (KPIs).

Section 404(5) of the Local Government Act (1993) requires the Chief Executive Officer (CEO) to ensure that a Progress Report is provided to Council at least every six months. It should include information and updates on the Principal Activities/Key Services that have been detailed in the 4-year Delivery Program. This allows Council and the public to monitor progress. The attached Progress Report contains information on the delivery of all Principal Activities, Strategic Projects, actions and KPIs for the July to December 2016 period.

By the end of December 2016, 90% of actions in the Delivery Program and 2016-17 Operational Plan were on track or completed. Eight actions were completed during the six months. Highlights include the Liverpool Seniors Concert, the Invest Liverpool event and the Christmas Tree Lighting in Macquarie mall. Eleven actions have been delayed. These are listed in the table below with an update on their status.

#### **Delayed Principal Activities**

<b>Delivery Program Reference</b>	<b>Action</b>	<b>Update</b>
3.2.4	Provide on-going support to the Liverpool Men's Shed	On-hold due to Council resolution to remove funds allocated to this action.
3.2.5	Complete consultations for the Miller Skate Park	On-hold pending endorsement of draft Recreation Strategy which is anticipated in third quarter.
6.1.1	Undertake Fair Valuation of building assets by a registered Valuer	Deferred to 2017/2018 Financial Year to align with OLG requirement for the revaluation. This budget will be utilised for developing AMP for Council's three Aquatic Centres.
7.2.5	Develop a business planning framework	Project deferred to be considered in alignment with reporting software.
7.5.1	Complete and implement TechOne Contracts Management system and integrate with Infrastructure and Environment project initiatives	Contracts register operational, but integration has been delayed by uncertainty over the possible alternative system being considered by Infrastructure and Environment.
7.7.2	Implement WiFi for all major Council sites	Project postponed due to resourcing issues.
7.7.3	Implement Modern Telephony	Project put on hold until 2017.
7.7.4	Rebuild Council website	Project in design and documentation phase.

<b>Delivery Program Reference</b>	<b>Action</b>	<b>Update</b>
7.7.5	IT Helpdesk upgrade and self service	Project postponed until 2017.
7.9.4	Complete the Southern Liverpool Central Business District Master Plan	The South CBD Master Plan was commenced but is currently on hold.
7.10.1	Progressive roll out across Council of a 2 day competency based Safety Leadership Development Program, for Managers and Coordinators	Currently being reviewed.

### **Strategic Projects**

Three Strategic Projects have been completed in the July – December period. The Wattle Grove Early Education Centre Refurbishment, the Arts and Dementia Program and the National Arts and Refugee Forum have all been delivered. The remaining fifteen Strategic Projects are all underway.

### **Key Performance Indicators**

Of the 199 Key Performance Indicators, 55% are on track or above target with the remaining 45% needing further attention to meet the established target. It is important to note that several KPIs are affected by seasonal influences and temporary resourcing issues.

The details of progress on all Principal Activities/Key Services, actions and KPIs are included in the full report in Attachment 1.

## **CONSIDERATIONS**

<b>Economic and Financial</b>	Facilitate economic development.
<b>Environmental and Sustainability</b>	Raise community awareness and support action in relation to environmental issues.
<b>Social and Cultural</b>	Raise awareness in the community about the available services and facilities.
<b>Civic Leadership and Governance</b>	Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.

## **ATTACHMENTS**

1. Six-Monthly Progress Report to Council [View](#) (Under separate cover)



**CFO 01**

**Further Review of the Civic Expenses and  
Facilities Policy**

<b>Strategic Direction</b>	Leading Proactive Council Position Council as an industry leader, delivering best practice and innovation
<b>Key Policy</b>	Good Governance
<b>File Ref</b>	004741.2017
<b>Report By</b>	David Maguire - Governance Coordinator
<b>Approved By</b>	Gary Grantham - Chief Financial Officer / Director Corporate Services

**EXECUTIVE SUMMARY**

At its meeting on 23 November 2016, Council adopted its Civic Expenses and Facilities Policy subject to the receipt of public submissions on a proposed amendment to clause 4.9.2 of the Policy, which required public exhibition in accordance with section 252 of the *Local Government Act 1993* (the Act).

One submission against the proposed amendment was received. The submission was considered, however given that the proposed amendment aligns with the provisions of the current State Government Policy on travel for senior staff and ministers, management recommended the proposed amendment remains unchanged.

Therefore, it is recommended that Council adopt the Civic Expenses and Facilities Policy, as publicly exhibited and attached to this report.

**RECOMMENDATION**

That Council adopt the Civic Expenses and Facilities Policy, as publicly exhibited and attached to this report.

**REPORT**

At its meeting on 23 November 2016, Council adopted its Civic Expenses and Facilities Policy subject to the receipt of public submissions on the following proposed amendment to clause 4.9.2 of the Policy, which required public exhibition in accordance with section 252 of the Act:

To remove the sentence:

*“Where appropriate, travel will be provided by air (economy class).”*

And to substitute the following sentence:

*“Subject to the approvals required for travel, as set out in clause 4.10 of this policy, economy class travel should be used for all travel within Australia and overseas by the Mayor and Councillors. However, official travel by the Mayor to Western Australia, the Northern Territory or overseas is permissible by premium economy or business class air travel.”*

One submission was received, opposing the proposed amendment on the basis of cost to ratepayers. The submission was considered, however given that the proposed amendment aligns with the provisions of the current NSW Government Travel and Transport Policy, previously tabled at Council, with the policy allowing premium economy or business class travel for Government ministers and senior departmental staff to the Northern Territory, Western Australia and overseas destinations, when the individual concerned is travelling on official business. The Mayor has an equivalent position to that of a Government minister or senior departmental staff member, as *“leader of the Council and leader of the local community”* under section 220 of the Act.

Therefore, it is recommended that the exhibited amendment to the Policy adopted.

## **CONSIDERATIONS**

<b>Economic and Financial</b>	There are no economic and financial considerations, apart from fees and reimbursements of expenses for the Mayor and Councillors, provided for in Council's current budget.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	Provide information about Council's services, roles and decision making processes.  Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.

## **ATTACHMENTS**

1. Draft Civic Expenses and Facilities Policy, as publicly exhibited



## CIVIC EXPENSES AND FACILITIES POLICY

*Draft*

Adopted: xxxx 2017

TRIM: 319274.2016



## CIVIC EXPENSES AND FACILITIES POLICY

**1. PURPOSE/ OBJECTIVES**

- 1.1 The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.
- 1.2 The objectives of this policy are to:
- a) Give guidance to the Mayor and Councillors as to what facilities and resources are available to them;
  - b) Provide a public statement as to how Council sets the payment of fees, and other support allowances, for the Mayor and Councillors when they carry out their role as an elected member;
  - c) Implement Council's legislative responsibility in adopting a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors.

**2. LEGISLATIVE AND GOVERNANCE REQUIREMENTS****2.1 Local Government Act 1993**

- 2.1.1 The *Local Government Act* 1993 (the Act) requires that Council adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors.
- 2.1.2 This policy is made in accordance with sections 252, 253 and 254 of the Act and clause 403 of the *Local Government (General) Regulation* 2005 (the Regulation).
- 2.1.3 Section 252 (1) of the Act requires that, within the first 12 months of each term of a council, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- 2.1.4 Section 252(3) of the Act states that a council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- 2.1.5 Section 252 also provides for a Council to reduce the amount payable to the Mayor and Councillors by the amount representing any private benefit of a facility provided by the Council to them. It also requires that the policy be made under the provisions of the Act, the Regulation and any relevant guidelines issued under section 23A of the Act.
- 2.1.6 Section 253 specifies actions that Council must undertake before a policy concerning expenses and facilities can be adopted or amended.
- 2.1.7 Section 253 states:
- 1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*

## CIVIC EXPENSES AND FACILITIES POLICY

- 2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
  - 3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the Council is of the opinion that the proposed amendment is not substantial.*
  - 4) *(Repealed)*
  - 5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*
- 2.1.8 Section 254 requires that a part of a Council or committee meeting which considers the adopting or amending of such a policy must not be closed to the public.
- 2.1.9 The *Government Information (Public Access) Act 2009* provides that the public is able to inspect during office hours at Council, and at no charge, the current version and the immediately preceding version of the Council's expenses and facilities policy. The public is also entitled to a copy of the policy, either free through Council's website, or on payment of a reasonable copying charge. (For details see Council's Agency Information Guide.)
- 2.1.10 Section 23A of the Act provides for the Chief Executive of the Office of Local Government to prepare, adopt or vary guidelines that relate to the exercise by a council of any of its functions. It also requires that a council must take the relevant guidelines into consideration before exercising any of its functions.
- 2.2 Local Government (General) Regulation 2005**
- 2.2.1 Clause 217 (Additional information for inclusion in annual reports) states in part:
- (1) *For the purposes of section 428 (4(b)) of the Act, an annual report of a Council is to include the following information:*
    - (a) *Details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons while representing the Council (including visits sponsored by other organisations),*
    - (a1) *Details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the Council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:*
      - i. *The provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),*

## CIVIC EXPENSES AND FACILITIES POLICY

- ii. *Telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,*
- iii. *The attendance of councillors at conferences and seminars,*
- iv. *The training of councillors and the provision of skill development for councillors,*
- v. *Interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- vi. *Overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,*
- vii. *The expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for mayors and councillors for local councils in NSW prepared by the CEO from time to time,*
- viii. *Expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.*

## 2.2.2 Clause 403 (Payment of expenses and provision of facilities) states:

*A policy under section 252 of the Local Government Act 1993 must not include any provision enabling a council:*

- a) *To pay any councillor an allowance in the nature of a general expense allowance, or*
- b) *To make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular councillor other than a mayor.*

2.3 **Guidelines for the payment of expenses and the provision of facilities for mayors and councillors for local councils in NSW**

2.3.1 In October 2009, the former Division of Local Government issued updated guidelines to assist councils review and prepare policies on the payment of expenses and provision of facilities for mayors and councillors in local councils in NSW.

2.4. **Guidelines issued by the Office (formerly Division) of Local Government**

2.4.1 This Policy takes into account the following Circulars:

- a) Circular 08/03 Findings from review of councillor expenses and facilities policies;
- b) Circular 08/24 Misuse of council resources;
- c) Circular 08/37 Council decision making prior to ordinary elections;
- d) Circular 09/36 Release of revised councillor expenses and facilities guidelines;
- e) Circular 10/26 Misuse of council resources.

## CIVIC EXPENSES AND FACILITIES POLICY

**2.5 The Model Code of Conduct for Local Councils in NSW**

2.5.1 This policy is consistent with the Model Code of Conduct for Local Councils in NSW, Division of Local Government March 2013. The following clauses of Council's Code of Conduct are particularly relevant to section 252 policies:

*7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your public or professional duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.*

*7.14 You must be scrupulous in your use of council property including intellectual property, official services and facilities and should not permit their misuse by any other person or body.*

*7.15 You must avoid any action or situation which could create the impression that council property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain.*

*7.16 You must not use Council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.*

*7.17 You must not use Council letterhead, Council crests and other information that could give the appearance it is official Council material for:*

- a) The purpose of assisting your election campaign or the election campaign of others; or*
- b) For other non-official purposes.*

*7.18 You must not convert any property of the council to your own use unless properly authorised.*

**2.6 ICAC Publication: No excuse for misuse, preventing the misuse of council resources**

2.6.1 This policy takes into account the Independent Commission Against Corruption (ICAC) publication, *No excuse for misuse, preventing the misuse of council resources* (Guidelines 2) November 2002. This publication is available on the ICAC website at [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)

**3. DEFINITIONS**

**Act** means the *Local Government Act 1993*.

**Guidelines** refer to the Office of Local Government Guidelines for the payment of expenses and the provision of facilities for mayors and councillors for local councils in NSW.

**Policy** means the Civic Expenses and Facilities Policy.

**Regulation** refers to the *Local Government (General) Regulation 2005*.

## CIVIC EXPENSES AND FACILITIES POLICY

**Remuneration Tribunal** refers to the Local Government Remuneration Tribunal.

#### 4. POLICY STATEMENT

##### 4.1 Remuneration to Councillors and the Mayor

4.1.1 All Councillors (including the Mayor) will be paid an annual fee according to determinations made by the Remuneration Tribunal. Under the Act, the Tribunal's role is limited to determining the categories of councils (section 239) and determining the minimum and maximum fee range for councillors and mayors in each of those categories.

4.1.2 In accordance with section 249 of the Act, the annual fee paid to the Mayor is in addition to the fee payable to the Mayor as a Councillor.

4.1.3 As a policy objective, the annual fee paid for Councillors and the Mayor will be equivalent to the maximum fee as recommended by the Tribunal. This objective recognises that Liverpool is a rapidly growing Council, requiring enormous effort in managing this growth while simultaneously ensuring that the existing population is supported and well served. Elected members may receive payment by direct debit upon request.

4.1.4 In accordance with section 254A of the Act, Council may resolve that an annual fee will not be paid to a Councillor or that the Councillor will be paid a reduced annual fee determined by the Council:

- a) For any period for which the Councillor is absent with or without prior leave from an ordinary meeting or ordinary meetings of the Council; or
- b) In any other circumstances prescribed by the regulations.

4.1.5 If a Councillor is absent with or without leave of Council, from ordinary meetings of Council for any period of more than three months, Council must not pay any annual fee, or part of an annual fee, to that Councillor that relates to the period of absence that is in excess of three months.

##### 4.2 Dispute resolution

4.2.1 Any disputes that arise in relation to this policy will be resolved as follows:

- a) With the Councillor and the CEO; if unresolved;
- b) With the Mayor, if unresolved;
- c) The Full Council will be asked to review the dispute.

##### 4.3 General allowance

4.3.1 It is not appropriate or lawful for Council to pay general allowances unrelated to actual expenses incurred and which are designed to supplement Councillors' annual fees (DLG Guidelines 2009 page 6). All expenses provided under this policy will be for a purpose specific to the functions of holding civic office.

##### 4.4 Support to Mayor

4.4.1 Council is recognised as the third regional city after Sydney and Parramatta. It is experiencing rapid growth and development and is being serviced by a full-time Mayor. In the light of these circumstances, Council will provide the Mayor with a range



## CIVIC EXPENSES AND FACILITIES POLICY

of support and resources so the Office of the Mayor can function properly and the Mayor can adequately represent the City at policy, civic and ceremonial levels. In addition to payment of the Mayoral allowance, the following facilities are additional to those outlined elsewhere in this policy and provided to Councillors.

#### 4.4.2 Council will provide to the Mayor at its cost:

- a) A dedicated vehicle of a type deemed suitable to the position of Mayor of Liverpool which will be equivalent to the range of vehicles to which Council directors are entitled under Council's Fleet Management Policy:
  - i. The vehicle provided for the Mayor is for use on official duties and functions of the Office of Mayor and for private use in accordance with Council's Fleet Management Policy;
  - ii. Council shall meet the fortnightly cost of cleaning (wash and vacuum) the Mayoral vehicle;
  - iii. Council shall supply and meet the usage costs associated with an electronic tag in the Mayoral vehicle;
- b) An allotted parking space at 33 Moore Street Liverpool;
- c) A fully furnished Mayoral office;
- d) Dedicated personal assistant;
- e) Ceremonial clothing including Mayoral robes and chains of office to be worn at civic and ceremonial functions;
- f) Secretarial, research and public relations services relating to the discharge of his/her civic functions, including use of official stationery and postage of official correspondence;
- g) Administrative assistance associated with civic functions, meetings and the like;
- h) Office refreshments;
- i) Meals or refreshments in conjunction with Council related business;
- j) A credit card to facilitate payment of incidental expenses such as attendance at functions, parking and entertainment in conjunction with the discharging of the functions of the Mayoral office:
  - i. The credit card will have limit of \$5,000;
  - ii. The account is to be in the name of Liverpool City Council;
  - iii. The credit card is not to be used for personal expenses; and
  - iv. The account is to be reconciled with receipts on a monthly basis.
- k) Personal computer, facsimile and photocopying machine at Mayoral Office;
- l) An appropriate mobile phone including usage costs;
- m) Where required to attend civic functions (e.g. Business Awards, Mayoral Ball), as civic leader of the City, no charge to be incurred for attendance;
- n) The use of the Council crest on Mayoral stationery, or other formats of communication such as email, website etc.;

#### 4.5 Support to Councillors

- 4.5.1 In addition to the payment of an annual fee, Council will provide Councillors with a range of support and benefits which allow Councillors to discharge their public duty. The Councillors, including the Deputy Mayor, are entitled to receive the following benefits:

## CIVIC EXPENSES AND FACILITIES POLICY

- a) Use of the Councillors' Room, telephone and limited hospitality facilities;
- b) Meals or refreshments in conjunction with Council meetings, briefings sessions, committee meetings and planning and training sessions and non-alcoholic refreshments in the Councillors' Room;
- c) Secretarial services subject to specific approval of the CEO;
- d) An allowance of \$6,000 per Councillor per calendar year for mailing and stationery to assist Councillors in performing their duties as per section 232 (2) of the *Local Government Act*. These duties include organisation of community meetings and responding to inquiries. (This allowance is reduced to \$50 per month per Councillor for April-September prior to an election.);
- e) Meeting room facilities at 33 Moore Street Liverpool when meeting regarding Council business. The meeting room is to be booked through the CEO;
- f) When deputising for the Mayor (at his or her request), transport to official functions (if needed), together with the cost of attendance at such functions, where a fee is payable;
- g) When required to attend functions as part of civic duties (e.g. Business Awards), the cost of attendance to be borne by Council. (Note this does not apply to attendance at the Mayoral Ball or other similar functions of a charitable nature.);
- h) Supply of name badges, business cards, diaries, memo books, compendium and official ties or scarves; and
- i) Car parking provision for Councillors at 33 Moore Street Liverpool when performing their duties as a Councillor.

**4.6 Access to information technology**

- 4.6.1 Council will provide all elected members with the necessary corporate software enabling access to key systems and communication networks. Council will set aside an amount for each elected member, as required, towards the purchase of "hardware" such as personal computers, printers or equivalent, needed in accessing computer systems and networks. A technical standard will be specified for the hardware and the turnover of the hardware. Councillors may choose to obtain equipment of a higher cost at their expense as long as the hardware standard is observed.

**4.6.2 Hardware**

The options available to Councillors in respect of hardware are as follows:

- a) An Ipad Pro, Microsoft Surface or Laptop with wireless and mobile internet connection be provided;
- b) A combined printer/ copier/ scanner/ facsimile machine be provided in Councillors' homes, fully maintained and owned by Council. The specification for such equipment will be determined by Council's Information Technology Team in consultation with Councillors based on likely business use requirements;
- c) Council will reimburse the cost of associated consumables such as toner, ink cartridges for a Councillor's private computer, if used in the performance of their civic duties, up to \$500 per annum. The appropriate claim form with receipts will need to be completed and submitted for reimbursement to occur;
- d) At the end of the four year term, the equipment may be acquired by the Councillor at the current market value taking account of depreciation and the condition of the equipment. This value will be assessed by Council staff and advised to the Councillor.

**4.6.2 Software**

All Councillors will be provided with standard software including MS Office.

## CIVIC EXPENSES AND FACILITIES POLICY

**4.6.3 Support**

- a) Councillors will be provided with training as required.
- b) Council will also provide support services to assist Councillors in resolving operational problems. All support services provided to Councillors will relate only to Council related business and applications. Support will be provided during the Information Technology Team's normal support hours (currently 8.30am to 5.00pm weekdays). Support requests can be logged by calling the Information Technology Help Desk on 9821 9505 or by emailing [helpdesk@liverpool.nsw.gov.au](mailto:helpdesk@liverpool.nsw.gov.au).
- c) In the event of hardware failure, equipment owned by Council will need to be returned to Council to enable a warranty call to be placed with the manufacturer. Turnaround time will vary depending upon the equipment involved and the availability of parts.

