

COUNCIL AGENDA

ORDINARY COUNCIL MEETING

27 February 2019

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, 27 February 2019** 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 8711 7584.



Kiersten Fishburn

CHIEF EXECUTIVE OFFICER

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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 BMX Track Powell Park - unauthorised importation of contaminated waste
- Reason: Item CONF 01 is confidential pursuant to the provisions of s10A(2)(e) (g) of the Local Government Act because it contains information that would, if disclosed, prejudice the maintenance of law; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

ORDER OF BUSINESS

CONF 02 Review of Four Day Week for Outdoor Staff

Reason: Item CONF 02 is confidential pursuant to the provisions of s10A(2)(a) of the Local Government Act because it contains personal matters concerning particular individuals (other than councillors).

CONF 03 Closing and Transfer of a Temporary Road that is part of the Bernera Road/Croatia Avenue extension at Edmondson Park.

Reason: Item CONF 03 is confidential pursuant to the provisions of s10A(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 04 Carl Wulff

Reason: Item CONF 04 is confidential pursuant to the provisions of s10A(2)(a) of the Local Government Act because it contains personal matters concerning particular individuals (other than councillors).

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MINUTES OF THE ORDINARY MEETING HELD ON 6 FEBRUARY 2019

PRESENT:

Mayor Wendy Waller
 Councillor Ayyad
 Councillor Balloot
 Councillor Hadchiti
 Councillor Hadid
 Councillor Hagarty
 Councillor Harle
 Councillor Kaliyanda
 Councillor Karnib
 Councillor Rhodes
 Councillor Shelton
 Ms Kiersten Fishburn, Chief Executive Officer
 Mr Tim Moore, Director City Economy and Growth / Deputy CEO
 Mr Chris White, Director City Corporate
 Ms Tina Sangiuliano, Acting Director City Community and Culture
 Dr Eddie Jackson, Director City Deal
 Mr Peter Patterson, Director City Presentation
 Mr Raj Autar, Director City Infrastructure and Environment

The meeting commenced at 6.01pm.

OPENING

6.01pm

ACKNOWLEDGMENT OF COUNTRY, PRAYER OF COUNCIL AND AFFIRMATION TO BE READ BY

The prayer of the Council was read by Minister Bruce Hammonds from Liverpool Presbyterian Church

NATIONAL ANTHEM

The National Anthem, recorded and performed by Rebecca Ferro was played at the meeting.

APOLOGIES

Nil

Minutes of the Ordinary Council Meeting held on Wednesday, 6 February 2019 and confirmed on Wednesday, 27 February 2019

.....
Chairperson

CONDOLENCES

Ms Cath Penning (read by Mayor Waller)

Catherine Margaret Penning, aged 83, passed away on 23 January 2019 after a long illness. Cath was a member of the Liverpool Netball Association (LNA) for 40 years, serving in various secretarial positions in its executive before becoming President from 1998 to 2018. Cath was also LNA's Representative Manageress for the association's junior representative teams from 1983 to 1990.

Her major contributions to LNA include helping the association acquire its building in Collimore Park and campaigning for the grounds at Woodward Park to be allocated to netball.

In 1991, Cath became the first woman to receive the Leo Sullivan Sports Award and she also won the Liverpool City Heritage Award in the same year. In 1998, she received the Ann Clark Service Award and in 2000, she was an Australian Sports Medal Recipient.

LNA remembers Cath as an integral force in its executive committee and will also miss her deeply as a dear friend of more than 40 years.

On behalf of all at Liverpool City Council, I express my deepest condolences to Cath Penning's family and friends at this difficult time. I am sure that Cath's enthusiasm for sport and her tireless community spirit will live on in all those who had the pleasure of knowing her.

May she rest in peace.

Mr Timothy Proctor (read by Mayor Waller)

Timothy Proctor passed away in Liverpool Hospital on 3 February 2019 after a motor vehicle accident in Lucas Heights on 31 January 2019.

He was 29 years old and worked as a Probationary Constable at the Liverpool Police Area Command. He graduated from the NSW Police Force Academy on 27 April 2018 and his first shift was on 30 April 2018.

Timothy joined the Police Force after volunteering as a fire-fighter. He had a great passion and commitment for all emergency services and the community.

The Liverpool Police Area Command remember Timothy as enthusiastic, diligent, and hardworking.

NSW Police Commissioner Mick Fuller said that Timothy was on his way to a wonderful policing career and was well respected by his colleagues and everyone who knew him.

On behalf of all at Liverpool City Council, I express my deepest condolences to Timothy Proctor's family, in particular his wife Dianne, and friends at this difficult time.

May he rest in peace.

Mr Thomas Alfred Jones JP (read by Mayor Waller)

Thomas Alfred Jones, aged 88, passed away on the 20 December 2018.

Tom served as President of the John Edmondson VC Memorial Club, Club Liverpool from 2008 until the time of his death. He was also Deputy President from 2006 to 2007 and a Club Director from 2001 to 2005. Tom sat on many of the Club's sub-committees including indoor sports, outdoor bowls, snooker and entertainment.

As President of John Edmondson VC Memorial Club, Club Liverpool, Tom contributed to fundraising for many charitable events and causes over the years.

Tom enjoyed giving back to the community, attending annual ClubGrants events and Scholarship presentations at Hurlstone, John Edmondson and Holsworthy High Schools.

Tom had been a member of the Club since 1967 and was also an active member of the City of Liverpool RSL sub-Branch since 1987, attending meetings, events and memorial services for Anzac and Remembrance Day both in his capacity as Club President and a sub-Branch member.

Tom was described as a private man who was very caring and concerned for the Liverpool Area. He will be dearly missed by the local community.

On behalf of all at Liverpool City Council, I express my deepest condolences to Tom's family and friends.

May he rest in peace.

Motion: **Moved: Clr Kaliyanda Seconded: Clr Hadid**

That a further three minute extension of time be given to Dr Crozier.

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

2. **Ms Criss Moore** addressed Council on the following item:

NOM 01 Green Valley Hotel.

Motion: **Moved: Clr Harle** **Seconded: Clr Shelton**

That a three minute extension of time be given to Ms Moore.

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

Motion: **Moved: Clr Harle** **Seconded: Clr Hagarty**

That a further three minute extension of time be given to Ms Moore.

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

3. **Mr Michael Andjelkovic** addressed Council on the following item:

NOM 04 NSW State Government & Federal Government Announcements –
Edmondson Park Train Station Car Parking & Lurnea Community Hub.

Clr Hadid left the Chambers at 6.34pm.

Clr Hadid returned to the Chambers at 6.37pm.

Motion: **Moved: Clr Shelton** **Seconded: Clr Harle**

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

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

NOTICE OF MOTION (submitted by Cllr Harle)

That Council:

1. Write to the Independent Liquor and Gaming Authority (ILGA) requesting an extension of time to reconsider the "Liquor license Application DA 1-7077453741 Green Valley Hotel, MILLER 2168 - extended trading hours application" noting the application was posted (19 December 2018) close to the Christmas/New Year holiday period and closed on 18 January 2019. Some community-based organisations surrounding the pub have suggested they were not notified of the application. Other groups such as school P&Cs may not have been able to consider the application;
2. Liverpool City Council requests that the application be considered by ILGA in the first instance given the likely high level of negative social impact of the application and the existing very high levels of social/economic disadvantage, domestic and non-domestic violence near this licensed premise;
3. Re advertise the DA for Community consultation and consideration;
4. Undertake a review of the DA's Social Impact Assessment by an industry recognised independent expert and taking into consideration the safety, health and welfare of the Miller community;
5. Reconsider the previous Council DA recommendation based on the Independent review of the Social Impact Assessment;
6. Review and amend Councils SIA procedures to prevent future adverse outcomes involving vulnerable communities within our LGA.; and
7. Receive a report to reflect outcomes of this Motion to be presented to May 2019 Council Meeting.

Mayor Waller called a recess of Council at 6.45pm.

Mayor Waller reopened Council at 6.52pm.

COUNCIL DECISION**Motion:****Moved: Cllr Harle****Seconded: Cllr Kaliyanda**

That Council:

1. Write to the Independent Liquor and Gaming Authority (ILGA) requesting an extension of time to reconsider the "Liquor license Application 1-7077453741 Green Valley Hotel, MILLER 2168 - extended trading hours application" noting the application was posted (19 December 2018) close to the Christmas/New Year holiday period and closed on 18 January 2019. Some community-based organisations surrounding the pub have suggested they were not notified of the application. Other groups such as school P&Cs may not have been able to consider the application;
2. Liverpool City Council requests that the application be considered by ILGA in the first instance given the likely high level of negative social impact of the application and the existing very high levels of social/economic disadvantage, domestic and non-domestic violence near this licensed premise;
3. Request that the liquor licence application be readvertised for Community consultation and consideration;
4. Review the liquor licence application's Social Impact Assessment by an industry recognised Independent expert and taking into consideration the safety, health and welfare of the Miller community;
5. Reconsider the previous Council DA recommendation based on the Independent review of the Social Impact Assessment;
6. Review and amend Councils SIA procedures to prevent future adverse outcomes involving vulnerable communities within our LGA;
7. Receive a report to reflect outcomes of this motion, presented to May 2019 Council meeting;
8. Is informed (through the CEO Update or similar) when an application for a proposal or an amendment to a licence goes to ILGA for liquor or gaming; and
9. Direct the CEO to continue to work with ILGA to improve the liquor licence consultation processes.