**4.6.3 Consumables**

Council will meet the cost of consumables for Council owned equipment and paper for Councillor owned equipment used for undertaking civic duties.

**4.7 Telephone expenses**

- 4.7.1** Councillors are required to use their own mobile phones and telephone lines for Council business. In recognition of this situation, Council will contribute towards each Councillor's telephone costs as follows:

- a) Mobile phones and home telephone/ fax

Upon presentation of a copy of a Councillor's mobile phone and/ or home telephone/ fax bill, Council will reimburse the cost of mobile phone and telephone/ fax calls up to a total maximum of \$110 per month. Reimbursement must be claimed within six months of the date of payment.

- b) Additional phone lines

The cost of installation and rental for any additional phone lines required by Councillors for connection to fax machines or modems will not be reimbursed by Council.

- 4.7.2** As an alternative to clause 4.7.1(a) above, Councillors will have an option to be provided with a mobile phone with email capability by Council with calls limited to a maximum of \$75 per month subject to a statement of claim or statutory declaration supplied within three months of payment.

**4.8 Attendance at conferences, seminars and courses**

- 4.8.1** Conferences, seminars and courses are an important means of learning and maintaining knowledge, as well as contributing to public policy development. Councillors may attend those conferences, seminars and courses listed below if there is a resolution of Council to do so, if Councillors are nominated by Council to attend and if there is a nominated budget. Councillors may attend training courses and seminars related to their duties as a Councillor at their own discretion provided that the cost can be met within Council's budget allocation and attendance at the course or seminar is organised through Council's CEO.

**4.8.2 Conference Attendance**

The conferences, seminars and workshops to which this policy applies and which require a resolution of Council to attend are the:

## CIVIC EXPENSES AND FACILITIES POLICY

- a) Local Government Association Annual Conference;
- b) Australian Local Government Women's Association Annual Conference and Australian Local Government Women's Association meetings for the one year term;
- c) Special "one-off" conferences called by the Local Government Association on important issues or of an educational nature;
- d) Annual conferences and congresses of the major industry associations and professions in local government (such as LGMA or UDIA and subject to suitable agenda);
- e) Conferences and/ or annual general meetings of organisations for which Council has appointed delegates.

4.8.3 Registration

The Council will pay all normal registration costs which are charged by organisers, including the costs of related official luncheons, dinners and tours which are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.

4.8.4 Expenses Incurred

Payment or reimbursement of expenses incurred or to be incurred shall be subject to the requirements that:

- a) Only reasonable amounts are claimed or accepted towards necessary out-of-pocket expenses;
- b) Out-of-pocket expenses for which amounts are claimed relate only to the verified costs of meals, travel, registration fees, accommodation, stationery and the like;
- c) Any time occupied on other than Council business is not included in the calculation of expenses to be paid; and
- d) The claim is made not later than three months after the expenses were incurred, and upon a voucher form for payment.

4.8.5 Payment in advance

- a) Council will normally pay registration fees, accommodation deposits and airline tickets direct in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent will be paid to the attendee in advance.
- b) Councillors may request payment in advance, up to a maximum of \$100 per day, in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advanced payment for the cost of any other service or facility covered by this policy. However, Councillors must fully reconcile all expenses against the costs of the advance when they return within ten days of the close of the conference, seminar or training etc. and repay any unexpended amount.

4.8.6 Categories of payment or reimbursement

Subject to nomination in accordance with the provisions of this clause, the categories of payment or reimbursement are as follows:

- a) Accommodation  
Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council.
- b) Out-of-pocket expenses  
Reasonable out-of-pocket expenses will be provided or reimbursed for costs

## CIVIC EXPENSES AND FACILITIES POLICY

associated with attending the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature.

c) Spouse/Partner

Where the attendee is accompanied by his or her spouse/partner, the attendee will be required to pay for any cost supplement involved in the accommodation (room only). All other costs for the spouse/partner (including travel and meals) are to be borne by the attendee.

**4.9 Travel expenses**

4.9.1 All reasonable travel costs will be met by the Council where the expenses incurred are of the following nature:

- a) Attendance at conferences, seminars and workshops as specified in clause 6(a) of this policy;
- b) Council business such as Council, committee and other meetings where the Councillor is representing Council;
- c) Authorised business, meetings and functions approved by the Mayor where the Councillor is representing the Council and/or the Mayor.

4.9.2 ~~Where appropriate, travel will be provided by air (economy class).~~

Subject to the approvals required for travel, as set out in clause 4.10 of this policy, economy class travel should be used for all travel within Australia and overseas by the Mayor and Councillors. However, official travel by the Mayor to Western Australia, the Northern Territory or overseas is permissible by premium economy or business class air travel.

Air travel within NSW must be approved by the CEO.

For flights within Australia, the lowest logical fare of the day must be used for all domestic flights. This is the cheapest fare available that meets the traveller's logistical needs.

4.9.3 Travel by motor vehicle may be undertaken by Council vehicle (where available), by private vehicle or by taxi. Persons using private vehicles will be paid the mileage allowance at the then current rate set by the appropriate Local Government State Award, but subject to any such payment not exceeding economy class air fares to and from the particular destination.

4.9.4 Costs to elected members of vehicle hire and/or taxi fares which are reasonably incurred in the performance of their duties will be met by the Council. Cabcharge vouchers will be made available when required. Provision of a wide variety of transport modes is in keeping with access and equity policies.

4.9.5 Any travel incurred, other than approved Council business, will not be included in the calculation of expenses to be paid.

4.9.6 The driver is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.

**4.10 Special requirements for interstate and overseas travel**4.10.1 Interstate travel

Any interstate travel is to be approved by the CEO. This includes the reasonable costs

## CIVIC EXPENSES AND FACILITIES POLICY

of travel and accommodation to attend interstate Australian Local Government Women's Association meetings for the one year term. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

**4.10.2 Overseas travel**

Councillors should avoid international visits, unless direct and tangible benefits can be established for the Council and the local community.

4.10.3 Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking a trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective reimbursement of overseas travel expenses, unless prior authorisation of the travel has been obtained. Travel proposals shall be included in the Council business papers.

4.10.4 After returning from overseas, Councillors must provide a detailed written account to Council on the aspects of the trip relevant to Council business and/or the local community.

4.10.5 Details of overseas travel must also be included in the Council's Annual Report.

**4.11 Sister City relationships**

4.11.1 The Council has a policy of sending a delegation to its Sister Cities every two years. Council will be represented at such visits by the Mayor (or Mayor's nominee), CEO (or CEO's nominee) and two other delegates as determined by the Council. Council will meet all reasonable costs associated with delegations to and from Sister Cities. Other Councillors may join official delegations (with Mayor's approval) but must meet all their own costs except accommodation or other expenses agreed to by the host Sister City.

**4.12 Insurance expenses and obligations**

4.12.1 Councillors are to receive the benefit of insurance cover for:

a) Personal injury

Personal injury whilst ever on Council-endorsed business covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death total disability and temporary partial disability. The cover does not include medical expenses. Full details of Council's personal accident insurance are set out in Council's Insurance Policy.

b) Professional indemnity

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper. This provision is subject to any limitations or conditions as set out in the Council's policy of insurance.

c) Public liability

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, within Australia, subject to any limitations or conditions as set out in the Council's policy of insurance.

d) Councillors' and Council officers' insurance

Insurance will be provided, subject to the terms, conditions and exclusions of the policy of insurance, to cover defence costs relating to common law claims not



## CIVIC EXPENSES AND FACILITIES POLICY

otherwise insured and those relating to any other actual or alleged breach of trust, breach of duty, breach of contract, neglect, error, misstatement, misleading statement, omission or other act done or wrongfully attempted, provided that it is not a criminal act or a deliberately malicious act.

4.12.2 In the event that a Councillor commences any legal defence or incurs legal fees before any claim under this insurance policy is lodged with the insurer, any subsequent claim for reimbursement will be rejected.

4.12.3 It is the responsibility of each Councillor to notify the Council or the Insurer of any circumstances that may give rise to a claim under this policy as soon as the Councillor becomes aware of any such circumstances. Circumstances that may give rise to a claim are considered to be any knowledge or intimation or any method of communication either within or outside of Council business that indicates that action may be taken against a Councillor, as a result of their conduct in the capacity as a Councillor.

#### 4.13 Legal expenses and obligations

4.13.1 In the event of an enquiry, investigation or hearing into the conduct of a Councillor by:

- a) The Independent Commission Against Corruption;
- b) The NSW Ombudsman;
- c) The Office of Local Government;
- d) The Police;
- e) The Director of Public Prosecutions;
- f) The Local Government Pecuniary Interest Tribunal; and
- g) Other legally constituted investigatory bodies having proper jurisdiction;

Or

In the event of legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council by resolution shall determine whether or not it will reimburse such Councillor, prior to the commencement of the enquiry, investigation, hearing or proceeding, for legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/ client basis provided that:

- a) The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis; and
- b) The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper; and
- c) The amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's solicitors will be paid, i.e. any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's solicitors will not be reimbursed;
- d) Any payment for reimbursement of any legal expenses properly incurred is subject to the approval of the Council prior to payment;
- e) The Council may at its discretion, set a limit to the total amount of reimbursement it is prepared to approve in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor(s);
- f) The Councillor had promptly notified the Council or Council's Insurer as required

## CIVIC EXPENSES AND FACILITIES POLICY

by any relevant Council Insurance Policy and that the Councillor adheres to the Insurer's requirements where applicable.

**4.14 Carer and related expenses**

- 4.14.1 Council endeavours to encourage and facilitate community involvement for persons nominating or holding the position of civic office. Accordingly, this policy allows for fair and reasonable reimbursement of carers' expenses in relation to attendance at Council and committee meetings, and other official civic functions. This applies to Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member. Childcare expenses may be claimed for children up until and including the age of 16 years.
- 4.14.2 Councillors who require access to childcare in order to attend Council meetings, events and activities will be provided with childcare through a registered and accredited child care provider, at Council's expense.
- 4.14.3 Should Councillors wish to arrange their own child care, this is permissible and reimbursement will be provided on completion of the appropriate claim form.
- 4.14.4 Councillors will need to provide suitable evidence to the CEO that reimbursement is applicable, such as advice from a medical practitioner in the event of caring for an adult person.
- 4.14.5 Upon submission of receipts and tax invoices and completion of a formal claim (Appendix A) to the CEO within three months of the expense being incurred, reasonable reimbursement may be available.

**4.15 Other matters**

- 4.15.1 Acquisition and returning of facilities and equipment by Councillors
- Councillors must return all equipment and other facilities owned or leased by the Council, to the Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.
  - The Council will consider the sale of such items to the Councillor at the cessation of their civic duties at an agreed fair market price or written down value. The CEO is authorised to approve all such requests.
- 4.15.2 **Reimbursement of expenses**
- All claims for reimbursement of expenses incurred must be submitted on the expense claim form in Appendix A to this policy – this form is available on the Councillor Intranet;
  - All claims must be signed by the Councillor and the box ticked declaring that all expenses have been incurred in the course of carrying out Councillor business;
  - All receipts must be attached and a brief description outlining the nature of the expenditure;
  - All claims must be made within three months of the expenditure occurring.
- 4.16 **Expenses and facilities for Councillors with disabilities**
- 4.16.1 In addition to the above provisions, for any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties. Following verification, claims will be authorised by the Manager Financial Services.



## CIVIC EXPENSES AND FACILITIES POLICY

**4.17 Voluntary contributions from the fees payable to the Mayor and Councillors to complying superannuation funds**

- 4.17.1 In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Council may enter into an arrangement with the Mayor or any Councillor under which the Mayor or the Councillor agrees to forego all or part of their annual fee in exchange for Council making contributions to a complying superannuation fund on their behalf.

**4.18 Mobile offices**

So that the Mayor and Councillors can hold "mobile offices" at locations with a frequency at their discretion, the Mayor and Councillors are to be provided with the resources necessary to assist with holding such mobile offices including but not limited to staffing, mailing and advertising of the mobile office, tables, chairs etc. funded from the Councillor Reserve up to a maximum of \$30,000 per annum.

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## CIVIC EXPENSES AND FACILITIES POLICY

**AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

This policy is effective from xxxx 2017.

**DEPARTMENT RESPONSIBLE**

Corporate Services (Governance, Legal Services and Procurement)

**REVIEW DATE**

This policy is to be reviewed at the start of each new Council term.

**VERSIONS**

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	21 December 1993	Not applicable
2	Council Resolution	22 April 2002	Not applicable
3	Council Resolution	10 February 2003	Not applicable
4	Council Resolution	29 November 2006	Not applicable
5	Council Resolution	1 December 2008	005329.2009
6	Council Resolution	15 June 2009	099858.2009
7	Council Resolution	30 August 2010	111683.2010
8	Council Resolution	25 July 2011	128406.2011
9	Council Resolution	19 March 2012	221600.2012
10	Council Resolution	5 November 2012	231265.2012
11	Council Resolution	19 December 2012	301088.2012
12	Council Resolution	26 June 2013	185928.2013
13	Council Resolution	28 August 2013	201146.2013
14	Council Resolution	30 October 2013	260518.2013
15	Council Resolution	20 June 2014	121688.2014
16	Council Resolution	29 July 2015	115877.2015
17	Council Resolution	26 August 2015	202387.2015
18	Council Resolution	25 November 2015	288851.2015
19	Council Resolution	25 May 2016	113481.2016
20	Council Resolution	12 October 2016	180948.2016
21	Council Resolution	23 November 2016	277426.2016
22	Council Resolution	xxxx 2017	319274.2016

**THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH**

Corporate Services (Financial Services)

**REFERENCES**

Office of Local Government:

- Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW October 2009
- Circular 08/03 Findings from review of councillor expenses and facilities policies
- Circular 08/24 Misuse of council resources
- Circular 08/37 Council decision making prior to ordinary elections
- Circular 09/36 Release of revised councillor expenses and facilities guidelines
- Circular 10/26 Misuse of council resources
- Circular 05/08 Legal assistance for councillors and council employees

## CIVIC EXPENSES AND FACILITIES POLICY

Independent Commission Against Corruption: No excuse for misuse, preventing the misuse of council resources (Guidelines No 2) November 2009  
Liverpool City Council: Agency Information Guide  
Liverpool City Council: Code of Conduct  
Liverpool City Council: Code of Conduct Procedures  
Liverpool City Council: Fleet Management Policy  
NSW Government Finance, Services & Innovation: NSW Government Travel and Transport Policy 28 September 2016

DRAFT



REIMBURSEMENT OF EXPENSES – COUNCILLORS/ MAYOR (Appendix A)

TRIM 115877.2015-003

Name of Claimant

.....

Details of Expense	GL Number	Date Incurred	Paid Yes / No	Receipt Attached Yes / No	Sub Amount	GST	Total Amount
Please reimburse me the total amount of \$ .....					for the	TOTALS:	
above expenses incurred whilst carrying out Council business.							

*\* It is recognised that receipts may not be provided in all cases. If it can be demonstrated that expenditure was incurred and it is not general in nature, then it is acceptable for Councillors to certify that the expenditure was for the purpose intended.*

☐ I hereby certify that the expenses outlined above were incurred by me for the purpose provided whilst carrying out Council business as approved above.

Signature of Claimant:

Date:

I have approved the total amount of \$

as reimbursement of expenses for Councillor (name)

Signed:

Manager Financial Services

Date:

## CIVIC EXPENSES AND FACILITIES POLICY

## Appendix B



## AUTHORITY TO PAY COUNCILLOR FEES TO COMPLYING SUPERANNUATION FUND

I Councillor/ Mayor.....hereby request and authorise Liverpool City Council to deduct \$.....monthly from Councillor Fees due to me and pay this amount into my nominated superannuation fund, the details of which are set below. I understand that the Council:

- (a) Will promptly pay the deducted amount into my superannuation account;
- (b) Will facilitate my application for membership to a new complying superannuation fund, if so required;
- (c) Is not in a position to provide any advice on my personal tax matters and will not be responsible for any tax losses and/ or gains that I may incur as a result of exercising this option;

Name of Superannuation fund: .....

Membership Number: ..... Account Number: .....  
(If different from membership number)

Tax File Number: .....

Signed: ..... Date.....

*Please note:*

1. Councillors seeking new membership will be required to complete application forms and provide relevant documents that may be required by their Superannuation Fund.
2. The confidential information contained in this form will be used by Council only in accordance with the provisions of Council's Privacy Management Plan.

TRIM 115877.2015-002

**CFO 02**

**Further Phase 1 amendments to the Local Government Act are now in force**

<b>Strategic Direction</b>	Leading Proactive Council Position Council as an industry leader, delivering best practice and innovation
<b>Key Policy</b>	Good Governance
<b>File Ref</b>	004987.2017
<b>Report By</b>	David Maguire - Governance Coordinator
<b>Approved By</b>	Gary Grantham - Chief Financial Officer / Director Corporate Services

**EXECUTIVE SUMMARY**

This report provides details of further Phase 1 amendments to the Local Government Act 1993 (the Act), which are now in force.

**RECOMMENDATION**

That Council receive and note this report.

**REPORT**

The NSW Parliament passed the *Local Government Amendment (Governance and Planning) Act* in 2016, making substantial changes to the *Local Government Act 1993* (the Act). Further Phase 1 amendments have recently been proclaimed.

Phase 1 amendments focus on improving council governance and strategic planning. Phase 2 amendments will come into force later this year. This report provides details of further Phase 1 amendments now in force.

Phase 1 amendments now in force include those relating to the possible appointment of financial controllers and advisers to councils by the Minister of Local Government. These particular amendments to Part 6 (Performance) of the Act now:

- give the Minister power to appoint a financial controller in association with a performance improvement order and set out the functions and powers of a financial adviser.
- clarify the process of appointing a temporary adviser.

- provide for regulation-making powers to prescribe criteria for the Minister to consider when determining whether to appoint a financial controller and/or a temporary adviser.

Accordingly, the *Local Government (General) Regulation 2005* now requires that the Minister must consider whether the appointment of a financial controller will (in their opinion):

- contribute to improving the financial operations of a council or contribute to mitigating a financial risk facing a council.
- assist a council to comply with (or implement actions under) a performance improvement order as a separate criterion.

The recent Phase 1 amendments to the Act also included an amendment to the prescribed role of Councillors under section 232 (*"to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor"*), allowing regulations to be made for the induction and ongoing professional development of Mayors and Councillors. The Office of Local Government (the OLG) is now preparing regulations for the induction and ongoing professional development of Mayors and Councillors, which will provide that:

- Councils are to develop an induction program for newly elected and returning councillors and a specialised supplementary program for the Mayor to assist them in the performance of their functions to be delivered within six months of their election.
- Each year, councils are to develop an ongoing professional development program for the Mayor and each Councillor.
- Councils are to determine the content of the induction and ongoing professional development programs in consultation with the Mayor and each Councillor and with the governing body as a whole.
- In determining the content of induction and ongoing professional development programs, councils are to have regard to the specific needs of the Mayor, each individual Councillor and the governing body as a whole.
- Councillors and Mayors must participate in the induction and ongoing professional development training offered to them.
- Councils are to annually report details of the content of the induction and ongoing professional development training offered to the Mayor and each Councillor and whether or not they participated in it to a council meeting and publish these details in the council's annual report and on its website unless exempted by the Chief Executive of the OLG.
- The Chief Executive of the OLG may, on an application by a council, exempt the council from the requirement to publish details of training provided to an individual councillor where he or she is satisfied that there are exceptional circumstances.

The OLG will prepare Guidelines setting out the State Government's expectations and provide assistance to councils in developing these programs.

The recent amendments to the Act also provide for a model code of meeting practice (the model code) to be prescribed by regulation. The OLG has commenced work on the model code. The model code will contain both mandatory and non-mandatory provisions. Once the model code is finalised, and prescribed by regulation, councils will be required to adopt a code of meeting practice that includes its mandatory provisions. Councils' codes of meeting practice must not contain provisions that are inconsistent with the mandatory provisions of the model code.

It is anticipated that the mandatory provisions of the model code will include the meeting rules currently prescribed under the *Local Government (General) Regulation 2005*.

Councils' adopted codes of meeting practice may also incorporate the non-mandatory provisions of the new code and any other provisions. It is anticipated that the non-mandatory provisions of the new code will contain improved practice meeting rules.

Council and members of the public will be provided with further reports on the new model code and on the Phase 2 changes to the Act, as soon as possible after Council receives notification from the OLG.

## **CONSIDERATIONS**

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<b>Economic and Financial</b>	There are no economic and financial considerations.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	Provide information about Council's services, roles and decision making processes.  Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.

## **ATTACHMENTS**

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Nil



**CFO 03**

**Floodplain Management Association Conference**

<b>Strategic Direction</b>	Leading Proactive Council Lead partnerships and collaboration with community, business and governments
<b>Key Policy</b>	Floodplain Risk Management Plan
<b>File Ref</b>	007096.2017
<b>Report By</b>	George Georgakis - Manager Council and Executive Services
<b>Approved By</b>	Gary Grantham - Chief Financial Officer / Director Corporate Services

**EXECUTIVE SUMMARY**

The purpose of this report is to advise Council of the Floodplain Management Association Conference to be held in Newcastle, NSW from 16 May 2017 to 19 May 2017.

**RECOMMENDATION**

That Council:

1. Receives and notes the program information of the Floodplain Management Association Conference 16 – 19 May 2017.
2. Nominate its delegates to attend the 2017 Floodplain Management Association Conference in Newcastle from 16 May 2017 to 19 May 2017.

**REPORT**

The Floodplain Management Association (FMA) was established to promote sound and responsible floodplain management and to make representations on behalf of Local Government at State and Federal levels. The FMA is accepted by government agencies as representing the interests of floodplain communities and those authorities responsible for managing the floodplains to reduce future flood losses.

The FMA Conference has been held annually for over 50 years and is the most respected flood risk management event held in Australia. This will be the 3<sup>rd</sup> Floodplain Management Australia National Conference and it is being held in Newcastle, NSW.

The theme for this year's conference is "Preparing for the Next Great Flood", which looks at applying lessons from past floods and overcoming the challenges to helping our communities avoid future disasters.

The conference will attract over 350 practitioners involved in floodplain risk management. Attendees will include Commonwealth, State and Local Government representatives, research organisations and education providers, as well as consultants, engineers, land-use planners, emergency responders and community volunteer organisations.

The conference commences on 17 May 2017 with a pre-conference workshop to be held on 16 May 2017 for interested delegates.

Liverpool City Council, as a member of the Floodplain Management Association, is entitled to have two voting delegates.

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**CONSIDERATIONS**

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<b>Economic and Financial</b>	The estimated cost per representative for attending the Conference is as follows:  Accommodation: Approximately \$220 per night per delegate x 4 nights = \$880 per delegate.  Registration: \$925 per delegate.
<b>Environmental and Sustainability</b>	Manage air, water, noise and chemical pollution.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	Act as an environmental leader in the community.  Provide information about Council's services, roles and decision making processes.  Actively advocate for federal and state government support, funding and services.

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**ATTACHMENTS**

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1. Conference Registration Form

<b>REGISTRATION FORM</b> <small>(please complete one form for each attendee) Page 1 of 2</small>	 <b>FMA</b> 16 - 19 May 2017 Newcastle NSW <b>NATIONAL CONFERENCE 2017</b>	 HOSTED BY The City of Newcastle
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ATTENDEE		
TITLE (please tick) <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Other (please indicate)		
FIRST NAME		SURNAME
PREFERRED NAME ON BADGE		
POSITION		ORGANISATION
POSTAL ADDRESS		
SUBURB	STATE	POSTCODE
DAYTIME PHONE		
MOBILE PHONE	EMAIL	
BILLING ADDRESS* (write "as above" if same)		
<small>* All invoices and receipts will be sent directly to the nominated Billing Address.</small>		
DIETARY / SPECIAL REQUIREMENTS		
Please indicate your preferred method of correspondence: <input type="radio"/> Email <input type="radio"/> Post		
<input type="radio"/> Please tick this box if you <b>do not</b> want your details to appear on a list of attendees		
<input type="radio"/> Photos will be taken at the conference – please tick this box if you <b>do not</b> want your photo published		

TAX INVOICE	All prices include GST	Floodplain Management Australia National Conference	ABN 56 515 955 798
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Once paid, this registration form is recognised by the Australian Taxation Office as a compliant Tax Invoice.  
**Please RSVP for the function/s that are included in your registration type. Tickets will only be allocated to you if you indicate your attendance.**

REGISTRATION FEES			
	Early Registration (by 13 March 2017)	Regular Registration (after 13 March 2017)	TOTAL
<b>Three Day Registration – FMA Full / Corporate / Associate Member</b> Includes all conference sessions and social functions <input type="radio"/> Yes, I will be attending the Welcome Reception <input type="radio"/> Yes, I will be attending the Casual Dinner <input type="radio"/> Yes, I will be attending the Conference Dinner FMA Membership Number <input type="text"/>	<input type="radio"/> \$925	<input type="radio"/> \$1125	\$
<b>Three Day Registration - Non Member</b> Includes all conference sessions and social functions <input type="radio"/> Yes, I will be attending the Welcome Reception <input type="radio"/> Yes, I will be attending the Casual Dinner <input type="radio"/> Yes, I will be attending the Conference Dinner	<input type="radio"/> \$1200	<input type="radio"/> \$1375	\$
<b>Three Day Registration - FMA Individual or Professional Member / Student</b> Includes all conference sessions, Welcome Reception, Casual Dinner and excludes Conference Dinner Available for FMA Individual or Professional Member/Student <input type="radio"/> Yes, I will be attending the Welcome Reception <input type="radio"/> Yes, I will be attending the Casual Dinner FMA Membership Number <input type="text"/>	<input type="radio"/> \$380	<input type="radio"/> \$480	\$
<b>One Day Registration</b> Includes conference sessions for nominated day only Excludes all social functions <input type="radio"/> Wednesday or <input type="radio"/> Thursday or <input type="radio"/> Friday	<input type="radio"/> \$450	<input type="radio"/> \$550	\$
<b>One Day Registration - FMA Individual or Professional Member / Student</b> Includes conference sessions for nominated day only. Excludes all social functions. Available for FMA Individual or Professional Member/Student <input type="radio"/> Wednesday or <input type="radio"/> Thursday or <input type="radio"/> Friday FMA Membership Number <input type="text"/>	<input type="radio"/> \$150	<input type="radio"/> \$200	\$
<b>Total Registration Fees:</b>			\$

**REGISTRATION  
FORM**(please complete one form  
for each attendee)  
Page 2 of 2

SOCIAL FUNCTIONS			
	Number of Tickets	Cost per Ticket	TOTAL
<b>Additional ticket – Welcome Reception</b> , on Tuesday 16th May Note: this is <b>included</b> with all Full Registrations		<input type="radio"/> \$60	\$
<b>Additional ticket – Casual Dinner</b> , Wednesday 17th May Note: this is <b>included</b> with all Full Registrations		<input type="radio"/> \$85	\$
<b>Additional ticket – Conference Dinner</b> , Thursday 18th May Note: this is <b>included</b> with all Full Registrations, excluding Individual FMA Member / Student Registrations		<input type="radio"/> \$120	\$
<b>Total Social Functions Fees:</b>			\$

FIELD TRIP - included in full conference and Wednesday registration fee	
Please select which field trip option you would like to attend on Wednesday 17th May. Field Trip descriptions can be found on the conference website.	
<input type="radio"/> <b>FT 1: Newcastle Harbour Boat Cruise Short Tour</b>	
<input type="radio"/> <b>FT 2: Wallsend CBD Short Tour</b>	
<input type="radio"/> <b>FT 3: Hunter Valley Flood Mitigation Scheme Long Tour</b>	

OPTIONAL EXTRA PRE-CONFERENCE FLOOD WORKSHOPS		
Please select one full day pre-conference workshop that you would like to attend on Tuesday 16th May. Pre-Conference workshop descriptions can be found on the conference website		
<input type="radio"/> <b>Workshop 1 – Shelter in Place Policies</b>	<input type="radio"/> \$190.00	\$
<input type="radio"/> <b>Workshop 2 – Flood Data Collection Techniques</b>	<input type="radio"/> \$190.00	
<b>Total Workshop Fees:</b>		\$

OPTIONAL EXTRA PRE-CONFERENCE TRAINING COURSE			
	Early (by 13 March 2017)	Regular (after 13 March 2017)	TOTAL
<b>HEC-RAS 5.0 Training</b> HEC-RAS 5.0 Training Course on Monday 15th May. Description can be found on the Conference Website.	<input type="radio"/> \$385	<input type="radio"/> \$550	\$
<b>Total Training Fees:</b>			\$

ACCOMMODATION BOOKING					
The deadline for accommodation bookings via this registration form is Friday 7th April 2017 (subject to availability). All rates quoted are room only, per night for maximum of 2 people. For detailed property and room descriptions, please refer to the conference website. Please read accommodation bookings and conditions before making your booking. All bookings are subject to availability.					
Hotel	Room Type	Room Rate (per night)	Check In Date	Check Out Date	Number of Nights
Crowne Plaza Newcastle	<input type="radio"/> Cityside Suite	<input type="radio"/> \$220	/ /	/ /	
Quest Newcastle (Hunter Street)	<input type="radio"/> 1 Bedroom Apartment	<input type="radio"/> \$205	/ /	/ /	
Chifley Apartments Newcastle	<input type="radio"/> 1 Bedroom Apartment	<input type="radio"/> \$195	/ /	/ /	
<b>Total Accommodation:</b>					\$

PAYMENT DETAILS	
<b>Registration Fee Total</b>	\$
<b>Social Functions Total</b>	\$
<b>Workshop Total</b>	\$
<b>Training Total</b>	\$
<b>Accommodation Total</b>	\$
<b>TOTAL TO PAY:</b>	\$

PAYMENT (ALL PRICES INCLUDE GST)	
<input type="radio"/> <b>Cheque</b> or money order enclosed (payable to: 'Floodplain Management Australia Conference') - or	
<input type="radio"/> <b>Electronic deposit</b> BSB: 082-551 Account Number: 19-917-6627 Account Name: Floodplain Management Australia Conference (please email remittance to amy@eastcoastconferences.com.au)	
<input type="radio"/> <b>Credit Card</b> payment Card Type: <input type="radio"/> Mastercard <input type="radio"/> Visa Expiry Date: / /	
Card Number: / / / / / / / / / / / / / / / /	
Name on Card:	
Signature of Card Holder:	

Please return form to:  
Floodplain Management Australia National Conference  
East Coast Conferences  
PO Box 848 COFFS HARBOUR NSW 2450Phone: 02 6650 9800  
Fax: 02 6650 9700  
Mobile: 0408 220 188  
Email: amy@eastcoastconferences.com.au  
**www.floodplainconference.com**Please ensure you read and understand  
the Registration Conditions outlined  
in the registration brochure or on the  
conference website before submitting  
this registration form.

**CFO 04**

**Investment Report December 2016**

<b>Strategic Direction</b>	Leading Proactive Council Provide business excellence and financial sustainability to deliver services that meet community expectations
<b>Key Policy</b>	Long-Term Financial Plan
<b>File Ref</b>	008726.2017
<b>Report By</b>	Christian Hope - Senior Financial Accountant
<b>Approved By</b>	Chris White - Manager Governance & Legal

**EXECUTIVE SUMMARY**

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This report details Council's Investment portfolio.

At 31<sup>st</sup> December 2016, Council held investments with a market value of \$183.43million. The portfolio yield for twelve months ended was 2.90 per cent exceeding the benchmark of 2.07 per cent by 83 basis points for the same period.

For six months ended December 2016, returns on investment was \$583k higher than budget.

Council's investments and reporting obligations fully comply with the requirements of Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation

**RECOMMENDATION**

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That Council receives and notes this report.

**REPORT**

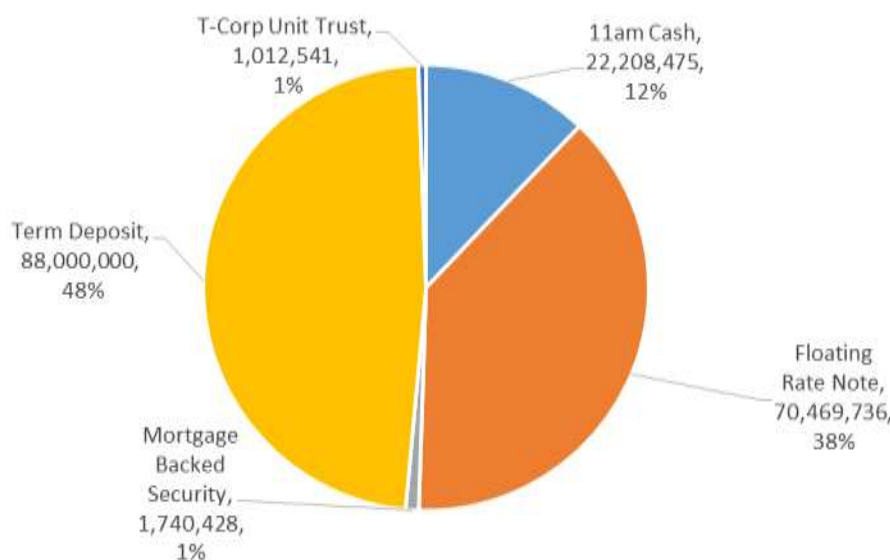
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Clause 212 of the Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the Local Government Act 1993.

## Council's Portfolio

At 31st December 2016, Council held investments with a market value of \$183.43million. Council's investment register detailing all its investments is provided as an attachment to this report.

In summary, Council's portfolio consisted of investments in:



As at end of December 2016, the ratio of market value compared to face value of various debt securities is shown in the table below.

Asset Class	Dec-16	Jun-16
Senior Debts (FRN's & TCD's)	100.38%	100.00%
MBS (Reverse Mortgage Backed Securities)	61.29%	65.00%
T- Corp Unit Trust	98.51%	98.57%

\* A TCD stands for Transferrable Certificate of Deposit; it is a security issued with the same characteristics as a Term Deposit however it can be sold back (transferred) in to the market prior to maturity. A floating TCD pays a coupon linked to a variable benchmark (90 days BBSW).

Council is fully compliant with the requirements of the Ministerial Investment Order including the grand fathering provision in regards to its investment portfolio holdings. The grand fathering provision states that Council continues to hold to maturity, redeem or sell investments that comply with previous Ministerial Investment Orders. Any new investments must comply with the most recent Order. Council continues to closely monitor the investments in its portfolio to ensure continued compliance and minimal exposure to risk.

**Portfolio Maturity Profile**

The table below shows the percentage of funds invested at different durations to maturity.

Term To maturity	Total	% Holdings	Term To maturity Policy Limit
Cash & Cash at Call	22,208,475	12.11%	100%
Term Deposit < 1 Year	37,000,000	20.17%	100%
Tradeable Securities	70,469,736	38.42%	100%
Term Deposits 1 to < 3 Years	42,000,000	22.90%	60%
Term Deposits 3 to < 5 Years	9,000,000	4.91%	25%
T-Corp Unit Trust (Cash)	1,012,541	0.55%	100%
Grandfathered Securities	1,740,428	0.95%	N/A
<b>Grand Total</b>	<b>183,431,179</b>	<b>100.00%</b>	

**Market Value by Issuer and Institution Policy limit as per Investment Policy**

Issuer	Security Rating	Market Value	% Total Value	Institutional Policy Limit
AMP Bank Ltd	A+	17,434,916	9.50%	25.00%
ANZ Banking Group Ltd	A+	701,561	0.38%	25.00%
Bananacoast Community Credit Union Ltd	Unrated	2,000,000	1.09%	5.00%
Bank of Queensland Ltd	A-	30,525,925	16.64%	25.00%
Bank of Sydney Ltd	Unrated	2,000,000	1.09%	5.00%
Bendigo & Adelaide Bank Ltd	A-	12,020,530	6.55%	25.00%
Commonwealth Bank of Australia Ltd	AA-	22,803,799	12.43%	35.00%
Credit Suisse Sydney	A	2,003,860	1.09%	25.00%
Credit Union Australia Ltd	BBB+	6,027,340	3.29%	15.00%
Emerald Reverse Mortgage Trust	A	1,740,428	0.95%	25.00%
G&C Mutual Bank Limited	BBB	1,000,000	0.55%	15.00%
Greater Bank Ltd	BBB+	2,004,700	1.09%	15.00%
Heritage Bank Ltd	BBB+	3,003,240	1.64%	15.00%
Macquarie Bank	A	5,009,000	2.73%	25.00%
Maitland Mutual Building Society Ltd	Unrated	1,000,000	0.55%	5.00%
Members Equity Bank Ltd	BBB+	5,039,440	2.75%	15.00%
MyState Bank Ltd	BBB	2,000,000	1.09%	15.00%
National Australia Bank Ltd	AA-	13,035,750	7.11%	35.00%
Newcastle Permanent Building Society Ltd	BBB+	14,009,900	7.64%	15.00%
NSW Treasury Corporation	AA	1,012,541	0.55%	35.00%
P&N Bank Ltd	BBB	11,000,000	6.00%	15.00%
Police Bank Ltd	BBB+	1,002,810	0.55%	15.00%
Police Credit Union SA	Unrated	4,000,000	2.18%	5.00%
Rabobank Australia Ltd	A+	11,000,000	6.00%	25.00%
Suncorp Bank	A+	7,035,200	3.84%	25.00%
Teachers Mutual Bank Ltd	BBB+	2,003,720	1.09%	15.00%
Westpac Banking Corporation Ltd	AA-	3,016,520	1.64%	35.00%
<b>Portfolio Total</b>		<b>183,431,179</b>	<b>100.00%</b>	

**Overall Portfolio Credit Framework compliance to Investment Policy**

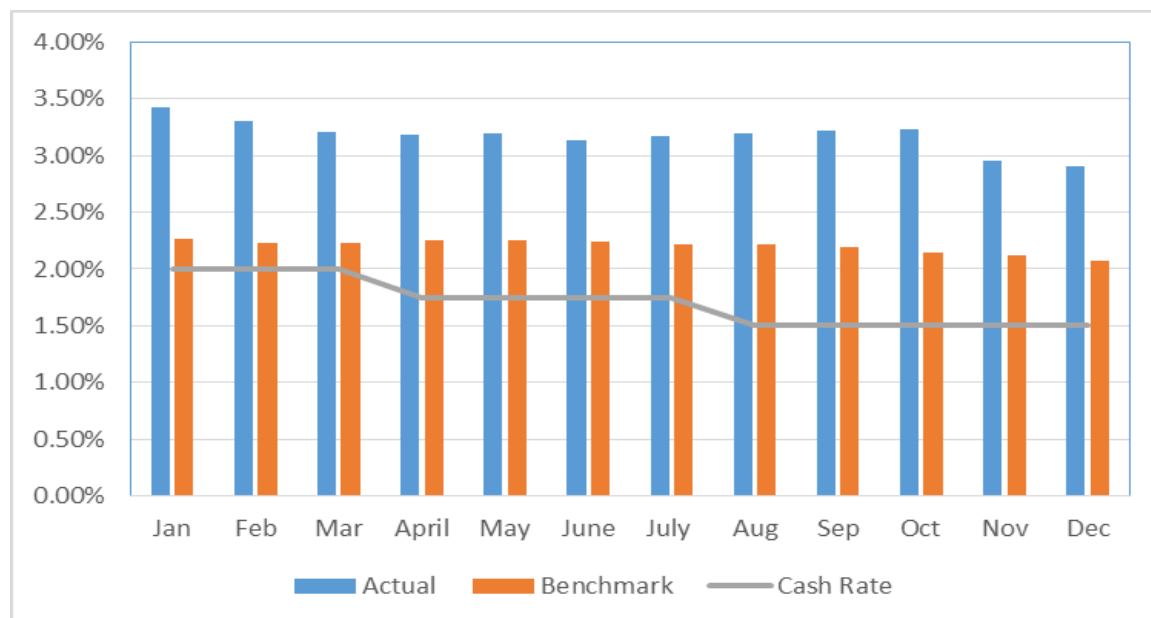
Credit Rating	Sum of Market Value	% Portfolio	Policy Limit
A Category or below	87,471,420	47.69%	60.00%
AA Category	39,868,609	21.73%	100.00%
BBB Category	47,091,150	25.67%	50.00%
Unrated	9,000,000	4.91%	25.00%
<b>Grand Total</b>	<b>183,431,179</b>	<b>100.00%</b>	

**Portfolio Performance against Bank Bill Swap Rate (BBSW)**

The 90 day BBSW is often referred to as the reference rate for market interest rates and, in particular, is used to benchmark yield on fixed Income securities.