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

Councillors voted unanimously for this motion.

2. Receive a report in March 2019 detailing any submissions received and for the adoption of the Destination Management Plan, or if no submissions are received, delegate to the CEO to adopt the plan.

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

ITEM NO: EGROW 02
FILE NO: 353398.2018
SUBJECT: Adoption of City Innovation Strategy

RECOMMENDATION

That Council adopt the Liverpool City Innovation Strategy.

COUNCIL DECISION

Motion: **Moved: Clr Kaliyanda** **Seconded: Clr Shelton**

That the recommendation be adopted.

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

ITEM NO: CEO 03
FILE NO: 353779.2018
SUBJECT: 2019 Australian Local Government Women's Association NSW Branch Conference

RECOMMENDATION

That Council nominates councillor delegates to attend the Australian Local Government Women's NSW Conference to be held in Liverpool from 4 to 6 April 2019.

COUNCIL DECISION

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

That any Councillor who wishes to attend the Australian Local Government Women's NSW Conference to be held in Liverpool from 4 to 6 April 2019 advise the CEO's Office.

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

1. Nominates delegates to attend the 2019 National General Assembly of Local Government to be held in Canberra from Sunday 16 June – Wednesday 19 June 2019; and
2. Determines whether to submit any motions, concerning the theme of *“Future focused”*, for debate at the National General Assembly.

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

That Council:

1. Adopt the Code of Conduct and Code of Conduct Procedures attached to this report;
2. Request the Chief Executive Officer to arrange appropriate training for the Mayor and Councillors concerning recent changes to the Code of Conduct and Code of Conduct Procedures; and
3. Note that Council's Governance team will provide appropriate training and resources in regard to the Code of Conduct for Council staff, members of Council advisory committees, Council volunteers and Council contractors.

Motion: **Moved: Clr Rhodes** **Seconded: Clr Hadid**

That the recommendation be adopted.

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

ITEM NO: CTTE 02
FILE NO: 347761.2018
SUBJECT: Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee Meeting held on 6 December 2018

RECOMMENDATION

That Council receives and notes the Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee Meeting held on 6 December 2018.

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.

ITEM NO: CTTE 03
FILE NO: 351908.2018
SUBJECT: Tourism and CBD Committee Meeting Minutes of 13 December 2018

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Tourism and CBD Meeting held on 13 December 2018; and
2. Endorse the recommendations in the Minutes.

COUNCIL DECISION

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

That the recommendation be adopted.

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

ITEM NO: CTTE 04
FILE NO: 009453.2019
SUBJECT: Minutes of the Heritage Advisory Committee meeting on 13 November 2018

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Liverpool Heritage Advisory Committee Meeting held on 13 November 2018; and
2. Endorse the following recommendation of the Committee which will have an operational and financial impact:

That Council undertake a feasibility study that:

- a) *Investigate the circumstances with the Commonwealth grant used to build the Liverpool Regional Museum and any ongoing obligations to maintain it as a museum;*
 - b) *Consider the suitability of the Collingwood site to be developed as a historic precinct;*
 - c) *Consider the suitability of the School of Arts for a museum;*
 - d) *Consider the costs associated with the move to the School of Arts; and*
 - e) *Consider the potential enhancements to the existing museum and associated costs to provide accommodation for Council's collection of artefacts.*
3. Note the following motion:
That the Committee congratulate Council for its initiative with the underground penetration survey and encourage Council to continue with further investigation of the site.
 4. Endorses the Liverpool Heritage Advisory Committee Charter for a period of two years; and
 5. Delegate to the Chief Executive Officer the consideration and endorsement of the membership for the Liverpool Heritage Advisory Committee 2019/2021.

COUNCIL DECISION

Motion: **Moved: Cllr Hadid** **Seconded: Cllr Rhodes**

That Council:

1. Receives and notes the Minutes of the Liverpool Heritage Advisory Committee Meeting held on 13 November 2018; and
2. Endorse the following recommendation of the Committee which will have an operational and financial impact:
That Council undertake a feasibility study that:
 - a) *Investigate the circumstances with the Commonwealth grant used to build the Liverpool Regional Museum and any ongoing obligations to maintain it as a museum;*
 - b) *Consider the suitability of the Collingwood site to be developed as a historic precinct;*
 - c) *Consider the suitability of the School of Arts for a museum;*
 - d) *Consider the costs associated with the move to the School of Arts; and*
 - e) *Consider the potential enhancements to the existing museum and associated costs to provide accommodation for Council's collection of artefacts.*
3. Note the following motion:
That the Committee congratulate Council for its initiative with the underground penetration survey and encourage Council to continue with further investigation of the site.
4. Endorses the Liverpool Heritage Advisory Committee Charter for a period of two years, with the following amendments:
 - The text on page 4 of the Charter, point 7 Membership, be clarified so that it is clear that the Committee shall consist of eight Community members, *in addition* to two Councillors.
 - Clause 7.2 Membership, on page 4 of the Charter be amended to replace the word "persons" with "Community Representatives".
 - Clause 7.4a, on page 5 of the Charter be amended so that it reads:
"Councillors other than those appointed to the Committee may attend and observe and contribute, but not move or second motions or vote on motions."
5. Delegate to the Chief Executive Officer the consideration and endorsement of the membership for the Liverpool Heritage Advisory Committee 2019/2021.

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

That Council receives and notes the Minutes of the Liverpool Youth Council Committee Meeting held on 5 December 2018.

Motion: **Moved: Cllr Hadchiti** **Seconded: Cllr Rhodes**

That the recommendation be adopted.

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

COUNCIL DECISION

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

ITEM NO: CTTE 07
FILE NO: 012443.2019
SUBJECT: Minutes of the Liverpool Sports Committee Meeting held on 29 November 2018

RECOMMENDATION

That Council receives and notes the Minutes of the Liverpool Sports Committee Meeting held on 29 November 2018.

COUNCIL DECISION

Motion: **Moved: Cllr Hadchiti** **Seconded: Cllr Rhodes**

That the recommendation be adopted.

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

QUESTIONS WITH NOTICE

ITEM NO: QWN 01

FILE NO: 014243.2019

SUBJECT: Question with Notice - Cllr Hadchiti - Alternative Methods of Waste Disposal

Please address the following:

Given the increase in rates of waste being disposed legally & illegally, has Council considered/looked into other alternatives to dispose of waste?

Response

Liverpool City Council has a number of contracts in place to collect and process the waste generated within the LGA. Council is committed to these contracts until they expire in 2024.

The increase in the volume and rates of waste generated is a regional issue. LCC continues to participate in the WSROC Waste Managers Forum, regional waste projects and EPA communications/consultations to ensure alternative waste disposal options are considered.

Council has committed to participate in Project 24 which is a regional waste processing/disposal project across five Councils. LCC will partner with four other Councils (Camden, Campbelltown, Wollondilly and Wingecarribee). The rationale for the project is based on the understanding that no one single council's annual volume of domestic waste is sufficient to create a financial incentive for a waste company to invest in the construction and operation of a new processing facility while maintaining reasonable gate fees.

The Councils have received approval from the Australian Competition and Consumer Commission for authorisation to collaboratively tender and contract for the provision of a joint processing/disposal services, under Section 88 of the Competition and Consumer Act 2010 (Cth).

The planning and project management process has already commenced, in order that the contract may be awarded in 2019 and commence the processing and disposal of waste in 2024.

Project 24 will work within the guidelines supplied by the NSW EPA legislation pertaining to waste. The EPA have recently made some changes to Alternative Waste Treatment regulations. This has impacted industries ability to continue with current approaches to waste management. Planning for Project 24 will include consultation with industry to develop an innovative response to waste management for the region.

In addition, Council is proactively looking at new technologies to manage waste. This includes waste to energy technologies such as those used in Japan and visited by Mayor and

Councillors on the recent Toda Sister City visit. The Mayor has proactively written to the Premier and relevant Ministers expressing interest in exploring these technologies. Council has been referred to the E.P.A. for discussion and the Chief Executive will co-ordinate these meetings.

In addition, in recognition of potential interest in these technologies from other councils, the Chief Executive has been negotiating a possible study tour for Western Sydney Councils on waste to energy technologies. Liverpool City Council would be able to send Councillors and staff on this tour.

.....