Council's investment portfolio yield as at 31st December 2016 was 2.90 per cent which exceeded the benchmark of 2.07 per cent by 83 basis points for the same period. Council continues to achieve a solid outcome despite ongoing margin contraction and significantly lower deposit yields on offer. Return on investments is expected to slowly decrease as old investments in Council's portfolio mature and replaced with investments yielding lower returns.

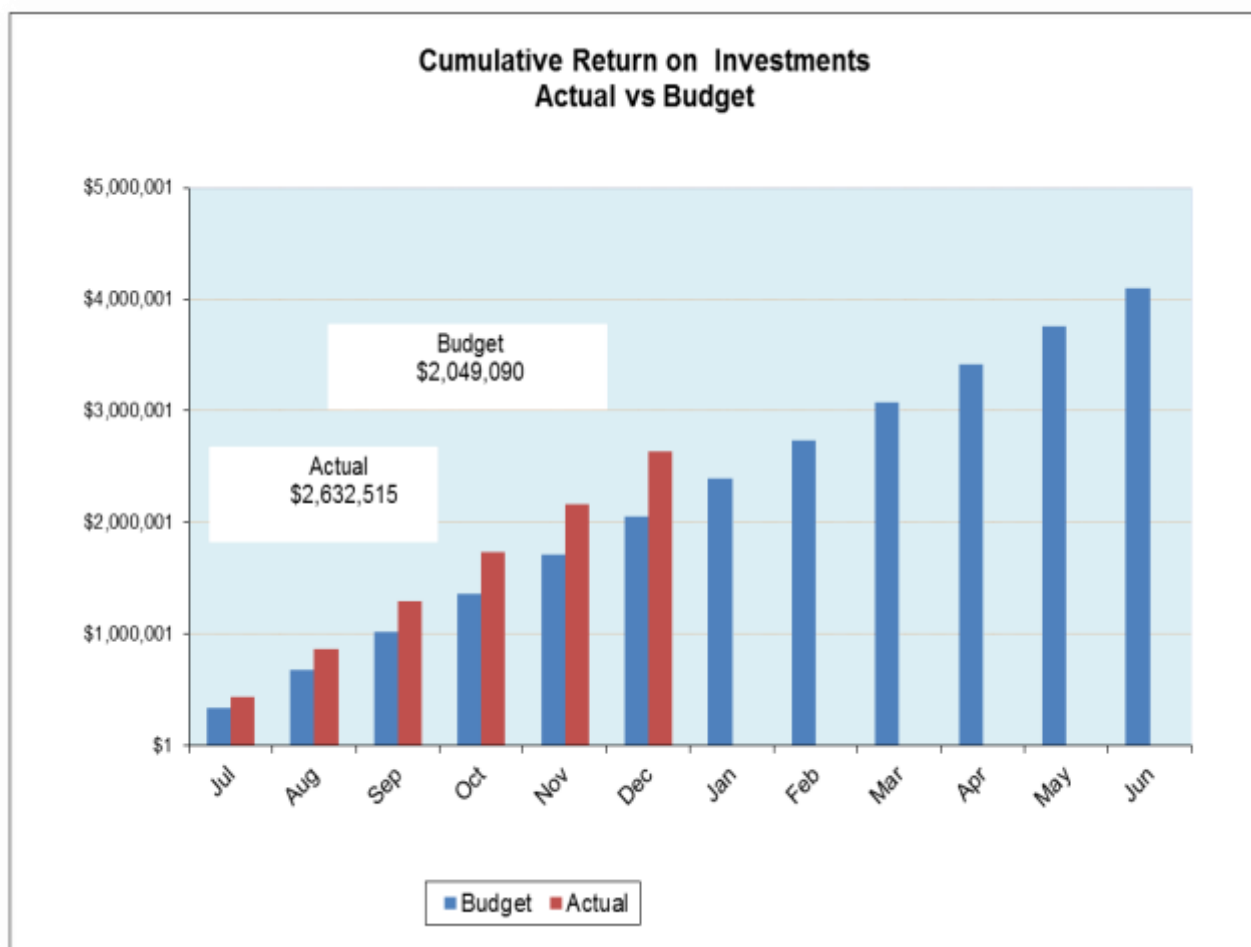
Comparative yields for the previous months are charted below:



**Performance of Portfolio Returns against Budget**

Council's investment income year to date to December 2016 exceeded budget by \$583k mainly due to higher actual monthly average portfolio holdings as compared to budgeted monthly average portfolio holdings for the year.





### Investment Portfolio at a Glance

Portfolio Performance vs. 90 day Bank Bill index over the 12 month period.	✓	The portfolio yield for six months to the end of December 2016 is 83 basis points above the benchmark for the same period (2.90% against 2.07%).
Annual Income vs. Budget	✓	Council's investment interest income exceeded budget by \$583k as at 31st December 2016

### Investment Policy Compliance

Legislative Requirements	✓	Fully Compliant.
Portfolio Credit Rating Limit	✓	Fully Compliant.
Institutional Exposure Limits	✓	Fully Compliant.
Term to Maturity Limits	✓	Fully Compliant

**Economic Outlook – Reserve Bank of Australia**

At its meeting on 1 December 2016 the Reserve Bank Board decided not to vary the cash rate. The current 1.5% cash rate is at a historically low level and impacts returns on investment. Returns on Term Deposits and Floating Rate Notes have significantly dropped since the last twelve months. The average market returns on term deposits are:

- Longer term deposits (> 3years maturity) – 2.60% to 2.75% p.a
- Medium term (2 to 3 years to maturity) - 2.5% to 2.60% p.a.
- Short term deposits rate (less than one year to maturity) – ranges from 2.3% to 2.5% per annum.
- Cash & Cash At Call accounts range from 1.5% to 2.25%
- 31 Days' Notice Account 2.35%

**Certificate of Responsible Accounting Officer**

The Chief Financial Officer, as Responsible Accounting Officer certifies that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Councils Investment Policies at the time of their placement. The previous investments are covered by the “grandfather” clauses of the current investment guidelines issued by the Minister for Local Government.

**CONSIDERATIONS**

<b>Economic and Financial</b>	Council's investment interest income exceeded budget by \$583k as at 31st December 2016.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	There are no civic leadership and governance considerations.

**ATTACHMENTS**

1. Investment Portfolio December 2016 [View](#)



## 5. Portfolio Valuation As At 31 December 2016

Fixed Interest Security	Security Rating	Face Value Current	Market Value	% Total Value
<b>11am Cash</b>				
AMP 11am Cash	S&P A1	11,160,039	11,160,039	6.08%
AMP Business Saver 11am Cash	S&P A1	4,274,877	4,274,877	2.33%
CBA General 11am Cash	S&P A1+	6,773,559	6,773,559	3.69%
		22,208,475	22,208,475	12.11%
<b>Floating Rate Deposit</b>				
Westpac 1.37 23 Sep 2018 1826DAY FRD	S&P AA-	1,000,000	1,000,000	0.55%
		1,000,000	1,000,000	0.55%
<b>Floating Rate Note</b>				
BOQ 1.07 06 Nov 2019 FRN	S&P A-	3,000,000	3,006,270	1.64%
BOQ 1.05 12 Feb 2020 FRN	S&P A-	2,000,000	1,998,520	1.09%
BOQ 1.17 26 Oct 2020 FRN	S&P A-	1,500,000	1,507,995	0.82%
BOQ 1.48 18 May 2021 FRN	S&P A-	1,000,000	1,013,140	0.55%
BENAU 1.27 14 Nov 2018 FRN	S&P A-	1,000,000	1,010,150	0.55%
BENAU 0.93 17 Sep 2019 FRN	S&P A-	2,000,000	1,996,120	1.09%
BENAU 1.1 21 Feb 2020 FRN	S&P A-	2,000,000	2,004,600	1.09%
BENAU 1.1 18 Aug 2020 FRN	S&P A-	7,000,000	7,009,660	3.82%
CBA 1.15 18 Jan 2021 FRN	S&P AA-	3,000,000	3,030,240	1.65%
CredSuis 1.05 24 Aug 2018 FRN	S&P A	2,000,000	2,003,860	1.09%
CUA 1.3 20 Mar 2017 FRN	S&P BBB+	2,000,000	2,003,240	1.09%
CUA 1.2 22 Dec 2017 FRN	S&P BBB+	2,000,000	2,002,820	1.09%
CUA 1.6 01 Apr 2019 FRN	S&P BBB+	2,000,000	2,021,280	1.10%
HBS 1.15 07 May 2018 FRN	Fitch BBB+	3,000,000	3,003,240	1.64%
MACQ 1.1 03 Mar 2020 FRN	S&P A	5,000,000	5,009,000	2.73%
ME Bank 1.3 17 Apr 2018 FRN	S&P BBB+	1,000,000	1,008,360	0.55%
ME Bank 1.45 18 Jul 2019 FRN	S&P BBB+	4,000,000	4,031,080	2.20%
NAB 1.08 05 Nov 2020 FRN	S&P AA-	5,000,000	5,035,750	2.75%
NPBS 1.1 27 Feb 2018 FRN	S&P BBB+	6,000,000	6,011,700	3.28%
NPBS 1.35 07 Apr 2020 FRN	S&P BBB+	4,000,000	3,998,200	2.18%
PCU 1.1 21 Aug 2017 FRN	S&P BBB+	1,000,000	1,002,810	0.55%
SunBank 0.94 20 Aug 2019 FRN	S&P A+	2,000,000	2,004,020	1.09%
SunBank 1.38 12 Apr 2021 FRN	S&P A+	2,000,000	2,031,180	1.11%
TMB 1.05 04 Dec 2017 FRN	S&P BBB+	2,000,000	2,003,720	1.09%
Westpac 1.08 28 Oct 2020 FRN	S&P AA-	2,000,000	2,016,520	1.10%
		67,500,000	67,763,475	36.94%
<b>Floating Rate TCD</b>				
ANZ 0.82 17 Apr 2020 FloatTCD	S&P AA-	700,000	701,561	0.38%
GB 1.5 29 Nov 2019 FloatTCD	S&P BBB+	2,000,000	2,004,700	1.09%
		2,700,000	2,706,261	1.48%
<b>Mortgage Backed Security</b>				
ERM 0.45 21 Aug 2051 2006-1 A MBS	S&P AAA	1,339,636	994,573	0.54%
ERM 1.2 21 Aug 2056 2006-1 C MBS	S&P A	1,000,000	468,240	0.26%
ERM 0.95 21 Jul 2057 2007-1 C MBS	Fitch A	500,000	277,615	0.15%
		2,839,636	1,740,428	0.95%
<b>Term Deposit</b>				
AMP 2.7 19 Jun 2017 210DAY TD	S&P A1	2,000,000	2,000,000	1.09%
BCCU 4.2 14 Aug 2018 1462DAY TD	Unrated UR	2,000,000	2,000,000	1.09%
BOQ 3.95 05 Sep 2017 1096DAY TD	S&P A2	2,000,000	2,000,000	1.09%

Fixed Interest Security	Security Rating	Face Value Current	Market Value	% Total Value
BOQ 4 11 Sep 2017 1096DAY TD	S&P A2	2,000,000	2,000,000	1.09%
BOQ 4.15 13 Aug 2018 1461DAY TD	S&P A2	2,000,000	2,000,000	1.09%
BOQ 4.1 27 Aug 2018 1462DAY TD	S&P A2	2,000,000	2,000,000	1.09%
BOQ 3.4 11 Feb 2019 1462DAY TD	S&P A2	3,000,000	3,000,000	1.64%
BOQ 4.25 22 Aug 2019 1826DAY TD	S&P A2	2,000,000	2,000,000	1.09%
BOQ 4.25 03 Sep 2019 1826DAY TD	S&P A2	2,000,000	2,000,000	1.09%
BOQ 4.35 05 Sep 2019 1826DAY TD	S&P A2	2,000,000	2,000,000	1.09%
BOQ 4 25 Nov 2019 1826DAY TD	S&P A2	3,000,000	3,000,000	1.64%
BOQ 3.05 18 Aug 2020 1460DAY TD	S&P A2	1,000,000	1,000,000	0.55%
BOQ 3 07 Sep 2020 1462DAY TD	S&P A2	1,000,000	1,000,000	0.55%
BOQ 3 07 Sep 2020 1463DAY TD	S&P A2	1,000,000	1,000,000	0.55%
SYD 2.95 20 Feb 2017 272DAY TD	Unrated UR	2,000,000	2,000,000	1.09%
CBA 2 09 Jan 2017 32DAY TD	S&P A1+	10,000,000	10,000,000	5.45%
CBA 2.35 06 Feb 2017 60DAY TD	S&P A1+	3,000,000	3,000,000	1.64%
G&C MB 3.6 30 Mar 2020 1827DAY TD	S&P A2	1,000,000	1,000,000	0.55%
MMB 3 16 Aug 2018 730DAY TD	Unrated UR	1,000,000	1,000,000	0.55%
MYS 2.75 24 Aug 2017 273DAY TD	S&P A2	2,000,000	2,000,000	1.09%
NAB 3 29 May 2017 731DAY TD	S&P A1+	3,000,000	3,000,000	1.64%
NAB 3 8 25 Sep 2017 1098DAY TD	S&P A1+	2,000,000	2,000,000	1.09%
NAB 3.05 29 May 2018 1096DAY TD	S&P A1+	3,000,000	3,000,000	1.64%
NPBS 2.9 31 Aug 2018 730DAY TD	S&P A2	2,000,000	2,000,000	1.09%
NPBS 2.9 31 Aug 2019 1095DAY TD	S&P A2	2,000,000	2,000,000	1.09%
P&NB 3.95 05 Sep 2017 1097DAY TD	S&P A2	2,000,000	2,000,000	1.09%
P&NB 3.99 27 Sep 2017 1099DAY TD	S&P A2	2,000,000	2,000,000	1.09%
P&NB 3.85 29 Sep 2017 1095DAY TD	S&P A2	2,000,000	2,000,000	1.09%
P&NB 3.7 12 Feb 2020 1827DAY TD	S&P A2	3,000,000	3,000,000	1.64%
P&NB 3 14 Aug 2020 1460DAY TD	S&P A2	2,000,000	2,000,000	1.09%
PCUSA 2.9 31 Aug 2018 730DAY TD	Unrated UR	2,000,000	2,000,000	1.09%
PCUSA 2.95 26 Nov 2018 732DAY TD	Unrated UR	2,000,000	2,000,000	1.09%
RABO 4.1 17 Aug 2018 1460DAY TD	Moodys P-1	2,000,000	2,000,000	1.09%
RABO 3 27 Aug 2018 1098DAY TD	Unrated UR	2,000,000	2,000,000	1.09%
RABO 3.9 31 Oct 2018 1461DAY TD	Unrated UR	2,000,000	2,000,000	1.09%
RABO 4.3 21 Aug 2019 1826DAY TD	Moodys P-1	2,000,000	2,000,000	1.09%
RABO 4.3 27 Aug 2019 1827DAY TD	Moodys P-1	3,000,000	3,000,000	1.64%
SunBank 3 25 Jan 2017 240DAY TD	S&P A1	3,000,000	3,000,000	1.64%
		87,000,000	87,000,000	47.43%
		183,248,111	182,418,638	
Unit Security			Market Value	
Unit Trust				
NSWTC Hour-Glass Strategic Cash Fund UT			1,012,541	0.55%
			1,012,541	
			1,012,541	0.55%
			182,418,638	
<b>Portfolio Total</b>			<b>183,431,179</b>	<b>100.00%</b>

**CTTE 01**

**Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee held on Thursday 1 December, 2016**

<b>Strategic Direction</b>	Liveable Safe City Improve the community's sense of safety in Liverpool
<b>Key Policy</b>	Community Safety and Crime Prevention Strategy
<b>File Ref</b>	318653.2016
<b>Report By</b>	Kamrun Rahman - Community Development Worker (Community Safety)
<b>Approved By</b>	Eddie Jackson - Acting Director Community & Culture

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee Meeting held on Thursday 1 December, 2016.

**RECOMMENDATION**

That Council:

1. Receives and adopts the Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee Meeting held on Thursday 1 December 2016; and
2. Receives and adopts the proposed amendment to the Liverpool Community Safety and Crime Prevention Advisory Committee Charter section 12.1 to read **The Liverpool Community Safety and Crime Prevention Advisory Committee will meet quarterly on the first Thursday of the month, from 10:00 am to 12:00.**

**REPORT**

1. The Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee held on Thursday 1 December, 2016 are attached for the information of Council.
2. The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council.

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**CONSIDERATIONS**

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<b>Economic and Financial</b>	There are no economic and financial considerations.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	Support community organisations, groups and volunteers to deliver coordinated services to the community.
<b>Civic Leadership and Governance</b>	Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions.

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**ATTACHMENTS**

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1. Minutes of the Community Safety and Crime Prevention Advisory Committee meeting held on 1 December 2016 [View](#)
2. Presentation from NSW Council for Pacific Communities



## Minutes

### MINUTES OF LIVERPOOL COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE MEETING 1 December 2016

#### COMMITTEE MEMBERS PRESENT:

Councillor Geoff Shelton	Liverpool City Council
Latifa Zuhbi	Liverpool Boys and Liverpool Girls High School
Mal Fruean	NSW Council for Pacific Communities
S. Const. Raffaella Frisina	Green Valley Police
Bernardino Siry	Green Valley Police
Richard Curbury	Scott Street Clinic
Amanda Hill	Liverpool Women's Health Centre
Karen Craigie	Prosper Australia
Fiona Savage	Liverpool Community Corrections
Const. Tony Ha	Liverpool Police
Det. Insp. Dean Johnston	Liverpool Police
Donna Strong	Legal Aid Liverpool
Cristian Soto Hernandez	TAFE NSW
Dalila Pereol	Outer Liverpool Community Services
Jacqueline Druart	MTC Australia

#### OTHER ATTENDEES:

Daniel Collins	Liverpool City Council (minutes)
Kamrun Rahman	Liverpool City Council (chairperson)

#### APOLOGIES:

Councillor Wendy Waller	Mayor of Liverpool
C. Supt. Peter Gillam APM	Liverpool Police
Harry Hunt	Liverpool Chamber of Commerce
Michael Lewis	All Saints Catholic Senior College
Annie Ku	Stepping on, Health Promotion Service
Sarah Stace	Scott Street Clinic
Nevenka Francies	Liverpool Hospital

#### OBSERVERS:

NIL

#### AGENDA:

##### 1. ACKNOWLEDGMENT TO COUNTRY

Kamrun read out the Acknowledgement to Country.