Chairperson

In March 2017, as part of an ongoing process to reduce duplicated and/or redundant Policy, a Council report was submitted for consideration that suggested that as the local Policy was essentially redundant to the State Acts that it be revoked. At the March 2017 Council meeting, Council chose to retain the local Policy and asked for it to be reviewed and strengthened.

2. If so is that report available and what are its recommendations?

The review was undertaken and Councillors were provided a briefing in July 2017 that detailed the result of the review.

In summary, Council's own 'Use of Public Address (PA) Systems on Council Owned Properties' Policy mimics the authority in the Local Government Act, the Environment Planning and Assessment Act and the Protection of the Environment Operations Act. While it codifies these Acts into a local Policy, Council cannot add additional authority to that detailed in State legislation. Council's authority is issued from the Local Government Act and we cannot act outside of that authority.

Instead, council staff continue to look at options for ensuring compliance and managing noise at Black Muscat Park. This has included the re-introduction of a paid security presence and improvements to customer service messaging for customer complaints. Staff are currently reviewing signage and, as part of the broader masterplan for Chipping Norton Lakes, will look at design solutions to manage issues with large groups.

ITEM NO: QWN 03
FILE NO: 014276.2019
SUBJECT: Question with Notice - Clr Hagarty - Issuing of Demerit Points

Introduction

Recent changes to the law now give parking inspectors the ability to issue demerit points in addition to fines.

Please address the following:

1. What offences do these changes relate to?
2. What are the demerit penalties for each?

From the 1 July 2018 the following offences incurred demerit points, as set out below.

Offence	Penalty	Demerit points
Stop within 20 metres of an intersection (traffic lights)	\$337	2
Stop within 10 metres of an intersection (no traffic lights)	\$337	2
Stop on/near children's crossing	\$337	2
Stop on/near pedestrian crossing	\$337	2
Stop on/near marked foot crossing	\$337	2
Stop near bicycle crossing lights	\$337	2
Stop on/near level crossing	\$337	1
Stop in intersection	\$337	2

Prior to the 1 July 2018 changes, demerit points were already applicable to the range of offences in the table below.

Offence	Penalty	Demerit points
Stop in intersection in school zone	\$448	2
Stop within 20 metres of an intersection (traffic lights) – school Zone	\$337	2
Stop on/near children's crossing (in school zone)	\$448	2
Stop on/near pedestrian crossing	\$337	2
Stop on/near pedestrian crossing (in school zone)	\$448	2
Stop in bus zone (in school zone)	\$337	2
Obstruct access to ramp/path/passageway in school zone	\$337	2
Stop on/across driveway etc to/from land (in school zone)	\$337	2
Stop on traffic island in school zone	\$187	2
Stop on painted island in school zone	\$187	2
Stop on path/strip in built-up area (in school zone)	\$337	2
Public bus driver stop at bus stop when not permitted – School Zone	\$337	2
Stop on/near marked foot crossing (in school zone)	\$448	2
Stop near bicycle crossing lights in school zone	\$448	2
Stop in intersection in school zone	\$448	2
Not parallel park in direction of travel in school zone	\$337	2
Parallel park close to dividing line/strip in school zone	\$337	2
Stop within 10 metres of an intersection (no traffic lights) - school zone	\$448	2
Stop in disabled parking area without current permit displayed	\$561	1

3. Do parking inspectors have discretion in the issuing of the demerit point component of these penalties?

4. Can Council resolve to not issue demerit point penalties?

The current legislation does not give Council or the Parking Officers any discretion in relation to demerit points. Whenever the fines listed above are issued, the relevant demerit point are automatically applied.

Motion:

Moved: Cllr Hagarty

Seconded: Cllr Hadchiti

That Council undertake a public awareness campaign to inform the public of these changes, including inserting information about this in the regular Council newsletter, Liverpool Life.

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

ITEM NO: QWN 04
FILE NO: 017919.2019
SUBJECT: Question with Notice - Cllr Kaliyanda - Single Use Plastics Reduction

Please address the following:

Does Council:

1. Include the reduction of single use plastics, such as straws, balloons and plastic bags, within its waste education program?
2. How does this program interact with local businesses in the area, particularly those within the hospitality sector?
3. Have a policy or focus of reducing use of these plastics during Council run or sponsored events?
4. Actively seek funding that could assist in reducing our waste footprint?

A response to these questions will be provided in the 27 February 2019 Council meeting business papers.

NOTICES OF MOTION

ITEM NO: NOM 02
FILE NO: 019147.2019
SUBJECT: Moorebank R4 Zoning

BACKGROUND

In August 2008 the Administrator adopted a new LLEP which had wide ranging changes for zonings in the LGA.

It has been shown that very little, if any, consultation was undertaken with the community prior to LLEP 2008 being adopted and some areas, particularly Moorebank, saw a dramatic increase in density.

Over the years and three Council terms the blame game has been on as to who is responsible for the zoning and which Government authority needs to take action. Some Councillors have tried to wash their hands of the zoning issues and continue to put the blame on other Government bodies.

At the end of the day the LLEP is a responsibility for Councils elected body and it's the elected bodies' role to present any LLEP to State Government for Gateway Determination.

In December 2018 a letter undated and with no reference number was sent to residents in Moorebank (**see attached**) from Council's CEO in relation to concerns arising from developments occurring in Moorebank.

The letter in part states 'The NSW Government has issued a Ministerial Direction stating that councils must not reduce the permissible density of land'.

Whilst this there is a Ministerial Direction in place, the letter fails to state that there are avenues available for planning proposals to be inconsistent with the Ministerial Direction:

"If the relevant planning authority can satisfy the Director-General of the Department of Planning (or an officer of the Department nominated by the Director-General) that the provisions of the planning proposal that are inconsistent are:

- (a) justified by a strategy which:*
 - (i) gives consideration to the objective of this direction, and*
 - (ii) identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), and*
 - (iii) is approved by the Director-General of the Department of Planning, or*

At the end of the day it is up to the elected body and no one else to put forward a proposal for changes to the zoning in Moorebank and the blame game must stop.

That Council:

- ## COUNCIL DECISION

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

That Council:

1. Notes that a proposal to rezone/downzone the current R4 in Moorebank could have been called for by any Councillor since September 2008;
2. Immediately write to the residents of Moorebank by way of direct mail correcting the original letter sent and making it clear that it is the Councillors responsibility to make recommendations for any zoning changes in the Moorebank area;

3. Immediately start separate community consultation with the residents of Moorebank with a view of reducing the density in the R4 zone, including promoting the ideas that came from the Councillors LEP Workshop to the residents to get their feedback; and
4. Present these findings to Council at the March meeting.

Foreshadowed Motion: Moved: Cllr Hagarty Seconded: Cllr Kaliyanda

That Council:

1. Notes that while a proposal to rezone/downzone the current R4 in Moorebank could have been called for by any Councillor since September 2008, best practise dictates a holistic review of the LEP across the entire LGA consistent with Council and State Government strategies;
2. Notes that it is the Councillors responsibility to make recommendations for any zoning changes in the Moorebank area but that planning is a collaborative process between the State Government and Councils and ultimate responsibility lies with the Planning Minister;
3. Notes that Council is well under way in reviewing the LEP and have held a number of sessions with staff and Councillors specifically about density in Moorebank;
4. Start as soon as is practical, community consultation with the residents of Moorebank with a view of reducing the density in the R4 zone as part of the LEP review, including promoting the ideas that came from the Councillors LEP Workshop to the residents to get their feedback; and
5. Present these findings to Council at a future meeting.

On being put to the meeting the Foreshadowed motion (moved by Cllr Hagarty) was declared LOST.

The motion (moved by Cllr Hadchiti) was then voted on and on being put to the meeting was declared CARRIED.

Cllr Kaliyanda asked that she be recorded as voting for the motion moved by Cllr Hadchiti.

That Council under Section 10A (2)(a) of The Local Government Act 1993 go into closed session at the conclusion of other items to discuss personnel matters concerning particular individuals (other than Councillors).

Motion: **Moved: Cllr Hadchiti** **Seconded: Cllr Hagarty**

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

Note: This item was then dealt with at the end of the meeting and can be found on page 54 of these minutes.

ITEM NO: NOM 04
FILE NO: 017916.2019
SUBJECT: NSW State Government & Federal Government Announcements – Edmondson Park Train Station Car Parking & Lurnea Community Hub

BACKGROUND

What a fantastic week for announcements in the Liverpool LGA.

The State & Federal Governments will be contributing nearly \$13,000,000 towards Councils planned development at Phillips Park Lurnea.

Council had previously authorised the CEO to take out borrowings should they be required and now with thanks to both the NSW State Government & the Federal Government very little funds if any need to be borrowed.

The other great piece of news was the \$40,000,000 announced for approximately 700 more car parking spaces at Edmondson Park train station by the Premier Gladys Berejiklian & the Member for Holsworthy Melanie Gibbons.

Council and the community have been calling for more parking spaces and these budgeted funds, not an election promise, will certainly relieve the stress on our hard working train commuters.