##### 2. WELCOME, ATTENDANCE, APOLOGIES AND OPENING

Kamrun welcomed all to the meeting and declared the meeting open at 2:06pm.





## Minutes

### 3. DECLARATIONS OF INTEREST

No member declared a pecuniary/non-pecuniary, significant/less than significant interest in any items.

Note: Committee members declaring either a pecuniary interest or a significant non-pecuniary interest in an item are required to leave the room for the duration of the item. Committee members declaring a less than significant non-pecuniary interest may remain in the room if they so decide.

### 4. PRESENTATION

The presentation is attached for further information.

#### Guest Speakers

Mal Fruean from NSW Council for Pacific Communities presented on statewide community projects and activities delivered including in Liverpool:

- The organisation operates as a volunteer council, head office located at Minto and manages state-wide projects.
- The Council was setup in 2003 to address the needs in the community in relation to Pacific youth crime and school dropouts.
- The organisation works directly with government agencies to address concerns including the Department of Justice. For example delivering the Pacific Court Support Program that is currently being trialled in Parramatta and Campbelltown courts.
- The #FistsDown Campaign was launched by the Assistant Commissioner for Police in Liverpool in 2015. This project was initiated to address the organised brawls that were occurring among young people. There are 52 #FistsDown ambassadors in schools across NSW. A total of 300 young people attended a Conference held in November 2016 hosted by Fairfield City Council.
- The Hope Walk event was held in Liverpool to raise community awareness about suicide.
- The Sydney Alliance launched a campaign for safer trains, to make Western Sydney train stations safer.
- Delivered school holiday programs around safety.
- Samoan seniors group meets regularly at SWYPE in Miller and discusses various topics including personal safety and safety in their homes.

That the information be received and noted.

On being put to the meeting the motion was declared CARRIED.

### 5. GENERAL BUSINESS

#### 5.1 Project updates

##### 5.1.1 Keep My Home Safe – Break and Enter Project

Expression of Interest advertised and 5 successful projects were funded. The Keep My Home Safe Project is funded by the NSW Department of Justice to increase awareness of crime and safety within the Liverpool LGA, with a primary focus on 'break and enter awareness and





## Minutes

prevention strategies'. Liverpool City Council invited local schools, community groups, and non-government organisations to submit an expression of interest to deliver a safety program, awareness raising activity or event for the Liverpool community.

### 5.1.2 Safety Audits

Council staff participated in a safety audit around Railway Street, Liverpool organised by UTS Institute for Public Policy and Governance.

### 5.1.3 Homelessness

- Free Christmas lunch will be held on 13 December at the Community Kitchen.
- There has been an increase in reporting of rough sleepers outside of the city centre.
- Free weekly mobile shower service is available at the Community Kitchen and Hub.

### 5.1.4 Grants and Donations

- NSW Department of Justice has invited council to apply for a \$50,000 grant through the Crime Prevention Grants. The proposed project will cover various crime issues such as DV, Drug and Alcohol, Non-DV Assault, Theft from motor vehicle and Break and Enter. Members were invited to submit project ideas to Kamrun by the end of next week.
- Community Grants round 2 is opening March 2017.
- Matching Grants round 2 is opening April 2017.
- An information session for grant seekers will be held in February 2017.

For further information about the session and the grants newsletter please contact Daniel Collins [grants@liverpool.nsw.gov.au](mailto:grants@liverpool.nsw.gov.au)

## 5.2 Pan Pacific Safe Community Accreditation

The Priority Setting Workshop Report has now been finalised. No feedback has been received from the Advisory Committee members.

It was noted that a meeting was held with a panel member from the Pan Pacific Safe Community Accreditation Program from New Zealand. The representative reviewed the current reports and was impressed with our progress as well as projects and programs that have been delivered in the Liverpool LGA.

### 5.2.1 Road Safety

- Council Road Safety program has delivered seven Buckle-up workshops throughout the year. Each program checked up to 27 cars and over 230 seats in 12 months.
- Green Valley LAC in partnership with 4 local schools has delivered the Handbrake Program, mainly focusing on road safety.

### 5.2.2 Domestic Violence

- Prosper Australia will deliver child protection training and other safety workshops including home safety in Miller. Workshops will include safety-planning workshops with women and children experiencing or who may have experienced domestic violence. Police and other women services are encouraged to refer their clients to participate in the workshops. This project is funded by Council through the Keep My Home Safe Project.
- Council has been delivering activities as part of the White Ribbon Workplace Accreditation Program. Awareness activities have included hosting of a staff BBQ on the White Ribbon day with over 200 staff in attendance, signed pledges against DV and took oaths against violence.



## Minutes

- MTC Australia delivered an in-house program for clients and staff on the White Ribbon Day.
- Liverpool Girls and Boys High Schools delivered various activities including discussion with students about White Ribbon and violence. It was indicated that some CALD and refugee families didn't want to be involved in workshops. It was also indicated that there are cultural issues and barriers around discussing or raising the issue of domestic violence among the CALD and refugee families.

### 5.2.3 Fall and trip related Injury for aged people

Nil

### 5.2.4 Alcohol and Drug

Richard from Scott Street Clinic in Liverpool met with a representative from the Street University and discussed drug and alcohol related issues. Both agencies have agreed to develop and deliver a 2 days mental health emergency treatment session including mental health first aid. This program will be based on alcohol and other drugs including what effects they have on the body and how to deal with these issues.

It was also indicated that Andrew Reid from Liverpool Community Drug Action Team (CDAT) has also expressed his interest to be one of the partners of this project and deliver a session over two days for frontline staff for Police, drug and alcohol services and other relevant agencies. The sessions are to increase their capacity in dealing with drug and alcohol related issues in the community. The objectives of these sessions are to recognise what type of drug people are under the influence of and how to refer them to the appropriate service/s and manage situations such as de-escalating confrontation with drug affected clients. It was suggested to invite representatives from the University of Wollongong and UWS to be involved in this project.

## 6. Change of Meeting Times

Kamrun proposed a change of meeting time to mornings from 10am to 12 noon for 2017 and beyond. Committee members agreed to the proposal and the meeting time will be moved to 10am-12pm. The meeting dates and venues for 2017 are:

- Thursday 2 March in Blue Gum Room, Level 5, 33 Moore Street, Liverpool
- Thursday 1 June in Blue Gum Room, Level 5, 33 Moore Street, Liverpool
- Thursday 7 September in Blue Gum Room, Level 5, 33 Moore Street, Liverpool
- Thursday 7 of December in Gold Room, Liverpool Library, 170 George Street, Liverpool

**Motion:** Moved: Richard Curbury

**Seconded:** Jacqueline Druart.

**That the change of meeting time to mornings from 10am to 12 noon be accepted.**

On being put to the meeting the motion was declared CARRIED.

## 7. REPORTS BACK

### 7.1 Councillor Report



## Minutes

- The last Council meeting was held on 23 November 2016.
- Macquarie mall will reopen over the next few weeks.
- Council is now inviting community feedback on the Georges River Master plan.
- Liverpool to become an education precinct with Western Sydney University and University of Wollongong opening their campuses from 2017.
- Amendments to the Local Government Act appear to strengthen the role of the Council in terms of community consultation, and role of the Mayor. Another round of amalgamations likely to occur.
- It has been confirmed that the Moorebank Intermodal is going ahead.

### 7.2 Liverpool Police

- Crime stats are falling across the board. Local crime is well under many areas of State government targets.
- Robbery under target.
- Break and enter under target.
- Fraud is an area of concern.
- Steal from motor vehicles is increasing, nearly 50% report comes from unlocked cars.
- Steal from dwelling including mail theft from high rise building in the CBD are increasing.

### 7.3 Green Valley Police

- Steal from motor vehicles is a problem and increasing trend.
- Rise in rural crime.
- Fraud and mail theft are concerns.
- A number of partnership projects including police and community engagement activities have been planned with Council for 2017.

### 7.4 Liverpool Domestic Violence

It was noted that the Liverpool White Ribbon Concert event will be held on Friday 9 December at the Whitlam Centre from 4-7pm.

**That the information be received and noted.**

On being put to the meeting the motion was declared CARRIED.

## 8. INFORMATION SHARE

- Council has been working with Midnight Basketball over the last few years, and has delivered eight capacity building workshops with youth each year. Council has again signed a MOU to host Midnight Basketball in the LGA until 2018.
- Liverpool boys and girls high schools will deliver a community safety and crime prevention project for CALD and refugee families to increase awareness about personal and home safety. This project has been funded through the Keep My Home Safe Project.
- Liverpool Women's Health Centre has also secured funding from Council through Keep My Home Safe Project to deliver a Safe Women Project (perception of safety). This project will cover various topics including personal safety, home safety and self-defense. It is a six weeks course. For further information call LWHC on 9601 3555.



## Minutes

- Liverpool Community Drug Action Team (CDAT) delivered a musical theatre at Miller to look at the links between mental health, homelessness, and drug/alcohol. There were around 70 attendees.
- Outer Liverpool Community Services (OLCS) has also secured funding from Council through the Keep My Home Safe Project to deliver a community safety and crime prevention project in 2017. This project will be delivered to create awareness about home safety including domestic violence in rural area in Liverpool. OLCS is located in rural suburbs and identified a large percentage of older people are living in big houses that are not secure.

### 9. MEETING CLOSED

The next meeting will be held on Thursday 2 March 2017 from 10am to 12noon, in the Blue Gum Room, Level 5, 33 Moore Street, Liverpool.

Meeting closed at 3.50pm.

DRAFT





**OUR VISION:** To create opportunities for our Pacific Communities.

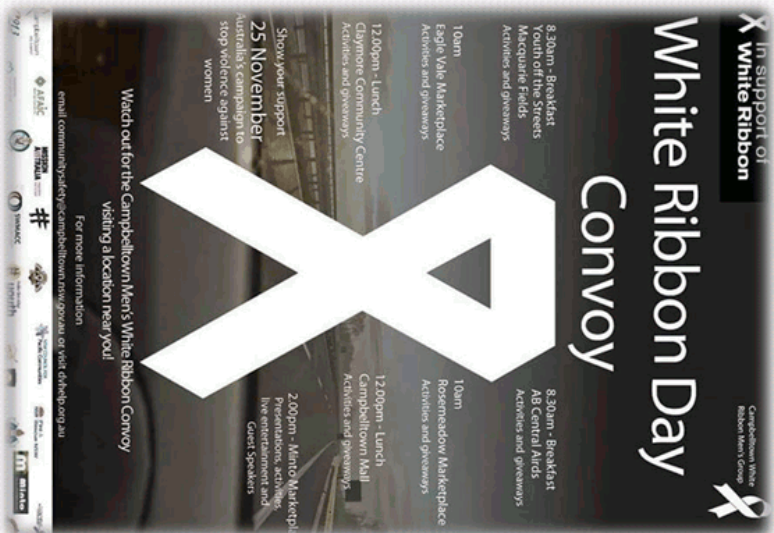
**OUR MISSION:** To empower, advocate, partner, and share information across Pacific communities in NSW, Australia.

### **WHO ARE WE?**

The NSW Council for Pacific Communities (NSWCPC) was established in 2003 as a peak body for collaborative work across the Pacific Communities in NSW.

The NSWCPC was formed as a result of the NSW Government's Pacific Youth Partnership. This body was then established with the advice of Pacific community leaders and representatives by the Community Relations Commission (now Multicultural NSW) that continue to provide valuable and sound advice to the members of the NSWCPC council throughout its leadership since inception.

# NSWCPC WELCOMES OPPORTUNITIES TO COLLABORATE WITH OTHER SERVICES TO RAISING AWARENESS AROUND FAMILY VIOLENCE





## CAMPAIGNING FOR SAFER TRAIN STATIONS

Pacific community leaders and Rail, Tram and Bus Union NSW Branch members begin conversations to make stations in Western Sydney safer!

Sydney Alliance is proud to be working with NSW Council for Pacific Communities, PIMDAN, the unions, churches and communities to get change.





# NSWCPC SHARES BE SAFE SCHOOL HOLIDAY PROGRAMS





## NSWCPC SUPPORTED GUEST SPEAKERS 'SAYING NO TO VIOLENCE' WHO VISITED MATAVAI CULTURAL ARTS CENTRE IN PRESTONS





## NSWCPC HOST SAFETY INFO SESSIONS WITH COMMUNITY & OUR ELDERS IN MILLER 2168





# NSWCPC SUPPORTING WHITE RIBBON DAY EVENTS



**CTTE 02**

**Minutes of the Liverpool Youth Council Committee  
Meeting held 21 December, 2016.**

<b>Strategic Direction</b>	Proud Engaged City Engage and consult with the community to enhance opportunities for communication and involvement
<b>Key Policy</b>	Community Engagement Policy
<b>File Ref</b>	004921.2017
<b>Report By</b>	Derek Tweed - Community Development Worker (Youth)
<b>Approved By</b>	Eddie Jackson - Acting Director Community & Culture

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Youth Council Meeting held on 21 December, 2016.

**RECOMMENDATION**

That Council:

1. Receives and adopts the Minutes of the Liverpool Youth Council Meeting held on 21 December, 2016.
2. Receives and adopts the proposed amendment to the Liverpool Youth Council Charter section 12.1 to read ***The Liverpool Youth Council will meet once per month on a date determined by Youth Council members at the beginning of each term.***  
Meetings will still be held at the current time of 6:00pm – 7:45pm.

**REPORT**

1. The Minutes of the Liverpool Youth Council held on 21 December, 2016 are attached for the information of Council.
2. The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council.

**CONSIDERATIONS**

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<b>Economic and Financial</b>	There are no economic and financial considerations.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions.

**ATTACHMENTS**

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1. Minutes Liverpool Youth Council 21 December 2016\_1 [View](#)



## Minutes

### MINUTES OF LIVERPOOL YOUTH COUNCIL COMMITTEE MEETING

21 December, 2016

#### COMMITTEE MEMBERS PRESENT:

Lilly Lyons	Chairperson
Alicia Camilleri	Vice Chairperson
Christine Stralow	Secretary
Raphael Regala	Vice Treasurer
Jayesh Joshi	Youth Councillor
Connor Strathern	Youth Councillor
McKayla Vamarasi	Youth Councillor
Councillor Hagarty	Liverpool City Council

#### OTHER ATTENDEES:

Derek Tweed	Community Development Worker (Youth)
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#### APOLOGIES:

Mayor Waller	Liverpool City Council
Levina Pham	Youth Councillor
Mirac Mermi	Youth Councillor

#### OBSERVERS:

Nil

#### AGENDA:

##### 1. WELCOME, ATTENDANCE, APOLOGIES AND OPENING

Chairperson, Lilly Lyons, welcomed everyone and opened the meeting.

##### 2. DECLARATIONS OF INTEREST

No member declared a pecuniary/non-pecuniary, significant/less than significant interest in the following items:

*Note: Committee members declaring either a pecuniary interest or a significant non-pecuniary interest in an item are required to leave the room for the duration of the item. Committee members declaring a less than significant non-pecuniary interest may remain in the room if they so decide.*





## Minutes

### 3. CONFIRMATION OF PREVIOUS MINUTES

The minutes from the meeting held on Wednesday, 9 November 2016 were confirmed as a true record of that meeting.

**Motion:**                      **Moved:** Jayesh Joshi                      **Seconded:** Lilly Lyons

**That the information be received and noted**

On being put to the meeting the motion was declared CARRIED.

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

8.2 - Youth Council members to self-nominate to become a Facebook joint administrator, with appropriate processes put in place. – Still awaiting applicants

**Moved:** Alicia Camilleri                      **Seconded:** McKayla Vamarasi

**That the information be received and noted**

On being put to the meeting the motion was declared CARRIED.

### 5. CORRESPONDENCE

No correspondence was received.

### 6. YOUTH WORKER'S REPORT

- Recruitment for the vacant Youth Councillor position is underway with the Community Development Worker (Youth) in contact with an applicant from the eligibility list. The applicant will attend the next meeting as an observer.
- The Midnight Basketball program finished on Friday 16 December 2016. The program once again ran successfully with many participants. Special thanks to Councillor Hagarty for attending the grand final night and delivering a speech on behalf of Liverpool City Council. The program will aim to run again in the second term of 2017 (April – June).
- The Be All In Program which is a partnership between Western Sydney University, Bulldogs NRL Club and Council finished in the second week of December and was an overall success. Four local high schools participated in the program that was aimed at students from migrant or refugee backgrounds to promote social cohesion through sport. The program included weekly workshops delivered by local organisations alongside a different sport each



## Minutes

week. There was an average of 80 students in attendance each week of the 8 week program.

- Liverpool Council's Events Team has passed on their thanks to Youth Councillors Alicia Camilleri and Jayesh Joshi for volunteering at the Seniors Mayoral concerts held in November at the Liverpool Catholic Club.

**Motion:**            **Moved:** McKayla Vamarasi **Seconded:** Lilly Lyons

**That the Youth Worker's Report be adopted**

On being put to the meeting the motion was declared CARRIED.

### 7. TREASURER'S REPORT

The current expenditure for Youth Council budget is \$781.35, with \$9,218.65 remaining in the budget.

**Motion:**            **Moved:** Connor Strathern            **Seconded:** Lilly Lyons

**That the Treasurer's Report be adopted**

### 8. RADAR REPORT

The RADAR program is going well. Anyone interested in being a guest, either on or off air, is encouraged to contact Youth Councillor Levina Pham.

At the previous Youth Council meeting it was suggested that a separate Facebook page be created for the RADAR program. The Community Development Worker (Youth) discussed this internally at Council and it has been concluded that the best way to promote the RADAR program is to keep it located with the current Liverpool Youth Council Facebook page.

Council's Governance team also advised that a disclaimer be included on each RADAR program advising that "The views expressed in the RADAR program do not necessarily reflect those of Liverpool Council". Youth Council members are also encouraged to continue to advise Council on issues important to young people.

**Motion:**            **Moved:** Raphael Regala            **Seconded:** Jayesh Joshi

**That the RADAR Report be adopted**

On being put to the meeting the motion was declared CARRIED.





## Minutes

### 9. MEDIA REPRESENTATIVE'S REPORT

Liverpool Youth Council's Facebook page currently has 401 likes. Youth Council will aim to create additional content for approval in an effort to increase awareness of the page and of Youth Council. A sub-committee with the purpose of creating this content was formed and will meet to discuss ideas to be sent to the Community Development Worker (Youth) for consideration. Sub-committee members will also bear in mind that not all Youth Councillors are active on Facebook.

**Motion:**                    **Moved:** Connor Strathern    **Seconded:** Jayesh Joshi

**That the Media Representative's report be adopted.**

On being put to the meeting the motion was declared CARRIED.