NOTICE OF MOTION (submitted by Cllr Hadchiti)

That Council:

1. Write to Prime Minister Morrison thanking him and his Government for the \$6,500,000 grant for the construction of the Lurnea Community Hub;
2. Write to Premier Berejiklian thanking her and her Government for the \$6,500,000 grant for the construction of the Lurnea Community Hub;
3. Write to Premier Berejiklian & the Member for Holsworthy Melanie Gibbons thanking them for listening to Council and the community and for the budget allocation of \$40,000,000 for car parking at Edmondson Park train station; and
5. Acknowledge the efforts of all community members who played a part in calling for the extra car parking spaces.

Mayor Waller called a recess of Council at 8.39pm.

Council reopened at 8.49pm.

3. As a matter of courtesy write to relevant politicians when a confirmed commitment of funding in Liverpool is made.

On being put to the meeting the Foreshadowed motion (moved by Cllr Hagarty) was declared LOST.

The motion (moved by Cllr Hadchiti) was then voted on and on being put to the meeting was declared CARRIED.

Cllr Shelton asked that he be recorded as voting against the motion moved by Cllr Hadchiti.

Clr Balloot retired from the meeting at 9.07pm.

ITEM NO: NOM 05
FILE NO: 018028.2019
SUBJECT: Street and Public Art in Liverpool

BACKGROUND

Street and public art are important in contributing to a vibrant urban culture. In cities like Melbourne, street art is internationally renowned and has become an attraction for local and overseas visitors experiencing Melbourne's creative ambience.

Whilst research and community consultation show that most people do not like graffiti 'tagging' (a person writing their graffiti name or 'tag' on a wall with marker or paint), many people appreciate 'street art' such as larger, more artistic pieces, or murals placed in appropriate locations with the required permission. Evidence suggests that street art may help to reduce tagging.

Council has a Graffiti Management Strategy that differentiates between:

- the need to remove unwanted graffiti applied without permission; and
- street art placed on walls and infrastructure with the blessing of property owners.

Liverpool takes a strong stance against illegal graffiti and has a number of measures in place to ensure that the city stays clean.

Given the growth of our City, it is important that we consider ways to work with residents and businesses in order to ensure that our city is vibrant and demonstrates the talents of our people.

NOTICE OF MOTION (submitted by Clr Kaliyanda)

That Council:

1. Develop a street art strategy to identify appropriate spaces for street art within the Liverpool LGA;
2. Incorporate street art within the available youth art education and engagement programs at CPAC;
3. Look for appropriate State and Federal grant funding that can help deliver street and public art programs and initiatives; and

4. Consider ways in which the process for commissioning of street art by business owners and residents can be made easier.

COUNCIL DECISION

Motion: **Moved: Clr Kaliyanda** **Seconded: Clr Hagarty**

That the recommendation be adopted.

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

ITEM NO: NOM 06
FILE NO: 018784.2019
SUBJECT: Access to facilities in hot weather

BACKGROUND

Recent heatwaves across NSW resulted in a spike in the number of people hospitalised with heat-related illnesses.

Health officials have encouraged people to limit their exposure to the heat and take precautions to protect themselves. The day following Australia Day (27 January) has historically proven to be a peak time for heat related deaths in Australia. This has been attributed to factors including the combination of hot weather, outdoor activities and alcohol consumption.

In Liverpool, the mercury has been in the high 30s and low 40s consistently over the last month. Residents have sought relief in airconditioned spaces and water play areas, such as Bigge Park and Macquarie Mall. Access to air-conditioned spaces such as CPAC and public libraries were also taken up by the community.

For those that don't have air conditioning, it is important to have access to a cool space, such as a library or shopping centre. Hydration and access to water is also crucial in mitigating the impact of the heat, especially for children. In future, perhaps free water can be provided at our public libraries and CPAC during extreme hot weather.

However, equity of access to such facilities, especially water facilities must be addressed. Currently, there is no mechanism for the CEO to organise free entry to the Whitlam Centre or Michael Wendon Centre without delegation from Council. This is not ideal given that awareness of weather conditions often occurs outside of the Council meeting cycle.

NOTICE OF MOTION (submitted by Cllr Kaliyanda)

That Council:

1. Subsidise free entry to swimming pools at the Whitlam Centre and Michael Wendon Centre on days when the temperature is above 40C.
2. Provide delegation to the CEO to do so.
3. Consider other measures that can be undertaken within the LGA to provide relief to the community during extreme hot weather and report back to the February 27 meeting.

CONFIDENTIAL ITEMS

ITEM NO: CONF 01

FILE NO: 010828.2019

SUBJECT: Tender WT2789 - Whitlam Leisure Centre Pool Plant Rooms Refurbishment

RECOMMENDATION

That Council:

1. Declines the tender received for WT2789 – Whitlam Leisure Centre Pool Plant Rooms Refurbishment and in accordance with Section 178(3)(f) of the Local Government (General) Regulation 2005 carries out the requirements of the proposed contract itself;
2. Makes public its decision regarding Tender WT2789 – Whitlam Leisure Centre Pool Plant Room, Spa Plant Room and Truck Hardstand Drainage Works;
3. This report has been brought to Council because the Chief Executive Officer's instrument of delegation, approved by Council in accordance with the current provisions of Section 377 of the Local Government Act 1993, only permits the Chief Executive Officer to approve (and not reject) tenders up to a value of \$1 million. Therefore, subclause 178(3) of the Local Government (General) Regulation 2005 requires a decision not to accept any of the tenders for a proposed contract to be made by way of a Council resolution; and
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.

COUNCIL DECISION

Motion:

Moved: Cllr Shelton

Seconded: Cllr Hadchiti

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

ITEM NO: CONF 02
FILE NO: 341737.2018
SUBJECT: Legal Affairs Report

RECOMMENDATION

That Council receives and notes the report concerning the legal affairs of Liverpool City Council.

COUNCIL DECISION

Motion: **Moved:** Clr Hadchiti **Seconded:** Clr Hadid

That the recommendation be adopted.

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

ITEM NO: CONF 04
FILE NO: 000140.2019
SUBJECT: WSROC Contract- WR03-12/13- Road Rehabilitation and Asphalt Services - Contract Extension Request

RECOMMENDATION

That Council:

1. Offers an extension to the below listed contractors until new contracts have been established for the Tender WR03-12/13 Road Rehabilitation and Asphalt Services, and places those contractors who accept the extension on a panel of preferred contractors;

Contract Portion	List of Contractors
Asphalt Deliver and Lay	<ul style="list-style-type: none"> • State Asphalt Services Pty Ltd • Bernipave Pty Ltd • Borthwick & Pengilly Asphalts Pty Ltd
Asphalt Ex -Bin	<ul style="list-style-type: none"> • State Asphalt Services Pty Ltd • Fulton Hogan Industries Pty Ltd (Minto/Wallgrove)
Crack Sealing	<ul style="list-style-type: none"> • SuperSealing Pty Ltd
Mill and Fill	<ul style="list-style-type: none"> • State Asphalt Services Pty Ltd
Pavement Restoration	<ul style="list-style-type: none"> • Bernipave Pty Ltd • J&G Excavations & Asphalting (NSW) Pty Ltd • Borthwick & Pengilly Asphalts Pty Ltd
Profiling	<ul style="list-style-type: none"> • Stabilised Pavements Of Australia Pty Ltd • State Asphalt Services Pty Ltd • Borthwick and Pengilly Pty Ltd
Spray Sealed Bituminous Surfacing	<ul style="list-style-type: none"> • State Asphalt Services Pty Ltd
Stabilisation and/or Unbound Pavement Reconstruction	<ul style="list-style-type: none"> • Stabilised Pavements of Australia Pty Ltd
Surface Preservation, Enrichment or Rejuvenation	<ul style="list-style-type: none"> • Downer EDI Works Pty Ltd
Asphalt Pavement Reconstruction	<ul style="list-style-type: none"> • Borthwick and Pengilly Pty Ltd • J and G Excavations Pty Ltd • Stabilised Pavements of Australia Pty Ltd

Motion: **Moved:** Clr Shelton **Seconded:** Clr Hadid

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

Councillors voted unanimously for this motion.

Clr Rhodes returned to the Chambers 9.34pm.

ITEM NO: CONF 05

FILE NO: 005242.2019

SUBJECT: Proposed Acquisition of Lot 45 DP657031, 6 Newbridge Road, Chipping Norton under the Moorebank Voluntary Acquisition Scheme

RECOMMENDATION

That Council:

1. Approves the acquisition of Lot 45 DP657031, 6 Newbridge Road, Chipping Norton under the provisions of the Moorebank Voluntary Acquisition Scheme for the price and terms outlined in this report;
2. Upon settlement of the acquisition, classifies Lot 45 DP657031, 6 Newbridge Road, Chipping Norton as 'Community' land;
3. Keeps confidential this report 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 documents, under Power of Attorney necessary to give effect to this decision.