### 10. GENERAL BUSINESS

#### 10.1 Youth Events Planning

- Youth Council will consider extended / more roles for Youth Councillors who don't currently hold an executive role throughout the year in an effort to increase participation as well as make up for absences at each meeting.
- Two sub-committees have been established to work together for Council's Australia Day event, with one taking responsibility for activities within the Council marquee and the other responsible for the 60 minutes allotted to Youth Council to run activities at the arena.
- After Australia Day, Youth Council will turn its attention to the CBD Exposed event. No date or location has been set yet, however options include the mall or somewhere else within the Liverpool CBD. Ideas for the event include a music/dance competition with local schools and youth groups.
- Another option Youth Council will consider is the delivery of smaller monthly events to boost community engagement and raise awareness of Liverpool Youth Council. This could be the responsibility of the media sub-committee who will look at creating a calendar of events.
- Youth Week 2017 is in the first week of April, with CBD Exposed running very close to it and Youth Council will need to have good event management skills to ensure they both run smoothly and successfully. In recent years Street Legacy has been an event that has declined in attendance and as such Street University have suggested incorporating a world Hip-Hop competition held there with it to help broaden awareness of Street Legacy and help improve turn out. Another event Youth Council will consider is an Under 18s party, however security is an issue that needs to be carefully considered. This could potentially be held at the Street University.



## Minutes

### 10.2 Update to Youth Council Charter

- Youth Council requested an amendment to the Youth Council Charter to allow for greater flexibility when Youth Council meetings are to occur (what date and time). This is mainly due to the nature of Youth Council members having changing timetables at university, school and part-time work commitments.
- Youth Council put forward that ***"The Liverpool Youth Council will meet once per month on a date determined by Youth Council members at the beginning of each term"***. The meeting dates and times will be then forwarded to the appropriate Council officers for confirmation.

### 10.3 Councillor Update

- Councillor Hagarty suggested that a Councillor report back to the Youth Council at each meeting on any important updates discussed at the most recent meeting of Council to ensure a two-way dialogue is maintained. Councillor Hagarty is happy to provide the updates.

**Motion:**                    **Moved:** Alicia Camilleri    **Seconded:** Raphael Regala

**That the information be received and noted**

On being put to the meeting the motion was declared CARRIED.

**Motion:**                    **Moved:** Alicia Camilleri    **Seconded:** Connor Strathern

**That the Youth Council Charter be amended to meet once a month on a date determined by Youth Council members at the beginning of each term.**

On being put to the meeting the motion was declared CARRIED.

## 11. CLOSE AND NEXT MEETING

The meeting closed at 7:45pm. The next Youth Council Meeting is currently scheduled for Wednesday 8 February, 2017.

**CTTE 03**

**Minutes of Liverpool Access Committee Meeting  
held on 8 December 2016**

<b>Strategic Direction</b>	Proud Engaged City Engage and consult with the community to enhance opportunities for communication and involvement
<b>Key Policy</b>	Community Engagement Policy
<b>File Ref</b>	007360.2017
<b>Report By</b>	Kathryn Sloan - Community Development Worker (Aged and Disability)
<b>Approved By</b>	Eddie Jackson - Acting Director Community & Culture

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Access Committee Meeting held on Thursday, 8 December 2016.

**RECOMMENDATION**

That Council receives and notes the minutes of the Liverpool Access Committee Meeting held on Thursday, 8 December 2016.

That Council provides funds of \$6000 for the update of the Liverpool Mobility Map.

**REPORT**

1. The Minutes of the Liverpool Access Committee held on 8 December 2016 are attached for the information of Council.
2. The Minutes identify a number of actions that require Council staff to undertake.
3. The Minutes identify a request for funds to update the Liverpool Mobility Map as a priority budget item at a cost of approximately \$6000.

**CONSIDERATIONS**

<b>Economic and Financial</b>	\$6000 cost for update of Liverpool Mobility Map
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<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	Raise awareness in the community about the available services and facilities. Support access and services for people with a disability.
<b>Civic Leadership and Governance</b>	Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes.

**ATTACHMENTS**

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1. Liverpool Access Committee Minutes Decemeber 2016 - DRAFT



## Minutes

### MINUTES OF LIVERPOOL ACCESS COMMITTEE 8 December 2016

#### COMMITTEE MEMBERS PRESENT:

Clr Wendy Waller	Liverpool City Council (Chairperson)
Peter Fraser	Community Member
Andy Watts	Community Member
Ellie Robertson	Community Member
Ollie Lassen	Community Member
Harley Davidson	Community Member

#### OTHER ATTENDEES:

Kathryn Sloan	Liverpool City Council
Rochelle Baughan	Liverpool City Council
Alana Marshall	Liverpool City Council
Sarah Reilly	Cred Consulting

#### APOLOGIES:

Lyn Bright	Community Member
Rebekah Sciroli	Community Member

#### OBSERVERS:

NIL

#### AGENDA:

##### 1. WELCOME, ATTENDANCE, APOLOGIES AND OPENING

Clr Waller welcomed all to the meeting and declared the meeting open at 1.07pm.

##### 2. DECLARATIONS OF INTEREST

No member declared a pecuniary/non-pecuniary, significant/less than significant interest in any items.

Note: Committee members declaring either a pecuniary interest or a significant non-pecuniary interest in an item are required to leave the room for the duration of the item. Committee members declaring a less than significant non-pecuniary interest may remain in the room if they so decide.

##### 3. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on 11 August 2016 were confirmed as a true record of that meeting.

Motion:

Moved: Ellie Robertson

Seconded: Peter Fraser



## Minutes

That the minutes of the Access Committee Meeting held on 11 August 2016 be accepted as a true record of that meeting.

On being put to the meeting, the motion was declared CARRIED.

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

##### 4.1. Hearing loop for meeting room

Quotes are currently being obtained for Liverpool Library (purple/pink room) and should be available early in the New Year.

**Motion**                      **Moved:** Peter Fraser                      **Seconded:** Ollie Lassen

That a hearing loop be installed at the Liverpool Library (purple/pink room) as a priority.

On being put to the meeting, the motion was declared CARRIED.

##### 4.2 Library Access (pass cards)

In progress

##### 4.3 Carpark Entry at Westfield through George Street

In progress

##### 4.4 Lachlan and Northumberland Streets

Access notification has been lodged

##### 4.5 Plaza Access

The Access Committee would like to keep access in Macquarie Mall on the agenda during the construction to ensure access for people with disability is maintained.

The Access Committee would like to know the current location of the dedication plaque for the original mall.

**Motion**                      **Moved:** Peter Fraser                      **Seconded:** Ollie Lassen

That the Committee is informed of the location of the original mall dedication plaque and that it is considered to be re-installed in the new mall.

On being put to the meeting, the motion was declared CARRIED.

##### 4.7 Monitoring of the introduction of NDIS into Liverpool

Community Development Worker Aged & Disability provided some information on the NDIS roll out to committee members. The Community Development Worker Aged & Disability had the opportunity to observe a planning session with a local resident which was very informative. It was noted that there is general concern regarding the different levels of experience held by the planner conducting the individual sessions which may impact on the level of funding received.





## Minutes

Community Development Worker Aged & Disability provided some new information handouts on general NDIS information.

### 5. STANDING AGENDA ITEMS

#### 5.1. Update from Access Notification table

Current status of Access notifications presented

#### 5.2. Access Notifications

Doors on the lifts in Warren Service Way carpark close too fast and makes it difficult for those in wheelchairs and scooters to access the lifts.

**Motion:**                      **Moved:** Harley Davidson                      **Seconded:** Ellie Robertson

**That an access notification be raised for this issue.**

On being put to the meeting, the motion was declared CARRIED.

Heavy trucks and equipment on Hoxton Park Road, (near Ozzy Tyres) are parking on the side of the road especially in the afternoon. They park over the footpath and create an access issue, but also damage the footpath. There is a raised area of footpath currently causing an access issue. It is suggested that 'No Parking' signs be considered.

**Motion:**                      **Moved:** Peter Fraser                      **Seconded:** Ollie Lassen

**That the Council rangers be asked to do after-hours checks of this area and it be referred to the traffic committee for consideration.**

**That an access notification be raised for the footpath area.**

Bardia Parade Holsworthy has lips on the kerb ramps.

**Motion:**                      **Moved:** Harley Davidson                      **Seconded:** Peter Fraser

**That an action notification be raised for this issue.**

### 6. GENERAL BUSINESS

#### 6.1. Disability Inclusion and Action Plan (DIAP)

Community Development Worker Aged & Disability gave an update on the status of the DIAP. Consultations still to be held with the community.

#### 6.2 Meeting dates 2017

Community Development Worker Aged & Disability provided print out of dates for 2017. It was noted that the Committee will now meet quarterly and a discussion was had on the impact to the Committee. It was noted that smaller Access Notifications can be presented directly to Customer Service, and if the reference number is noted, the Community Development Worker Aged & Disability is able to follow up in the system. This would free



## Minutes

the committee meetings to discuss and act on bigger picture issues relating to disability, access and inclusion.

### 6.3 Congratulations to Mayor Waller

The Access committee members extended their congratulations to Mayor Waller on her recent election.

### 6.4 Fire evacuation and emergency egress plans

Discussion was held on the emergency egress plans for people with a disability from the Moore Street building. Community Development Worker Aged & Disability will clarify with the chief fire warden.

### 6.5 Gift of time

Certificates were given to recognise the commitment of the committees' volunteer hours as committee members.

### 6.6 Mobility Map

With the updates to Macquarie Mall and Bigge Park, the Mobility Map is required to be updated. Cost is expected to be \$6,000.

**Motion:**                      **Moved:** Ollie Lassen                      **Seconded:** Ellie Robertson

**That Council sees the update of the Liverpool Mobility Map as a priority budget item.**

### 6.7 Recruitment of Vacant Committee Positions

It was noted that there are still two vacant positions on the Access Committee and committee members were asked to promote within their networks.

### 6.8 Strategic Plan consultation

Community Planning Policy Officer and Senior Corporate Planner led a consultation on the strategic plan.

### 6.9 Civic Place consultation

Sarah Reilly from Cred Consulting led a consultation on the new Civic Place Precinct and usage of existing library facilities.

## 7. CORRESPONDENCE

Disability South West newsletter  
Accord newsletter

## 8. CLOSE

The meeting closed at 3.15pm

Next meeting – 9 March 2017





## Minutes

Agenda Item	Issue	Follow up	Timeframe
4.1	Hearing Loop	CDW - Aged & Disability	Quote by January 2017
4.5	Identify location of Macquarie Mall dedication plaque	CDW - Aged & Disability Manager Special Projects	February 2017
5.2	Warren Service Way lift doors	CDW - Aged & Disability (Access notification)	January 2017
5.2	Bardia Parade Holsworthy	CDW - Aged & Disability (Access notification)	January 2017
5.2	Hoxton Park Road Parking	CDW Aged & Disability Traffic Committee Parking and Enforcement	January 2017
6.6	Mobility Map	CDW Aged & Disability (Council recommendation)	February 2017

**CTTE 04**

**Planning and Development Committee Meeting  
Minutes of 7 December 2016**

<b>Strategic Direction</b>	Leading Proactive Council Position Council as an industry leader, delivering best practice and innovation
<b>Key Policy</b>	Long-Term Financial Plan
<b>File Ref</b>	008350.2017
<b>Report By</b>	Sheela Naidu - Personal Assistant to Director Planning & Growth
<b>Approved By</b>	Toni Averay - Director Planning & Growth

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Planning and Development Committee Meeting held on 7 December 2016.

**RECOMMENDATION**

That Council receives and adopts the Minutes of the Planning and Development Committee Meeting held on 7 December 2016.

**REPORT**

The Minutes of the Planning and Development Committee held on 7 December 2016 are attached for the information of Council.

The Minutes identify a number of actions that Council staff are required to undertake some of which have financial implications which can be funded from existing budgets.

**CONSIDERATIONS**

<b>Economic and Financial</b>	There are some financial implications which can be funded from existing budgets.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	There are no social and cultural considerations.

<b>Civic Leadership and Governance</b>	There are no civic leadership and governance considerations.
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**ATTACHMENTS**

1. Minutes of Planning and Development Committee Meeting 7 December 2016 [View](#)



## Minutes

### MINUTES OF PLANNING AND DEVELOPMENT COMMITTEE MEETING 7 December 2016

#### COMMITTEE MEMBERS PRESENT:

Wendy Waller	Mayor, Liverpool City Council
Kiersten Fishburn	A/Chief Executive Officer
Mazar Hadid	Councillor, Liverpool City Council
Geoff Shelton	Councillor, Liverpool City Council
Karress Rhodes	Councillor, Liverpool City Council
Peter Harle	Councillor, Liverpool City Council

#### OTHER ATTENDEES:

Toni Averay	Director Planning and Growth
Bruce Macnee	Manager Strategic Planning
Stephen Joannidis	Manager Development Engineering
Nada Mardini	Manager Community Standards
Charles Wiafe	Service Manager, Traffic and Transport

#### MINUTE TAKER:

Sheela Naidu	PA to Director Planning and Growth
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**ITEM NO: 1**  
**SUBJECT: WELCOME AND APOLOGIES**

The meeting opened at 3.10pm

**ITEM NO: 2**  
**SUBJECT: DECLARATIONS OF INTEREST**

Nil



## Minutes

**ITEM NO:** 3  
**SUBJECT:** Confirmation of Previous Minutes

The committee was advised that the minutes of the previous meeting held on 2 November 2016 were adopted at the 23 November Council meeting.

**ITEM NO:** 4  
**SUBJECT:** Business Arising from Previous Minutes

Nil

**ITEM NO:** 5.1  
**SUBJECT:** Renbury Pound - update

The Committee noted the following update provided by the Manager Community Standards:

- Council took over the operation of the pound on 1 December 2016.
- 8 Staff members have been recruited for the pound including a new Rehoming officer.
- Liverpool Animal Shelter FaceBook was launched on Tuesday 6 December 2016.
- New website is being developed. It is expected to go live on 31 January 2017.
- Currently working on MOUs with rescue groups to be finalised mid-January.
- Minor site works are currently under way to improve fencing, signage and security. Expected completion date is February 2017.
- Open Day to be organised for March 2017.
- Council will also be inviting expressions of interest for volunteers.

**ITEM NO:** 5.2  
**SUBJECT:** Warwick Farm Planning proposal and Precinct plan

The committee noted the update on the Warwick Farm planning proposal and precinct plan. The committee was advised that the current proposal of 950 apartments will have a significant traffic impact. Council's traffic engineers have assessed that 500 apartments could be supported in the absence of the precinct plan.

A report will be presented to the February Council meeting.



## Minutes

**ITEM NO:** 5.3  
**SUBJECT:** Liverpool City Centre Traffic Modelling

GTA provided a progress report on the city centre traffic study. A final report on the modelling with recommendations will be presented to the March Council meeting.

**ITEM NO:** 5.4  
**SUBJECT:** Georges River Master Plan – Goodman and Coronation proposal

The committee was advised that the Goodman and Coronation proposals will be reported to the December Council meeting. Director Planning and Growth advised that the Department of Planning and the South West Planning Panels have been informed of the report and Council's recommendations.

### 6. GENERAL BUSINESS

**M12 Alignment and Consultation Process** – Video presentation of the M12 Motorway preferred corridor route was presented to the committee. It was noted that Council will be providing feedback to RMS on the preferred corridor route, particularly in relation to impacts on the following:

- Roads near Western Sydney Parklands.
- Realignment of Mamre and Devonshire Road.
- Potential impact on the Kemps Creek bowling club.

Council will continue discussions with the State Government on the impacts on Badgerys Creek Road.

**NBN Agreement and Enquiries** – Director Planning and Growth provided an update on the recent NBN enquiry regarding infrastructure works from a Prestons resident. The committee was advised that Council has entered into agreements with the NBN to streamline notification and that the NBN has the right to enter the road reserve and undertake installation works.

Council has contacted NBN regarding this enquiry and have been advised that they have been liaising with the resident regarding the same complaint. The NBN confirmed that all residents were notified of the proposed installations.



## Minutes

### 7. CLOSE

The meeting closed at 5.15pm

### NEXT MEETING

8 February 2016

**CTTE 05**

**Minutes of the Liverpool Sports Committee  
meeting held 1 December 2016**

<b>Strategic Direction</b>	Healthy Inclusive City Improve health and wellbeing and encourage a happy, active community
<b>Key Policy</b>	Recreation Strategy
<b>File Ref</b>	008483.2017
<b>Report By</b>	Long Chung - Recreation and Open Space Officer
<b>Approved By</b>	Eddie Jackson - Acting Director Community & Culture

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Sports Committee Meeting held on 1 December 2016.

**RECOMMENDATION**

That Council receives and adopts the Minutes of the Liverpool Sports Committee Meeting held on 1 December 2016.

**REPORT**

1. The Minutes of the Liverpool Sports Committee held on 1 December 2016 are attached for the information of Council.
2. The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council outside of already budgeted programs.

**CONSIDERATIONS**

<b>Economic and Financial</b>	There are no economic and financial considerations.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.



<b>Social and Cultural</b>	Support community organisations, groups and volunteers to deliver coordinated services to the community.
<b>Civic Leadership and Governance</b>	There are no civic leadership and governance considerations.

## **ATTACHMENTS**

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1. Liverpool Sports Committee Minutes of Meeting Held Thursday 1 December 2016 [View](#)



**MINUTES OF LIVERPOOL CITY SPORTS COMMITTEE  
COMMITTEE MEETING  
HELD ON 1 December 2016**

**COMMITTEE MEMBERS PRESENT:**

Ron Hughes	Football
Tony Jackson	Softball
David Williams	Werriwa All Breeds Dog Training
Tracey Liondas	Athletics
Scott Frater	Basketball
John Scott	Hockey
Brian Martin	Sports less than 100 Participants delegate NSW Barefoot Water skiing Club
Andy Matthews & Jackie	PSSA Representative (Primary School Sports Association)
Senia Gaunson	Cricket

**OTHER ATTENDEES:**

Mark Westley	Liverpool City Council
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**APOLOGIES:**

Clr Charishma Kaliyanda	
Kath Whitely	Netball
Fiona Heath	Baseball
Pat Batiste	Touch
Lucy Reggio	Disability Sports
Prue Bagnall	Oztag
Greg Talbot	AFL
Anne Stanley	Deputy Chairperson/Rugby
Masani Lemusu	Rugby Union
Alex Bainy	BMX

**OPENING**

**7:00 pm**

## 2

**DECLARATIONS OF INTEREST**

No members declared a pecuniary / non-pecuniary, significant / less than significant interest in the following items:

**ITEM NO: 1**  
**SUBJECT: Appointment of an Acting Chairperson**

The Liverpool City Council Sports Committee Charter requires that in the event that "...the Chairperson (or the Deputy Chairperson) of a Committee is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting."

Tracey Liondas, delegate for Athletics, offered to act as chairperson for the meeting.

**Motion 1: That Tracey Liondas be appointed as Acting Chairperson for this Sports Committee meeting.**

**Moved: Tony Jackson                      Seconded: Andy Matthews**

On being put to the meeting the motion was declared CARRIED.

**ITEM NO: 2**  
**SUBJECT: Review of Sports Committee Membership**

The Sports Committee Convenor has been directed by Council to carry out a review of the committee's delegates prior to the first 2017 meeting scheduled for Thursday 23 February. This process will commence mid-January 2017. Council will be making contact with all sporting Clubs regarding nominations for representation of their sports on the committee.

**Motion 2: That the information be received and noted.**

**Moved: Brian Martin                      Seconded: John Scott**

## 3

**ITEM NO: 3**  
**SUBJECT: Liverpool Sporting Donations**

The following applications for sporting donations have been received by Council since the last Sports Committee meeting in March 2015, and were presented to the committee for discussion.