COUNCIL DECISION

Motion:

Moved: Clr Hadchiti

Seconded: Clr Hadid

That the recommendation be adopted.

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

That Council:

- ## COUNCIL DECISION

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

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

That Council:

- ## COUNCIL DECISION

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

That the recommendation be adopted.

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

ITEM NO: NOM 03
FILE NO: 017910.2019
SUBJECT: Personnel Matters – Council In Closed Session

NOTICE OF MOTION (submitted by Cllr Hadchiti)

That Council under Section 10A (2)(a) of The Local Government Act 1993 go into closed session at the conclusion of other items to discuss personnel matters concerning particular individuals (other than Councillors).

COUNCIL DECISION

Motion: **Moved: Cllr Hadchiti Seconded: Cllr Hadid**

That the item be deferred to the next Council meeting.

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

THE MEETING CLOSED AT 9.37pm.

<Signature>

Name: Wendy Waller

Title: Mayor

Date: 27 February 2019

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 6 February 2019. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

EGROW 01

Adoption of Liverpool Heritage Strategy 2019-2023

Strategic Direction	Creating Connection Celebrate diversity, promote inclusion and recognise heritage
File Ref	009939.2019
Report By	Thomas Wheeler - Heritage Officer
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

The Draft Liverpool Heritage Strategy 2019-2023 was on public exhibition from 10 October 2018 to 31 October 2018. Submissions were received during the exhibition period which resulted in minor amendments to the strategy, to better meet the needs of heritage property owners, community groups and the Liverpool community.

This report provides an overview of the exhibition process, a summary of the common feedback themes and a summary of the changes made to the final strategy document. This report asks Council to adopt the strategy.

RECOMMENDATION

That Council adopt Liverpool Heritage Strategy 2019-2023.

REPORT

Overview

The Draft Liverpool Heritage Strategy 2019-2023 has been developed over a 12 month period, commencing July 2017, with input from internal and external stakeholders through intensive consultation sessions and general discussions with a wide range of stakeholders.

The strategy encompasses an effective heritage management system that will support the management of Council owned heritage assets, private heritage property owners and community groups.

On 26 September 2018, the Draft Liverpool Heritage Strategy 2019-2023 was tabled at the Ordinary Meeting of Council seeking endorsement for public exhibition and community consultation.

At the Ordinary Meeting of Council, it was resolved:

- 1. Endorse the Draft Liverpool Heritage Strategy 2019 – 2023 for public exhibition and community consultation;*
- 2. Request a further report following public exhibition and community consultation detailing any submissions received and any modifications to the strategy; and*
- 3. Look into Heritage strategies that are being employed by Perth and Adelaide.*

Background

The Liverpool Heritage Strategy 2019-2023 is a high level strategic document, prepared in accordance with the NSW Heritage Division (Office) guidelines for Local Heritage Management and on reflection of the challenges and opportunities faced within the Liverpool Local Government Area.

The strategy focuses on both intangible and tangible heritage, meaning cultural stories and practices as well as the physical buildings, places and landscapes. The purpose of this is to ensure Council and the community identify, protect and conserve all aspects of heritage relevant to the different cultures and communities within the Local Government Area.

The purpose of the strategy is to improve the understanding and management of local heritage, take advantage of increasing tourism opportunities and provide greater support to heritage property owners and local heritage community groups.

The strategy includes actions relating to:

Knowing

Identifying, assessing and documenting places and objects, and collections.

Protecting

Securing statutory protection for significance places, developing policy/guidelines to assist decision making and appropriate management.

Supporting

Incentives, advisory services, and financial assistance for heritage projects or programs, management of Council owned heritage assets in support of Council Officers.

Celebrating

Raising awareness and appreciation of our local heritage and history partnering with other heritage organisations.

Indigenous

Specific focus on recognising, protecting, supporting and celebrating local indigenous heritage and history and supporting the local indigenous community to manage their history and heritage.

In total, there are approximately 43 management actions proposed as a part of the strategy. These actions include modifications or changes to existing Council practices as well as identified projects which may incur a cost to Council, noting that there may be opportunities for grant funding to support some of the actions.

Most actions span a 4 year period to spread the cost of implementation. Some actions are identified as long term, meaning they may extend beyond 2023, depending on the availability of resources.

Consultation

The Liverpool Heritage Strategy 2019-2023 was advertised between 10 October 2018 and 31 October 2018. Advertisements, to encourage community feedback, were placed in the Liverpool Leader and consultation was also undertaken through Council's engagement platform "Liverpool Listens".

In total, four submissions were received.

During the public engagement, further consultation was also undertaken with internal sections of Council and members of the Liverpool heritage community.

Response to Submissions

A summary of the key themes of feedback from external and internal consultation includes the following:

1. Council should improve the promotion and presentation of the local history and heritage, taking advantage of tourism opportunities.
2. Council should take a leadership role in the conservation, management and promotion of the local history and heritage.
3. Support and leadership is required from Council to guide and nurture local heritage community groups.
4. Collingwood House is a key heritage item in the Liverpool Local Government Area and requires extensive restoration works.

5. Leadership in heritage management requires continual collaboration with community groups and stakeholders.
6. Council must ensure a balanced approach to heritage conservation, where it includes promotion, protection, conservation and compliance.
7. The heritage strategy must align and support other Council strategies and directions.
8. Grant opportunities should be provided to property owners and community groups to support the promotion, management and conservation of local history and heritage.
9. Liverpool has a deep indigenous heritage which should be recognised and promoted similar to the European and other built heritage.

Amendments to Draft Strategy

In response to the feedback Council received during the public exhibition period, the following changes were made to the strategy.

1. The wording and structure of the strategy was simplified, with the focus of the strategy directed onto the management of local heritage rather than meeting legislative goals or outcomes.
2. The list of identified heritage items owned by Liverpool City Council was removed to avoid any confusion with the Liverpool Heritage Asset Strategy which was endorsed at the September 2018 meeting.
3. Management actions were refined and the listing simplified to improve readability.
4. Indigenous heritage and its significance to Liverpool has been given greater recognition within the strategy, with clear management actions and strategies.
5. For each set of management actions, clear goals and a rationale have been provided to make clear Council's intent and ensure the direction is understood.
6. The process of monitoring and guiding the implementation of the strategy has also been refined and included.

City of Perth and City of Adelaide Heritage Strategies

In response to the resolution of Council, investigations have been undertaken into the heritage strategies of the City of Perth and City of Adelaide.

A report is being prepared based on the investigations and will be considered by the Executive Management Team with the findings of the investigations and any recommendations to be presented to Council for consideration in April 2019. The Liverpool Heritage Strategy 2019-2023 will be further amended to reflect any subsequent resolutions of Council.

Conclusions

The Liverpool Heritage Strategy 2019-2023 has been prepared to provide a concise and inspiring direction for the management and direction of Liverpool's local heritage. The strategy focuses on both tangible and intangible heritage to ensure an all-encompassing approach which is inclusive for all members of the local community, regardless of their ancestry.

This strategy will ensure Council meets current best practice guidelines for local heritage management, and will place Council on a path that will improve conservation, awareness and engagement with respect to the local heritage of Liverpool Local Government Area.

This strategy has been prepared through extensive internal and external consultation, ensuring that the actions and strategies proposed are achievable and inclusive of the requirements of all stakeholders.

It is therefore requested that Council adopts the Liverpool Heritage Strategy 2019-2023.

CONSIDERATIONS

Economic	There may be financial implications for future budgets for the implementation of actions.
Environment	There are no environmental and sustainability considerations.
Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

1. Liverpool Heritage Strategy 2019-2023. (Under separate cover)

EGROW 02

**Works in Kind and Planning Agreement Policy
review**

Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population
Key Policy	Property Strategy
File Ref	324395.2018
Report By	Lina Kakish - Manager Development Assessment David Smith - Manager Planning & Transport Strategy
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

It is proposed to amend two existing policies being the *Development Contributions, Land Dedication and Works in Kind Policy* and the *Planning Agreement Policy*. These policies support the provision of infrastructure as a part of the development process.

The intent of the review of the *Works In Kind (WIK) Policy* is to:

- Include new references to the *Environmental Planning and Assessment Act 1979* (the Act), as amended in early 2018;
- Increase security for Council by increasing bond amounts required for WIK;
- Improve the process for land dedication by requiring land contamination studies and remediation (if required) prior to dedication of land to Council through a WIK agreement; and
- Mandate a WIK agreement template to ensure consistency and a more streamlined process for the drafting of WIK's.

The intent of the review of the *Planning Agreements Policy* is to:

- Include new references to the Act, as amended in early 2018;
- Update the planning agreements policy to remove reference to opportunity sites in the Liverpool City Centre, consistent with changes introduced with Amendment 52.
- Remove references to a minimum dollar amount per unit for waterfront land and other developments in the Planning Agreements Policy as Council cannot stipulate what the contents should be of an offer to enter into a planning agreement;

- Update the information required to be submitted to Council when seeking to enter into a planning agreement;
- Include a planning agreements template; and
- Update the planning agreements procedure to assist Council in negotiating planning agreements.

RECOMMENDATION

That Council:

1. Adopts the Revised Development Contributions, Land Dedication and Works in Kind Policy attached to this report (Attachment 1);
2. Adopts the revised Planning Agreement Policy attached to this report (Attachment 2);
3. Delegate authority to the CEO to make minor housekeeping alterations to both policies, as required; and
4. Publish a notice in Liverpool Leader advising of its decision.

REPORT

Background**Developer Contributions Land Contributions and Works in Kind Policy**

Council currently has a Works in Kind Policy (WIK) whereby a developer may offer to provide works identified in a contributions plan in exchange for an offset against development contributions payable for that development. This policy has worked successfully to facilitate the timely implementation of development and the provision of infrastructure.

In many cases a development site might also have a land component for drainage or road widening, part of which has been identified for acquisition by Council and funded by the applicable contributions plan. The Policy enables the dedication of this land in lieu of acquisition.

Amendments to Works in Kind Policy

The WIK Policy (**Attachment 1**) has been amended to include:

- updated references to the *Environmental Planning and Assessment Act 1979* (the Act) to reflect the new sections of the Act;
- increased the security bond amount to a total of 200% of the cost of the agreed WIK, consistent with Council's Bonds Policy; and

- the creation of a WIK Agreement template (**Attachment 2**) which contains set terms to be considered by both Council and the applicant that align with Council's Development Contributions, Land Dedication and WIK Agreement Policy.

Amendments to the Planning Agreements Policy

The Planning Agreement Policy (**Attachment 3**) has been updated to reflect:

- amendments to the relevant legislation;
- current best practice in Planning Agreements; and
- specific matters that are relevant to Liverpool LGA,

A more detailed description of the amendments is provided below.

Legislative amendments

- The numbering of sections in the Act changed and the Planning Agreement Policy needs to be updated accordingly to ensure that references to the Act remain correct.
- The Policy has also been updated to reflect the changes to the development consent process arising from changes to the Act.

Best Practice

- Clauses have been added to address the relationship between Planning Agreements and the use of Council's compulsory acquisition power.

The Policy now clearly sets out Council's position with respect to the use of Planning Agreements for the acquisition of land and the use of compulsory acquisition powers. The key element here is the ability for Council to compulsorily acquire land only where there is a public need.

- The Policy now sets out all information to be provided and includes a template Planning Agreement (**Attachment 4**) for greater efficiency when reviewing and consistency across Planning Agreements entered into by Council. This change will assist the ongoing management of the Planning Agreement.

LGA specific matters

- The previous Planning Agreement Policy specified 'minimum' monetary contributions that would be required by Council in certain circumstances where a Planning Agreement was offered in conjunction with an application to amend a SEPP or an LEP. The 'minimum' monetary contributions have been deleted from the policy to provide greater flexibility to negotiate public benefits with greatest value, consistent with identified public needs and on a case by case basis.

Public Notice

The changes included in these policies generally represent housekeeping and procedural amendments to make consideration of Planning Agreements and WIKs more efficient and consistent. There is no requirement to publicly exhibit a policy of Council. However, it is considered appropriate that a public notice is published in the local newspaper and Council's website advising our community and stakeholders of the changes.

CONSIDERATIONS

Economic	Minimise financial cost to Council for the provision of infrastructure to support new development.
Environment	Manage the environmental health of waterways.
Social	Enables the provision of infrastructure to service community needs.
Civic Leadership	Provide information about Council's services, roles and decision making processes.
Legislative	Environmental Planning and Assessment Act Local Government Act

ATTACHMENTS

1. Development Contributions Land Dedication and Works in Kind Policy (Under separate cover)
2. Works in Kind Agreement Template (Under separate cover)
3. Planning Agreement Policy (Under separate cover)
4. Planning Agreement Template (Under separate cover)

EGROW 03

Flag and Banner Policy

Strategic Direction	Generating Opportunity Create an attractive environment for investment
File Ref	015970.2019
Report By	Vi Girgis - Senior Officer City Precinct
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

The Flag and Banner Policy has been updated as part of a standard two-year review and is presented to Council for adoption.

The purpose of this Policy is to implement a flag and banner program to promote interest and vibrancy throughout the Liverpool LGA.

Council flag and banner poles are available for temporary use, by both Council and external organisations, to publicise events and activities considered appropriate by Council. External organisations can apply to use the flag and banner poles when not in use by Council.

RECOMMENDATION

That Council adopts the updated Flag and Banner Policy.

REPORT

The Flag and Banner Policy has been updated as part of a standard two-year review and presented to Council for adoption. Key elements of the Policy are outlined in this report, with the full Policy and appendices attached.

1. PURPOSE AND OBJECTIVES

The purpose of this Policy is to implement a flag and banner program to promote interest and vibrancy throughout the Liverpool LGA. The Policy controls the administration of the flag and banner program.

The program is designed to:

- a) promote significant events including arts, cultural, business, tourism and sporting events of public interest throughout the LGA;
- b) visually enhance Liverpool LGA's streetscape;
- c) create a sense of community and a sense of place for visitors and residents; and
- d) stimulate local economic activity.

2. SCOPE

Council flag and banner poles are available for temporary use by Council and external organisations, to publicise events and activities considered appropriate by Council. External organisations can apply to use the flag and banner poles when not in use by Council.

Use of the flags and banners for promotion of Council events/publicity will take priority over all other hirers.

There are 169 flag and banner poles across 12 locations throughout the LGA. Details of these locations are outlined in the attached Policy.

3. APPROVAL

Council receives applications from external stakeholders for the hire of flag and banner poles at times when they are not in use for Council campaigns. All applications and banner designs are assessed and approved by Council in accordance with the design guidelines outlined in the *Flag and Banner Information Pack*.

4. KEY DATES

The flag and banner process generally involve the steps and timeframes below:

Step	Point in Process	Action
1	Prior to application form submission	Hirers contact Council for available dates
2	Approx. 4 months prior to proposed campaign date	Hirers submit application form to Council for approval
3	Approx. 7 weeks prior to confirmed installation date	Hirers submit flag and banner design to Council. Approval granted within 5 business days
4	Approx. 5 weeks prior to installation date	Hirers send final design to fabricators
5	Approx. 2 weeks prior to installation date	Hirers arrange delivery of flags and banners to Council's approved contractors for installation

5. 2019 CHANGES TO POLICY

In summary the changes to the policy include:

- structure and formatting changes;
- new provisions relating to banners for external hirers;
- streamlining of key dates and timeframes relating to the process, based on lessons learnt since implementation; and
- addition of roles and responsibilities for further clarification of the process.

The attached Policy highlights the additions and deletions from the 2017 version of the Policy, along with comments to describe some of the changes.

CONSIDERATIONS

Economic	Facilitate economic development. Facilitate the development of new tourism based on local attractions, culture and creative industries.
Environment	There are no environmental and sustainability considerations.
Social	Raise awareness in the community about the available services and facilities.
Civic Leadership	Foster neighbourhood pride and a sense of responsibility. Encourage the community to engage in Council initiatives and actions.
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

1. Flag & Banner Policy - reviewed February 2019
2. Appendix A - Flag and Banner Program Information Pack
3. Appendix B - Flag and Banner Application Form



FLAG AND BANNER POLICY

Adopted: 27 February 2019

TRIM 339522.2018



1. LEGISLATIVE REQUIREMENTS

Local Government Act 1993

Liverpool Local Environmental Plan (LEP) 2008

2. DEFINITIONS

Council means Liverpool City Council

LGA means Local Government Area

Policy means Flag and Banner Policy

Banner means a large, stitched cloth bearing information, strung between two brackets either landscape or portrait orientation.

Flag means a piece of cloth attached by one edge to a rope or pole, bearing a distinctive design.

Hirer means any internal staff or external person or company seeking use of Council-owned flag and/or banner poles at the locations outlined in Section 4.

Act refers to the *Local Government Act 1993*. Campaigns are subject to Council approval, which will be guided by the *Liverpool Local Environmental Plan 2008*, *State Environmental Planning Policy (Sydney Region Growth Centres) 2006*, *State Environmental Planning Policy (State Significant Precincts) 2005* and any other relevant environmental planning instrument, as well as any development control plan applying to the land on which the flag or banner is located.

3. PURPOSE/OBJECTIVES

- 3.1. The purpose of this Policy is to implement a flag and banner program to promote interest and vibrancy throughout the Liverpool LGA.

- 3.2. The program is designed to:

- a) Promote significant events, including arts, cultural, business, tourism and sporting events of public significance, throughout the City LGA;
- b) Visually enhance Liverpool City Council's LGA's streetscape;
- c) Create a sense of community and a sense of place for visitors and residents;
- d) Stimulate local economic activity.