<b>Applicant Details</b>	<b>DOB</b>	<b>Eligibility</b>	<b>Sports Committee Recommendation for funding</b>
• Mereana Peyroux	16/01/2002	Local Resident – Miller Representing Indoor Sports NSW, U17 Ladies at the 2016 INFA Junior Nationals held in Dandenong, Victoria from the 26 <sup>th</sup> November – 3 <sup>rd</sup> December 2016	\$200
• Essence Crothers To'o	28/09/2004	Local Resident – Prestons Representing NSWPASSA Netball U12's at the PSSA National Netball Championships held in Parkville, Victoria from the 27 August – 2 <sup>nd</sup> September 2016	\$200
• Rhiannan Dotti	04/05/1996	Local Resident – Wattle Grove Representing Indigenous Australia at the Australian Indigenous Otago Women's U21's held in Auckland, New Zealand from the 2 <sup>nd</sup> December – 4 <sup>th</sup> December 2016	\$500
• Breanna Evans	23/01/2000	Local Resident – Hinchinbrook Representing NSW Softball team at the Under 17s Women's Australian Softball Championships held in Blacktown, New south Wales from the 2 <sup>nd</sup> January – 8 <sup>th</sup> January 2017	\$200
• Phillip Millikin	22/04/1983	Local Resident – Prestons Representing Isshin Ryu Australia at the NAS National Tournament held in Albert Park Lake in Victoria from the 26 <sup>th</sup> November -27 <sup>th</sup> November 2016	\$100
• Joshua Felimon Ramos Ward	25/05/2000	Local Resident- Heckenberg Representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	\$100
• Djuro Stojanovic	26/09/1999	Local Resident- Bonnyrigg Representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	\$100

Applicant Details	DOB	Eligibility	Sports Committee Recommendation for funding
• Elijah Alia Mohammed	22/09/2000	Local Resident- Middleton Grange Representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	\$100
• Terrence Fernandez	25/01/1989	Local Resident- west Hoxton The coach for 3 x individuals representing Martial Arts Spirit at the 2016 Oceania Championships Fiji held in Suva, Fiji from the 26 <sup>th</sup> November – 28 <sup>th</sup> November 2016	\$100
• Isobel Biondi	23/05/2000	Local Resident – West Hoxton Representing Australian Indoor Netball Team at the Tri-Series held in Johannesburg South Africa July 2017	\$500
• Dejahn Karora	2005	Local Resident – Prestons Representing Little Athletics NSW at the Trans-Tasman Athletics Challenge held in Campbelltown NSW from the 13 <sup>th</sup> to 15 <sup>th</sup> January 2017	\$200
• Zachary Roberts	13/07/2002	Local Resident- Hoxton Park Representing NSW Metro Team to compete at the 2017 Australian Regional Championships held in Brisbane from the 15 <sup>th</sup> to 21 <sup>st</sup> January 2017	\$100
• Tegan Lamond	3/3/1995	Local Resident – Holsworthy Representing NSW Hockey U21 Women Indoor State Team at the Australian National Indoor Championships held in Wollongong from the 10th to 13th January 2017	\$200

**Summary**

▪ Number of requests received:	13
▪ Number of requests recommended by Sports Committee:	13
▪ Number of requests approved pending further information	0
▪ Amount of funding requested:	\$ 2,600
▪ Amount of funding recommended by Sports Committee:	\$ 2,600
▪ Additional donations approved pending supply of further info	\$ 0
▪ Amount of funding required:	\$ 2,600
▪ Current funds in budget:	\$ 11,900
▪ Funds remaining in budget, pending Council resolution:	\$ 9,300

## 5

**Motion 3: That the convenor report to Council the Sports Committee's recommendation of funding to Council for approval.**

**Moved: Ron Hughes                      Seconded: Tony Jackson**

On being put to the meeting the motion was declared CARRIED.

**ITEM NO: 4**  
**SUBJECT: Liverpool Sporting Grants Program 2017**

The convenor reported to the Committee that the 2017 Liverpool Sporting Grants Program will be offered again by Council in January 2017 closing on 1 March 2017. Council will again be seeking the assistance of Sports Committee delegates to participate in the assessment panel. Volunteers for the grants assessment panel will be called for at the first Sports Committee meeting in February 2017.

**Motion: That the information be received and noted.**  
**Moved: Scott Frater                      Seconded: Tracey Liondas**

**ITEM NO: 5**  
**SUBJECT: Individual Sports Updates**

**ATHLETICS**

The state relays competition was held 2 weeks ago with local clubs achieving notable results. The Prestons Club (Ash Rd Reserve) U9 Boys won Gold and the Liverpool Club (Dwyer Oval) finished in the top 10 in the field events competition.

The Zone competition will be held on December 10 & 11 at Dwyer Oval for U7 to U17 participants. The Regional competition will be held in February 2017 and the State carnival in March 2017.

**BASKETBALL**

Liverpool Basketball has just completed their trials for next year's representative teams and have added an Under 14s Girls team. Liverpool Basketball will compete in the U14s Girls and the U12, U14, U16, U18 Boys competitions in 2017.

With 9-10 participants the Special Needs program is continuing to grow and Liverpool is looking to get a special needs team into a broader Sydney competition in the near future.

Liverpool Basketball is also working to get wheelchair basketball at the Whitlam Centre. In the current program Wheelchair Basketball NSW brings out wheelchairs which makes it easier for people new to the sport to participate and also allows people not in wheelchairs to participate in the sport.

## 6

**FOOTBALL (soccer)**

The SDSFA girl's development program is going well and the representative teams are performing well with many girls coming out of the local clubs to play at a representative level. The girls Skills Acquisition Program (SAP) went full time in 2016.

The Girls Reserves lost in their semi-final and the first team won their grand final.

SDSFA are aiming in 2017 to connect with local schools to further grow the numbers of girls playing soccer.

Nick Carle continues to run a development program through the SDSFA. From this group 2 players have progressed to the Sydney FC U13 youth squad and 3 to the Western Sydney Wanderers U13 youth squad.

In the men's representative teams, SDSFA finished second in the Club Championship and were rewarded for consistent performance over the past years by being promoted to National Premier League 3 competition for the 2017 winter season. The U18 and U20 Southern Districts Raiders teams qualified for their grand finals with the U18's winning.

**CRICKET**

The numbers of juniors playing cricket in the 2016/2017 season has increased and the seniors have experienced a small decrease indicating that juniors are not transitioning to senior cricket.

After receiving state government grants for the installation of new cricket wickets at Amalfi Park, Pacciullo Park and Childs Park, Amalfi Park has been installed and the FLCA are working with Council regarding the remaining 2 sites.

**HOCKEY**

The Moorebank Liverpool District Hockey Club completed another successful winter season this year with both the women's and men's first teams winning the premiership.

Two players, Tristan White and Flynn Ogilvy, who play for the club are in the Australian Squad. Ryan Proctor has been selected in the U21 Australian Junior world cup team. In addition the club has provided 7 out of the 12 players selected in the NSW Men's Indoor Hockey team.

**SOFTBALL**

The Association is halfway through their summer competition which will recommence after the Summer School holidays.

The floods experienced during the year have had a major impact on the Softball Association however they are happy with the new batting boxes installed by Council after the existing ones were washed away.

**7**

A highlight of the year was that two representatives from SDSA were selected in the Boys U19 world championships team playing in the US where they finished 5<sup>th</sup>.

**SPORTS WITH LESS THAN 100 MEMBERS**

Brian Martin delegate for sports with less than 100 members has had discussions with the remote control car racing club and the Archery Club in the lead up to this meeting.

The remote control car racing club report steady membership and the ongoing improvement of amenities at their facility in Helles Park to enable the club to better cater for club events and to host regional events.

The Archery Club reports an influx of archery participants following the Rio Olympic Games results in archery.

In terms of barefoot water skiing, the National titles were held in Liverpool in April 2016 and were a great success.

In World Championships Competition in 2016 NSW Barefoot Water Skiing Club members achieved the following results: Open Men's (3<sup>rd</sup>), Junior Boys (2<sup>nd</sup>), Junior Girl's (3<sup>rd</sup>) and Senior's Over 35yrs (1<sup>st</sup>).

The Water Skiing Club is continuing their efforts to increase membership, in the last week their girls and ladies clinic attracted 15 participants.

**DOG CLUB**

The Werriwa Club has had a successful 2016 after celebrating their 50<sup>th</sup> anniversary in December 2015. The Club reports 4-5 members joining every fortnight and the Club has 109 regular members as well as others who attend less frequently.

The Club is working with dog clubs in Fairfield and Campbelltown to assist the clubs with attendances. This means some Liverpool members are attending 3 club meetings to keep their numbers going.

The Club continues to offer obedience training courses every 6 months which are well attended.

**LIVERPOOL PRIMARY SCHOOL SPORTS ASSOCIATION (PSSA)**

The Liverpool PSSA now has 188 summer and 160 winter teams participating in Friday inter-school sports competition. The PSSA involves 14 of the 15 public schools in the Liverpool school zone.

The switch to Friday morning PSSA sports during summer has again been successful in terms of avoiding the heat of the afternoons and is expected to continue.

**Motion:**        *That the information be received and noted*



## 8

**ITEM NO: 6**  
**SUBJECT: General Business without Notice**

**LIVERPOOL PRIMARY SCHOOL SPORTS ASSOCIATION (PSSA)**

Jackie raised a question regarding which locks were on the Woodward Park Girls Toilet as it has been reported to her that it is not a WPN or LPT and they were unable to get in.

**Action: Convenor to make enquiries on the PSSA's behalf.**

**LIVERPOOL PRIMARY SCHOOL SPORTS ASSOCIATION (PSSA)**

Andrew advised Council that they are seeking to expand their competitions further and requested access to more Council Sporting Grounds. Convenor advised Andy that Council are happy to provide additional grounds where they are not already booked by other schools.

**Action: PSSA to apply to Council for grounds for the 2017 school year.**

**CRICKET**

A hole has been burnt into the Whitlam 3 pitch. The Convenor reminded clubs that they can report these issues at any time to the Recreation Services Unit.

**Action: Convenor to report this issue for repair.**

**CRICKET**

Senia asked for improved communications from Council regarding any topdressing or aerations plans at Ed Wheeler Reserve to prevent a repeat of disruptions.

**Action: Convenor to investigate.**

**SOFTBALL**

Tony asked regarding the sharps containers at Jacquie Osmond which are now full.

**Action: Convenor to make enquiries and report back to Softball**

**SOFTBALL**

Tony enquired regarding the progress of the large entry sign for Jacquie Osmond Reserve citing a recent incident where the ambulance had difficulty finding the park access road.

**Action: Convenor to make enquiries and report back to Softball.**

**SOFTBALL**

Tony advised the Committee that the street lights along the access road to Jacquie Osmond Park no longer work. At night there are pedestrians and vehicles on this access road.

**Action: Convenor to make enquiries and report back to Softball.**

## 9

**SOFTBALL**

Tony advised the Committee that the access road to Jacquie Osmond Park is continuing to deteriorate.

**Action:** *Convenor to make enquiries and report back to Softball.*

**SOFTBALL**

Tony advised the Committee that there is a burnt out car under the bridge on the access road to Jacquie Osmond Park.

**Action:** *Convenor to make enquiries and report back to Softball.*

**Dog Club**

David reported that since the flooding earlier this year the cloud master system at Freeman Oval is not working. They requested this be fixed by mid-January.

**Action:** *That the convenor report this issue to City Presentation for action.*

**Basketball**

Scott reported the ongoing problem with pigeons in the Whitlam stadium.

**Action:** *That the convenor report this issue to Belgravia Leisure for action.*

**Sports Less than 100**

Brian reported ongoing problems with the quality of the access roads at Helles Park, Moorebank.

**Action:** *That the convenor report this issue for action.*

**Sports Less than 100**

Brian reported a "squatter" who seems to have keys to some locks at Helles Park, Moorebank.

**Action:** *That the convenor report this issue for investigation.*

**Hockey**

John reported that there has been some cleaning out by workers of Anzac Creek. John has assumed they are engaged by Council and has asked about the scope of these works.

**Action:** *That the convenor investigate this clean up and report back to Hockey.*

**Hockey**

John reported that there has been ongoing problems with dumping in the Hockey car park when the Junction Rd gate cannot be closed due to football users leaving after hockey has finished. Ron Hughes suggested that the SDSFA members could be made aware of the need to ensure this gate is locked when they are leaving the venue.

## 10

**Action:** *That the Hockey and Football delegates work together to resolve this issue.*

**ITEM NO:** 7  
**SUBJECT:** Confirmation of Planned 2017 Meetings

As per Council resolution the Liverpool Sports Committee will now meet 4 times a year. The planned meeting dates for 2017 are as follows:

7:00pm Thursday 23 February 2017  
7:00pm Thursday 25 May 2017  
7:00pm Thursday 31 August 2017  
7:00pm Thursday 30 November 2017

There being no further business, the meeting closed at 8:50pm.

**CTTE 06**

**Minutes of the Environment Advisory Committee  
Meeting held on 12 December 2016**

<b>Strategic Direction</b>	Natural Sustainable City Lead the community to develop and implement environmentally sustainable practices
<b>Key Policy</b>	Environment Restoration Plan
<b>File Ref</b>	009133.2017
<b>Report By</b>	Madhu Pudasaini - Manager Technical Support
<b>Approved By</b>	Raj Autar - Director Infrastructure and Environment

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Environment Advisory Committee Meeting held on 12 December 2016.

**RECOMMENDATION**

That Council receives and adopts the Minutes of the Environment Advisory Committee Meeting held on 12 December 2016.

**REPORT**

The Minutes of the Environment Advisory Committee held on 12 December 2016 are attached for the information of Council.

**CONSIDERATIONS**

<b>Economic and Financial</b>	There are no economic and financial considerations.
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<p><b>Environmental and Sustainability</b></p>	<p>Minimise household and commercial waste.</p> <p>Manage the environmental health of waterways.</p> <p>Manage air, water, noise and chemical pollution.</p> <p>Retain viable opportunities for local food production while managing land use to meet urban growth.</p> <p>Enhance the environmental performance of buildings and homes.</p> <p>Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.</p> <p>Raise community awareness and support action in relation to environmental issues.</p>
<p><b>Social and Cultural</b></p>	<p>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p>
<p><b>Civic Leadership and Governance</b></p>	<p>Act as an environmental leader in the community.</p> <p>Encourage the community to engage in Council initiatives and actions.</p>

## ATTACHMENTS

1. EAC Minutes of Meeting held on 12 December 2016 [View](#)



## Minutes

### MINUTES OF ENVIRONMENT ADVISORY COMMITTEE (EAC) MEETING HELD ON MONDAY, 12 DECEMBER 2016

#### COMMITTEE MEMBERS PRESENT:

Councillor Peter Harle	(Liverpool Councillor)
Councillor Geoff Shelton	(Liverpool Councillor)
Raj Autar	(Director Infrastructure and Environment LCC)
Madhu Pudasaini	(Manager Technical Support LCC)
Belinda Hodges	(A/Environment Restoration Plan Coordinator LCC)
Robert Storey	(Community Representative)
Stephen Dobell-Brown	(Community Representative)
Signe Westerberg	(Community Representative)
Ian Bailey	(Community Representative)
Jim Dimosvki	(Community Representative)

#### Other Attendees:

Binod Parajuli	(Coordinator Investigations and Design LCC)
Maruf Hossain	(Coordinator Floodplain and Water Management LCC)

#### APOLOGIES:

Peter Ridgeway	(Greater Sydney Local Land Services)
Denise Ezzy	(Tharawal Aboriginal Land Council)
Tony Wales	(Industry Representative)
Jeff Webster	(Environment Group Representative)
Paul Sillato	(Environment Group Representative)
Brad Maybury	(Gangadara Aboriginal Land Council)

#### OPENING:

Binod and Maruf were introduced to the committee.

#### Declarations of Interest

Peter Harle declared his membership of the Liverpool Action Group.

#### ITEM NO: 1

##### SUBJECT: Minutes from the previous meeting

It was requested that first names be used in future minutes instead of initials.

#### ITEM NO: 2

##### SUBJECT: Presentation – ERP Update

## 2

2.1 Belinda provided an update to the committee on the environment restoration works at various sites across the LGA, including community tree planting activities and environment workshops.

2.2 Robert raised some concerns with the survival rate of the plants being established. Belinda advised that Council is not aware of such feedback. Council will investigate the concern and report back to the committee.

2.3 Geoff Shelton advised that page 2 of attachment 2 should read "Environmental Levy" instead of "Special rates variation".

2.4 Geoff Shelton requested clarification on the site constraints referred to in attachment 2, page 4. Belinda clarified that South Park Area 3 has been deferred due to the steep banks and Council will look at opportunities to undertake bank stabilisation works in conjunction with proposed ERP works. Schoeffel Park Area 1 and Lot 2 Kurrajong Road have been deferred due to Aboriginal Heritage assessment matters.

**ITEM NO: 3****SUBJECT: Presentation - ERP Indicator Report**

3.1 Belinda provided an update on the ERP indicators for 2015/16 through the provision of tree planting, environmental restoration works, waste, volumes of litter and rubbish removed from natural areas, creek and riparian restoration and volunteer participation in environmental activities.

3.2 Robert suggested that the parameters of the ERP indicators can be improved to better inform the community about outcomes of the program. Belinda informed the committee that Council staff have already identified this area for improvement and as such have introduced ecological monitoring and performance measures into the capital works delivery program in line with new National Standards for Ecological Restoration.

3.3 Robert raised issues with current staff resourcing in Council's bush regeneration maintenance team. Raj advised that Wayne Carter is undertaking a review of the resourcing needs for City Presentation and ongoing discussions are being held. Updates will be provided to the committee when available.

3.3 Signe advised she witnessed a Council truck parked on top of newly planted vegetation at Joshua Moore Park, Sadlier. Belinda advised that she will raise the issue with Wayne Carter. Belinda informed the committee that Council is also in the process of providing additional signage and bollards at key priority sites in an effort to prevent damage to revegetation areas.

**ITEM NO: 4****SUBJECT: Presentation – Georges River Boardwalk Design**

4.1 Binod provided an update on the status of the design for the Georges River Boardwalk. The boardwalk will increase the recreational use of the Georges River and surrounding open spaces. It is proposed to use the existing pylons for the bridge to cross the river.

4.2 Signe raised concerns with the heritage aspects of Lighthorse Park. Binod confirmed that an environmental consultant has been engaged to investigate the environmental and heritage aspects of the boardwalk and surrounding areas and this will include Lighthorse Park.

4.3 The erosion of the pathway at Mill Park will also be investigated by consultants.

## 3

**ITEM NO: 5****SUBJECT: Extension of EAC's role advisory role to deal with floodplain matters**

5.1 Madhu advised that a report will be presented to the December Council meeting recommending that the EAC's role be extended to deal with floodplain related matters. Madhu informed the committee that the recommendation is made after reviewing the alignment of Environmental issues with the broader catchment management issues including floodplain and water quality.

Four of the seven applications received were from existing members of the EAC. If Council resolves to adopt the recommendation, the remaining three applicants will be invited to join the EAC. The revised Draft EAC charter has been amended as necessary.

5.2 Some concerns were raised by the EAC members, mainly that more meetings may need to be held to be able to get through agenda items and that there may be some instances where neighbouring Council's or state representatives may need to attend. Raj advised that these issues will be managed as they arise by prioritising agenda items.