4. SCOPE

- 4.1. Council flag and banner sites are available for temporary use by both Council staff and external organisations to publicise events and activities considered appropriate by Council. External organisations can apply to use the flag and banner poles when not in use for by Council events and activities.

Commented [VG1]: DEFINITIONS moved to section 2 for consistency with other Council policies

5. PROVISIONS

Commented [VG2]: PROVISIONS moved to section 5

- 5.1. This Policy controls the administration of the Flag and Banner program.
- 5.2. All flags and banners must conform to the specifications outlined in the **Banner Production and Finishing Information section of the Flag and Banner Information Pack (Appendix A)**.
- 5.3. Unless otherwise agreed upon, a single flag and banner campaign will apply to all locations across the Liverpool LGA, as outlined in Section 6 of this Policy.

6. FLAG & BANNER LOCATIONS

The Policy refers to the below detailed locations:

- 6.1. Flag locations:
- a) Gateway 1: corner Hume Highway and Hoxton Park Road, Liverpool.
 - b) Gateway 2: corner Hume Highway and Orange Grove Road, Liverpool.
 - c) Gateway 3: corner Heathcote Road and Pleasure Point Road, Pleasure Point.
 - d) Gateway 4: corner Hume Highway and Governor Macquarie Drive, Warwick Farm (opp. Peter Warren).
 - e) Gateway 5: corner Camden Valley Way and Beech Road, Prestons.
 - f) Gateway 6: corner Elizabeth Drive and Northern Road, left side of Elizabeth Drive, Luddenham.
- 6.2. Banner locations:
- a) CBD Zone 1: Macquarie Street.
 - b) CBD Zone 2: Macquarie Mall.
 - c) CBD Zone 3: Moore Street and College Street.
 - d) CBD Zone 4: Bathurst Street.
 - e) CBD Zone 5: Macquarie Street (south).
 - f) CBD Zone 6: Newbridge Road bridge.

7. ELIGIBILITY

- 7.1. This Policy applies to members of Council staff, public and community organisations and other Hirers **who have a presence** in the Liverpool LGA.
- 7.2. Use of the flags and banners for promotion of Council events/publicity will take priority over all other Hirers.
- 7.3. **Flags and** banners may be used to promote arts and cultural activities including, events, festivals, tourism or civic programs, as well as major economic development and sporting events of public interest. They may also be used by public or community institutions or organisations.

- 7.4. Banner design must be approved by Council and conform to the design standards outlined in the Flag and Banner Information Pack (appendix A). Council reserves the right to reject any banner or artwork.**

Commented [VG3]: This point moved to section 10 APPROVAL

~~7.5. Campaigns are subject to Council approval, which will be guided by the Liverpool Local Environment Plan 2008 (LEP).~~

Commented [VG4]: This point moved to section 10 APPROVAL

8. ROLES AND RESPONSIBILITIES RELATING TO EXTERNAL HIRES

Commented [VG5]: This section added to outline roles and responsibilities of all parties

8.1. Council will be responsible for:

- a) Maintaining the schedule of flag and banner campaigns, including the scheduling of external campaigns by Hirers.
- b) Issuing Hirers with invoices for the hire of flag and banner poles.
- c) Approving all flag and banner campaign designs before production.
- d) The cost and coordination of flag and banner installation and deinstallation.
- e) The cost and coordination of flag and banner disposal.

8.2. Hirers will be responsible for:

- a) The design of flags and banners.
- b) Providing Council with reasonable time to approve designs, and to make any reasonably requested amendments.
- c) The payment of Council's hire fee before the agreed installation date.
- d) The cost and coordination of flag and banner production to the specifications outlined in the Flag and Banner Information Pack.
- e) The cost and coordination to wash and pack flags and banners for future re-use.

9. BOOKING APPLICATION

9.1. ~~Applicants~~ External parties are required to ~~fill out~~ complete and submit a *Flag and Banner Application Form* (Appendix B) available on Council's website ~~online, at Council's Customer Service Centre or from the Communications Unit.~~

~~9.2. Complete application forms are to be submitted to: communications@liverpool.nsw.gov.au~~

9.2. Applications should be submitted at least ~~3-6~~ 4 months before the intended installation date to cater for production times and limited availability.

9.3. Council reserves the right to decline any application that is not consistent with this Policy and the *Flag and Banner Information Pack* specification.

9.4. Flag and banner allocations are not booked on a first come first served basis. So while it is a good idea to send applications early, this will not necessarily guarantee use of sites.

10. PRIORITY BOOKING SYSTEM

~~10.1. Banner allocations are not booked on a first come first served basis, so while it is a good idea to send applications in early this will not necessarily guarantee use of banner sites.~~

Commented [VG6]: Moved to section 9.4

~~10.2 Flag and Banner sites are allocated by the Communications Unit, with Council key events and significant projects having priority.~~

Commented [VG7]: This point is made in section 7.2

10. APPROVAL

~~10.1 All artwork requires approval by the Communications Unit prior to printing. Please email a final pdf or jpg file to communications@liverpool.nsw.gov.au for approval.~~

Commented [VG8]: Deleted, as these functions are referred to Council broadly in this section

10.1. Flag and banner designs are subject to Council approval, which will be guided by the Liverpool LEP 2008.

10.2. Designs should be submitted to Council a minimum of ~~two months~~ seven (7) weeks prior to the proposed installation date.

~~10.3 Hirers are required to seek approval of the final artwork from the Communications Unit~~

10.3. Approval of artwork designs takes approximately five (5) business days.

10.4. Council reserves the right to reject any flag and banner design that does not comply with this Policy, or is considered unsuitable. Council is the final arbiter of what constitutes unsuitable. See flag and banner design and unsuitable banner sections in the Liverpool City Council Flag and Banner Information Pack.

10.5. Council reserves the right to have any installed flags and banners that are damaged dismantled before the scheduled dismantling date.

10.6. Once the campaign designs have been approved the Hirer can proceed with production.

11. FLAG AND BANNER PRODUCTION

~~11.1. For~~ All flag and banner specifications, guidelines and advice please refer to the are presented in the Liverpool City Council Flag and Banner Information Pack.

11.2. All costs relating to the production of flags and banners are to be met by the Hirer.

~~11.3. The Hirer must coordinate the production of the correct number of flags and banners as outlined in the Flag and Banner Information Pack.~~

11.4. Flags and banners remain the property of the Hirer and can be re-used at a later stage, providing the artwork is re-approved and the flags and banners are deemed to be in good condition by Council.

11.5. Council does not take responsibility for lost, stolen or damaged flags and banners.

11.6. The Hirer will be required to pay any additional manufacturing costs to replace lost or damaged banners.

12. INSTALLATION, DISMANTLING AND CLEANING

- 12.1. Council's approved contractor will install and dismantle flags and banners. Installation typically occurs **overnight over three (3) nights**.
- 12.2. Banner installation may be delayed by: traffic, weather conditions, the number of banners being installed, as well as other external factors. Hirers should allow up to **three five (5) days'** variation on the installation date.
- 12.3. Hirers are required to deliver their banners to the Council **nominated approved** contractor **seven fourteen (14)** days prior to installation.
- 12.4. Hirers are responsible for collecting their banners from Council's contractor as soon as they have been removed. Council and its contractor will not be held responsible for uncollected banners. Banners not collected within one month after their dismantling date will be discarded.
- 12.5. Council will not be liable for the cost of replacing or repairing banners.
- 12.6. Flags and banners may only be reused for future bookings, provided they are a suitable standard of presentation.

13. COST & DURATION

- 13.1. Council will publish a fee for the hire of flag and banner poles **and the cost of installation and dismantling of the banners** for approved external organisations in its table of fees and charges.
- 13.2. The fee may be waived or reduced by Council for relevant organisations serving the local community.

Commented [VG9]: Deleted as these costs aren't published, and are covered by Council as per section 8 ROLES & RESPONSIBILITIES

~~13.2 Hirers will be required to provide flags and banners in accordance with Council's specifications and conditions.~~

~~13.3. Unless otherwise agreed upon, the hire of flag and banner poles for a single campaign will be for a 5-6 week period.~~

14. REUSE

Commented [VG10]: Deleted as it is not related to policy

~~14.1. Council recommends that hirers either recycle or reuse flags and banners after they have been dismantled.~~

~~14.2. Council can recommend recycling options for hirers, or put them in contact with organisations who make old banners into banner bags and other products.~~

AUTHORISED BY

Council

EFFECTIVE FROM

27 February 2019

DEPARTMENT RESPONSIBLE

City Economy

REVIEW DATE

The Policy will be reviewed two years after its adoption.

VERSIONS

Version	Amended by	Changes made	Date	Trim number
1	Adopted by Council	Applicable	26 May 2015	045181.2015
2	Authorised by CEO	To allow for external hirers	9 June 2017	278803.2018
3	Authorised by CEO	Formatting and layout changes as part of standard 2-year review	27 February 2019	339522.2018

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITHCorporate Services (Governance and Legal Services)
Communications**ATTACHMENTS**Appendix A – The Liverpool City Council Flag and Banner Information Pack.
Appendix B – Flag and Banner Application Form.