**Motion: That the information be noted.**

**Motion: Stephen Dobell-Brown**

**Seconded: Signe Westerberg**

Note: Council since resolved to accept the recommendation and adopt the revised EAC Charter. As such all the committee members will be notified in writing about the changes and new members will be invited to attend the next EAC meeting.

**ITEM NO: 7****SUBJECT: Proposed meeting dates for 2017**

The following meeting dates were put forward to the committee:

Monday, 6 February 2017  
Monday, 8 May 2017  
Monday, 7 August 2017  
Monday, 6 November 2017

Ian advised that he would not be able to attend any of these proposed meetings. Jessica will propose alternate dates to the committee.

The committee agreed to extend the meeting to 8pm.

**ITEM NO: 8****SUBJECT: General Business****7.1 Community Nursery Update**

Madhu provided an update to the committee on the five options for the community nursery and advised that the report from the consultant had been received. Raj and Madhu will review the report and send to committee members for feedback and discussion at the next meeting.

**Motion: That the committee compliments Madhu and his team on his report and work on the community nursery.**

**Motion: Stephen Dobell-Brown**

**Seconded: Robert Storey**



## 4

## 7.2 Environment Restoration Plan Review

Madhu advised the committee that the review of ERP to benchmark its performance against the set criteria will be undertaken and new programs will be developed in line with Council's new Community Strategic Plan. The review approach will be presented to the next committee meeting.

7.3 Ian Bailey presented to the committee a document (attached) outlining broader environmental and bush regeneration issues and some of the reporting requirements. The committee thanked Ian for his submission and the report will be considered by Council staff for the program review. A financial report outlining the income and expenditure will be included as standing agenda item for future meetings.

## 7.4 Coopers Paddock

Robert raised concerns about the discrepancy between the consultant design of VMP of Coopers Paddock and the actual plan approved by Council. Belinda will investigate the controls in place with regards to land development at Coopers Paddock and Council's process for ensuring compliance of developers within conditions of consent.

## 7.5 Green Army

Geoff Shelton advised the committee that Prime Minister Malcolm Turnbull has put a stop to Green Army teams and asked if this would have any impact on the ERP works. Belinda advised that all Green Army projects in which Council has been involved have been completed.

## 7.6 Deferred items

The committee agreed to defer the following items to the next meeting:

- Georges River Flood Study;
- Sustainable Environment Grants; and
- Capital Works Program update.

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The meeting finished at 8:10pm.

## 5

**Attachment**

Environment Advisory Committee (EAC); MEETING 12 December 2016. Ian Bailey, Community Rep.

Mr Chairman, Councillors, Directors, Ladies and Gentlemen.

I thank the Committee for the opportunity to attend and speak. By coincidence, today the Prime Minister Malcolm Turnbull signed off on the plan to build an Airport at Badgerys Creek, so it is a momentous occasion.

Four years of a Council that has applied all its energy to the development of Liverpool has changed.

The Liverpool Local Government area has a new Council with a few new Councillors. A new Chief Executive Officer will be appointed very soon.

Therefore, 2017 gives us the opportunity to evaluate and re-form a plan to step-up the restoration and maintenance of Liverpool's environment, at least for the next four years.

In recent times, hundreds of viable old trees have been removed along with understory and ground cover. New suburbs have been built on bare sub-soil. Old trees, each one home to hundreds of taxa, removed which will never, can never, be replaced, for example at Warwick Farm, Bringelly Road, Moorebank, and soon Badgerys Creek. Current replanting and regeneration is not keeping up resulting in severe net loss of natural ecosystems. Although Council continues to place great importance on the idea of a "River City", a recent report on the health of the Georges River by the GRCCC, in the Sydney Morning Herald rated the condition of the river at Liverpool as "poor".

Overall, it is fair to say that the restoration of natural habitat in Liverpool is, while well-planned, quite prolonged.

As part of the future plan, a fresh approach to budgeting and reporting expenditure should be considered. Documents in my possession representing the last three years, show only budgeted estimates and progressive expenditure with years and periods overlapping. They are difficult to read and show only a fraction of the \$1.6 million (plus stormwater levy) collected in the annual LCC Environment Levy. (Draft Revenue Pricing Policy, FY 2016-2017).

Against that figure, the budgeted expenditure for contracted works has dropped some 56% over three years:

2014: \$850,000 median with a maximum of \$960,000.  
2015: \$460,000 to the nearest \$1,000.  
2016: \$371,000 to the nearest \$1,000.  
2016, July to September Status Report: \$461,000 to the nearest \$1,000.

The figures above represent some works over time, two years being common, so an accurate bottom-line of fiscal expenditure is difficult to calculate.

However, there appears to be a sharp decline in Environment Levy actually spent on feral weed removal and bush regeneration, and if one takes the 2016 budget figure of \$371,000 as correct, it means that only about 23% of the budgeted Environment Levy is being used for the purpose for which it is raised. Where does the balance of the money go?

Clearly, there is a need for a complete balance sheet to be tabled at least once per year.

## 6

When one looks at Operations of Council as applied to the visual environment overall, the most frequent complaint I get is lack of maintenance, particularly of infrastructure built and otherwise serviceable in its own way:

- Grass verges of local streets including weeds growing from cracks between concrete paving.
- Creeks and drains where introduced aquatic plants choke the flow of water creating stagnation and foul smells.
- Poorly designed and built roads, road surfaces and kerbing requiring early repair. (quality control).
- Replacement of native trees as "dangerous" trees are removed, as per Council policy.

Consequently, with a fresh start possible in 2017, I am calling on this Advisory Committee to lobby Council for renewed effort in planning urgent action to at least keep pace with environmental degradation in this LGA by:

- Drafting a clear budget each financial year showing all expenditure for at least two years prior which can better guide future application of funds.
- Minimizing expenditure on non-active administration and reporting wherever possible.
- Ensure all available funds are applied each financial year to the urgent need to replace ecosystems.
- Reinstate the volunteers Environment Group Sub-Committee.
- Work toward a closer link with all Council outdoor staff for efficient support both ways.
- Educate the public by signage and planting advanced trees which signal "progress". Apply a carrot and stick approach to further show the public that many ratepayers want Liverpool cleaned up.
- Prioritise the essential clearing of debris and rubbish to maintain a neat appearance. (flood borne rubbish along the Georges River following the May flood is one example).
- Draft a four-year plan to be updated each year with a firm resolve to leave the plan in place when a new Council is elected.

We should be advising Council to have a visionary approach and a pro-active operations team where new environmental works are begun in places set aside for development in the future.

The Badgerys Creek Airport, which will be another piece of essential infrastructure in the wrong place, is a good starting point.

Ian Bailey  
Community Representative  
Environment Advisory Committee.

**QWN 01**

**Question with Notice - Cllr Harle and Cllr Rhodes**

<b>Strategic Direction</b>	Liveable Safe City Improve the community's sense of safety in Liverpool
<b>Key Policy</b>	Community Safety and Crime Prevention Strategy
<b>File Ref</b>	015679.2017

## **QUESTION WITH NOTICE**

**Questions relating to the Safety aspects of the Liverpool CBD.**

### **Background**

During the previous term of Council, Council officers in conjunction with Liverpool Police carried out several safety audits of the Liverpool CBD during both normal business hours and after hours. Members of the audit group included Police Officers, Business owners, Councillors and interested community members. Council produced reports based on those surveys which included recommendations to be implemented.

Please address the following:

1. In summary, what were those recommendations?
2. Have any of the recommendations been implemented?
3. What is the overall cost of implementing those recommendations?
4. How would the implementation of those recommendations impact on the overall effectiveness of the current CCTV monitoring system?
5. What, if any, funding source was suggested to implement any of the recommendations?
6. What funding source has been used to maintain and operate the CCTV system to date, e.g. general ratepayers' rates, Federal and State Government Grants and the City Improvement Fund?
7. What is the overall annual maintenance cost of the CCTV camera monitoring system cost to Council?
8. When does the current funding of the CCTV camera monitoring system cease?

9. Has any of the recordings, captured by the CCTV Cameras, been used in convicting offenders since the system was activated?
10. How many offences and what type of offences were committed in the Liverpool CBD both prior to, and for the same duration of time after the installation of CCTV cameras?
11. Do the CCTV cameras assist in any way in apprehending offenders when the crime is being committed?
12. Does Liverpool Police provide a city beat patrol service in the Liverpool CBD and at what times?

**A response to these questions will be provided in the 22 February 2017 business papers.**

**ATTACHMENTS**

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Nil

**NOM 01**

**Housing Affordability**

<b>Strategic Direction</b>	Liveable Safe City Facilitate diverse and more affordable housing options
<b>Key Policy</b>	Urban Development Plans
<b>File Ref</b>	007749.2017
<b>Author</b>	Gus Balloot - Councillor

**NOTICE OF MOTION**

That as Liverpool is growing and demand is increasing for affordable housing Council should investigate ways to cut red tape and reduce the time to earmark and prioritise lands for new housing developments in an effort to counter the crisis of housing affordability hitting Sydney currently.

**CHIEF EXECUTIVE OFFICER'S COMMENT**

The following advice is provided for the information of Councillors regarding current Council strategies associated with the delivery of new housing.

**1. New Housing Capacity Considerations Liverpool City Council**

The following general considerations are noted regarding new housing supply in the Liverpool LGA.

- About 1,500 additional dwellings currently being added in Liverpool annually (release areas, established area redevelopment and apartments around Liverpool City Centre;
- About 2,300 dwelling capacity for apartments around Liverpool City Centre (not counting future rezonings);
- About 7000 dwelling capacity for apartments in Liverpool City Centre (when Amendment 52 is gazetted);
- About 23-30,000 dwelling capacity in existing Release Areas zoned for residential development (depending on the density that will be achieved);
- Increased number of small lots being created in response to increasing land prices;
- Development contributions in newer release areas are capped at \$30,000 per dwelling;
- The control of planning in the Western Sydney Priority Growth Area is with the State Government (the structure planning for this area is currently being reviewed by the

State Government, in response to the airport, in conjunction with Penrith and Liverpool Councils);

- For Council to earmark and prioritise lands it will need to substantial funding for the planning of these areas from its own resources or possibly ask DPE for funding from the SIC;
- To seriously facilitate development, the most fundamental infrastructure is water and sewer (out of Council's control) – this might be the subject of a City Deal.

## **2. Subdivision Certificate Process**

It is important to ensure timely release of subdivision certificates. Council officers have implemented new and streamlined processes which have reduced the turnaround times. Following is a summary of these initiatives:

The implementation of a TRIM workflow that has been tailored for processing incoming Subdivision Certificates (SC's) was created with the objective to:

- Replace the existing manual process with an efficient electronic version
- Introduce a 14 day turn around deadline
- Improve the departments communication
- Customer satisfaction
- Quality assurance
- Replace the manual SC ledger with an electronic version
- Record relevant data and linen plans in TRIM
- Update and introduce electronic check lists

TRIM workflows have been designed to ensure that incoming correspondence is reviewed, passed on to relevant departments with clear instructions for input/action, delivered within a timely manner and filed in TRIM accordingly.

This streamlined process provides quality assurance and customer satisfaction. It also enables Council to track an audit history of the workflow via TRIM to determine if it has been delivered within the allocated time frame of 14 business days.

This has proven to be an effective and productive process. The Development Engineering Department is exceeding the turnaround time frame and in the last two months has been able to complete SC's within 9 business days.

## **3. Major Infrastructure Delivery New Release Areas– Bernera Road Extension**

It is essential that key infrastructure is funded and delivered in a timely manner in new release areas to facilitate new housing. One important project is the extension of Bernera Road (formerly Croatia Avenue) Edmondson Park. The extension of Bernera Road will:

- unlock land for housing development that align with the Council DCP and attract developers, ensuring that the housing development within the precinct is not delayed (3,500 dwellings);
- develop new infrastructure for public (buses) and active transport modes;
- address existing intersection performance (Camden Valley Road/Croatia Avenue), road safety and local access issues;
- improve essential transport linkages (public transport) with significant areas of undeveloped land in Edmondson Park and provide regionally significant access to the Edmondson Park Railway Station;
- allow service authorities to construct new carrier mains to increase capacity and meet future development demand;
- provide certainty for developers, which in turn will facilitate consolidation of fragmented land and development;
- provide certainty for Liverpool City Council to approve development applications;
- ensure that the benefit of significant government investment into the South West Rail Line and South West Priority Land Release Area is maximised.
- create walkable neighbourhoods, with good access to public transport;
- ensure vehicular, pedestrian and cycle ways link efficiently within and between all land uses;
- accommodate access for all people throughout Edmondson Park;
- maximise opportunities for local employment and business in appropriate locations;
- create a compact, vibrant and successful town and village centres;
- protect and enhance riparian corridors, significant trees and vegetation; and
- ensure the timely delivery of critical infrastructure and efficient use of land and existing infrastructure.

The project is funded from;

- S94 contributions,
- S80(a) Developer payments, and
- HAF-3 (Housing Acceleration Fund) funding

NSW Government through Planning NSW have indicated that of the total cost of \$28M, they will fund Council under the HAF-3 program \$16M.

The estimated completion is set for late 2018”

Council officers are now in the process of applying for HAF-4 funds to improve Fifteenth Ave and Edmondson Ave.

#### **4. 149 Certificates**

It is important for 149 certificates to be both accurate and issued in a timely manner to enable new home buyers and builders to progress their projects. A dedicated 149 project officer was appointed in June 2016 to undertake a full review of land property information to ensure accuracy and to implement new processes to ensure timely release of



certificates and to develop on automated online system. The project has been extremely successful and is close to completion. The following outcomes are noted:

- Faster: the average turnaround time has been shorten from 21.3 days in Apr 2016 to 1.3 days in Dec 2016.
- Easier: new template and data extracting logic made it easier to use for both council staff and clients.
- More accurate: no significant errors found in generated s149 certificates since Dec 2016. More accountable: accountability of data quality is established and all related data updates can be tracked.

Work is continuing on developing the automated functionality. It is anticipated this will be launched prior to June 2017.

### **5. Fast Track & Liverpool ePlanning**

Liverpool Council won the 2016 NSW Planning Institute of Australia (PIA) award for Planning Excellence in the Improving Planning Processes and Practices category for our eDA project.

The award recognises the achievements of Liverpool Council in translating good planning policy into improved processes and practices in the workplace and on the ground. The judging panel noted that Liverpool's Fast Track project provides 98% faster assessment, faster lodgements and faster correspondence, with 100% customer satisfaction, which is a significant planning process improvement.

The panel said that a Council which develops an e-portal resulting in 250 residential development applications being determined on average in 4 days is providing a benchmark to all councils across NSW!

Liverpool ePlanning has delivered improvements in development assessment processes and reduced turnaround times, particularly through our Fast Track program. This initiative shows Liverpool ePlanning leading NSW in reducing red tape and facilitating faster approvals for houses including dwellings in the new release areas.

The current Fast Track process only applies to new houses in new release areas. Council officers have finalised the amendments to the DCP Part 8 which will enable the expansion of Fast Track to all houses in the Liverpool LGA including those in established area, as well as for other minor applications including carports, patios, awnings, sheds and swimming pools. The expanded process is being piloted with current Fast Track users and will be rolled out for all users in March 2017. This will yet another significant step forward for improvements in turnaround times for housing and other applications, supporting the demand for new and affordable housing.

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**CONSIDERATIONS**

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<b>Economic and Financial</b>	There are no economic and financial considerations.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	Preserve and maintain heritage, both landscape and cultural as urban development takes place. Regulate for a mix of housing types that responds to different population groups such as young families and older people.
<b>Civic Leadership and Governance</b>	Act as an environmental leader in the community.

**ATTACHMENTS**

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Nil

**NOM 02**

**Improve the safety conditions at the intersection  
of Jedda Road and Lyn Parade Prestons**

<b>Strategic Direction</b>	Accessible Connected City Provide safe and easy travel with a high quality road and traffic management network
<b>Key Policy</b>	Road Safety Plan
<b>File Ref</b>	008122.2017
<b>Author</b>	Gus Balloot - Councillor

**BACKGROUND**

I propose that Council undertake a feasibility study to determine how to improve the safety conditions at the intersection of Jedda Rd and Lyn Pde in Prestons.

I have had a few incidents reported to me from constituents about having some major safety concerns about near misses and overall safety at both driving and crossing the road at this intersection. A lot of heavy vehicles cross this intersection increasing the danger posed for all vehicles using this intersection.

**NOTICE OF MOTION**

That Council undertake a feasibility study to determine how to improve the safety conditions at the intersection of Jedda Rd and Lyn Pde in Prestons.

**CHIEF EXECUTIVE OFFICER'S COMMENT**

Council has completed a review of the crash history at this intersection and identified the need for an appropriate intersection treatment.

The Jedda Road and Lyn Parade intersection is a four-way intersection with a priority control for traffic movements out of Lyn Parade.

Jedda Road and Lyn Parade are within the Prestons industrial area and carry heavy vehicles, both roads have sign posted speed limit of 60km/h.

The crash history over the last five years indicates the need for improvements to reduce right turn crashes at the intersection. Council has applied and received funding for the installation of a roundabout under Federal Blackspot Program.

Design of the roundabout is being carried out and will be presented at the next scheduled Local Traffic Committee meeting on 25 January 2017 for Local Traffic Committee support.

It is expected that the roundabout will be supported for installation this financial year.

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**CONSIDERATIONS**

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<b>Economic and Financial</b>	Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	There are no social and cultural considerations.
<b>Civic Leadership and Governance</b>	Deliver services that are customer focused.

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**ATTACHMENTS**

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Nil

**NOM 03**

**Availability of School Sporting and Recreational Facilities**

<b>Strategic Direction</b>	Leading Proactive Council Lead partnerships and collaboration with community, business and governments
<b>Key Policy</b>	Property Strategy
<b>File Ref</b>	015647.2017
<b>Author</b>	Geoff Shelton - Councillor

**BACKGROUND**

While Council invests significant resources into the provision of community assets in the form of sporting and recreational facilities including playing fields, the State Government also provides playing fields within schools, for sporting and recreational purposes, through the education budget which facilities are often unused on weekends (and other times).

There are approximately seventy schools in the Liverpool Local Government Area within the public and subsidised private education sectors, and in many instances it is reported the availability of school playing fields and other similar facilities for wider community use depends on the individual policies and discretions of school principals.

Given the wider issues associated with the perceived dwindling stock of sporting and recreational facilities in a Local Government Area characterised by rapid increases in population which increases are unlikely to abate, and are more likely to accelerate, it would be useful background planning information to enquire in general terms of the schools within the Liverpool Local Government Area as to their policies and views, if any, on making available from time to time school sporting and recreational facilities for use by the wider community.

**NOTICE OF MOTION**

That Council writes in general terms to each school within the Liverpool Local Government Area with a view toward enquiring in broad terms as to the following:

1. The extent to which the sporting and recreational facilities of the school have been availed of for wider community use in the recent past;
2. Whether the school has a policy on the use of such facilities by the wider community, and if so what its terms might be;
3. Where applicable, whether such policy is individual to the relevant school or has been obtained from or imposed by another body; and
4. Any other related matter on which the school cares to comment.

## **CONSIDERATIONS**

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<b>Economic and Financial</b>	There are no economic and financial considerations.
<b>Environmental and Sustainability</b>	There are no environmental and sustainability considerations.
<b>Social and Cultural</b>	<p>Raise awareness in the community about the available services and facilities.</p> <p>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p> <p>Deliver high quality services for children and their families.</p>
<b>Civic Leadership and Governance</b>	<p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Deliver services that are customer focused.</p>

## **ATTACHMENTS**

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Nil