FLAG AND BANNER INFORMATION PACK

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INTRODUCTION

Council flag and banner sites are available for temporary use by both Council and external organisations, to publicise events and activities considered appropriate by Council. External organisations can apply to use the flags and banners poles when not in use by Council.

This document is for the information of external parties (herein referred to as the 'Hirer') who wish to engage in Liverpool City Council's ('Council') Flag and Banner Program ('the Program').

PROGRAM OBJECTIVES

The program is designed to:

- a) Promote significant events, including arts, cultural, business and sport, throughout the LGA;
- b) Visually enhance Liverpool LGA's streetscape;
- c) Create a sense of community and a sense of place for visitors and residents;
- d) Stimulate local economic activity.

PROGRAM SCHEDULE

Council is responsible for the Program schedule. Unless otherwise agreed upon, each flag and banner campaign generally runs for 5-6 weeks.

Unless otherwise agreed upon, a single flag and banner campaign will apply to all zones across the Liverpool LGA, as outlined in this document.

Council reserves the right to accept or reject any booking received.

Council reserves the right to override a particular booking should this be necessary. All reasonable steps will be taken by Council to find alternative dates or sites for any Hirer whose booking is cancelled.

Flag and banner allocations are not booked on a first come first served basis, so while it is a good idea to send applications in early, this will not necessarily guarantee all timeframes requested.

PROCEDURE

MAKING A BOOKING

Prior to submitting a booking form, Hirers should contact Council to check available dates. All enquiries can be made to Susana Freitas, Tourism Development Officer, on freitass@liverpool.nsw.gov.au or 8711 7844

Once available dates are confirmed, a booking form needs to be submitted to Council 4 months prior to the proposed campaign date.

KEY DATES

The Hirer must adhere to the following key dates:

4 months prior to proposed campaign date	Submit booking form to Council
7 weeks prior to confirmed installation date	Submit flag and banner design to Council for approval
5 weeks prior to confirmed installation date	Send final design to fabricators
2 weeks prior to confirmed installation date	Arrange delivery of flags and banners, and a design brief, to Council's approved contractors for installation

FLAG AND BANNER DESIGN GUIDELINES

- Use simple, bold graphics.
- Keep text as concise as possible: an event name or short statement only.
- Font size should be large enough to read against a bright sky and be legible from a distance.
- Pale backgrounds tend to soil easily and can be difficult to read against the streetscape.
- Avoid black, grey and other extremely dark backgrounds as they blend into the general cityscape and can fade quickly.
- Ideally no more than 3 logos are to appear in the design.
- Flags and banners are not intended to be used as advertising for products, services or individuals.

APPROVALS

- Approval of flag and banner designs is dependent upon compliance with the design guidelines outlined here.
- Approval is required for all designs, even if they have been used previously.
- Re-use of existing flags and banners will only be approved if they are clean, and free of fading, rips or tears.
- Council reserves the right to reject any flags and banners that do not comply with design guidelines, and/or if the physical conditions do not meet quality standards.
- Should flags and banners be produced without Council's prior approval, the Hirer will be responsible for all costs associated with redesigning and reproducing these to meet Council's standards.
- Should flags and banner be installed with unapproved designs, these will be immediately removed at additional cost to the Hirer.

PRODUCTION ADVICE

- Flags and banners must be manufactured from durable Trilobal material. They need to be hemmed with appropriate finishing on the edges.
- Council does not endorse specific manufacturers and highly recommends the Hirer source a range of quotes.
- Please be aware that your selected supplier will take approximately 3 weeks to produce the flags and banners from receipt to finished artwork.
- The production cost of banners varies depending upon the complexity of the design, number of colours used and quantity.
- All costs relating to the production of flags and banners are to be met by the Hirer.
- The Hirer must ensure that the correct number of flags and banners are produced for all of the zones outlined here.

Flags and banners remain the property of the Hirer and can be reused at a later stage, providing the artwork is re-approved and they are deemed to be in good condition by Council. Council does not take responsibility for lost, stolen or damaged banners.

PREFERRED SUPPLIER

Council can provide details of our Preferred Supplier for the production and installation of banners. Council will not be involved in the negotiations, production, installation and de-installation of banners for external organisations. Council will not be liable for any issues arising between the contractor and external organisations.

SPARE BANNERS

- Spare flags and banners are required in case of damage or loss. The number of recommended spare banners is indicated in the Zone and Gateway detail sections of this document.
- Flags and banners may only be reused for future bookings provided they are a suitable standard of presentation.
- The Hirer will be required to pay for any additional manufacturing costs to replace lost or damaged flags and banners.
- Council will not compensate a Hirer if they are unable to supply the required number of banners.
- Council will not be liable for the cost of replacing or repairing banners.

INSTALLATION AND REMOVAL

- Council's approved contractor will be responsible for installing and dismantling the flags and banners.
- Flags and banners must be delivered to the approved contractor, along with a visual brief (template provided by Council), 2 weeks prior to installation.
- Banner installation may be delayed by traffic, weather conditions, the number of banners being installed as well as other external factors. Hirers should allow up to five days' variation on the installation date.
- Council reserves the right to have any installed flags/banners that are damaged dismantled before the scheduled dismantling date.
- Hirers are responsible for collecting their banners from the contractor as soon as possible once they have been removed. Council and its contractor will not be held responsible for uncollected banners. Banners not collected within one month after their dismantling date will be discarded.

FLAG AND BANNER RE-USE

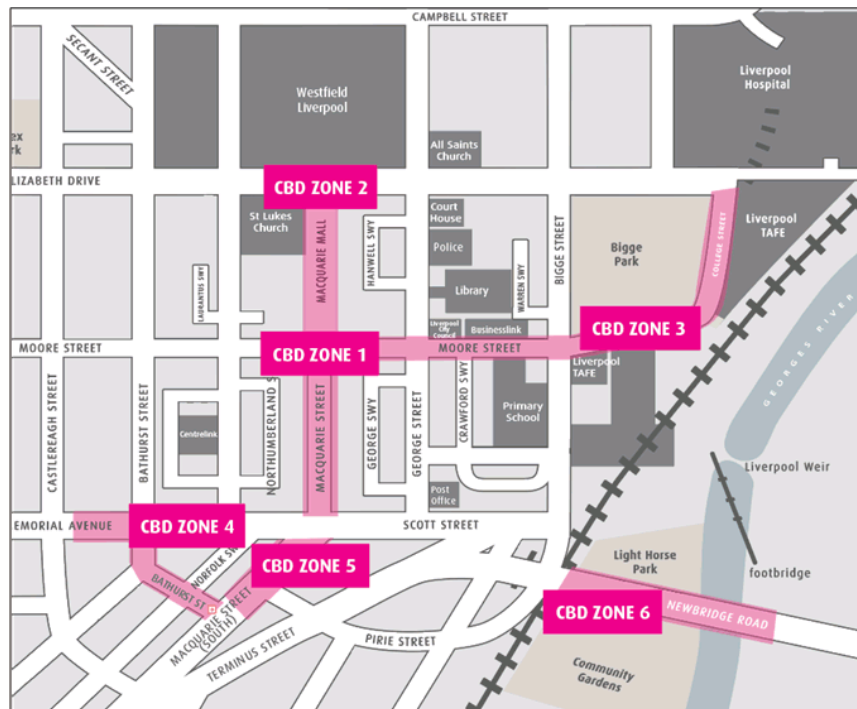
- Flags and banners remain the property of the Hirer and may be re-used providing they are washed, packaged and labelled correctly, at the Hirer's expense.
- Due to Work Health & Safety, Council will not re-install flag and banners that have not been washed and individually packaged and labelled.
- Council reserves the right to decline installation if the banners for re-use are not in a good condition (i.e. too faded or torn). If the Hirer is unsure whether the flags and banners are in a condition suitable for re-use, a sample banner may be sent for confirmation that the banners are acceptable for installation.
- Due to deterioration through weather conditions, it is recommended that banners be used no more than 2 times and for no more than 6 weeks at a time.

FLAG AND BANNER LOCATIONS SIZE INSTALL INFORMATION

CBD ZONE DETAILS

ZONE	LOCATION	SIZE (MM) W x H	NO. NEEDED	RECOMMENDED NO OF EXTRAS	INSTALLATION REQUIREMENTS
1	Macquarie Street	670 x 2000	38	4*	Scissor lift
2	Macquarie Mall	1000 x 3000	40	2*	Knuckle Boom
3	Moore and College Streets	1000 x 3000	16	2*	Scissor lift
4	Bathurst Street & Memorial Ave	670 x 4000	8	2*	Scissor lift/ cherry picker
5	Macquarie Street (South)	1000 x 3000	8	2*	Scissor lift/ cherry picker
6	Newbridge Road Bridge	1000 x 3000	10	4*	Scissor lift/ cherry picker

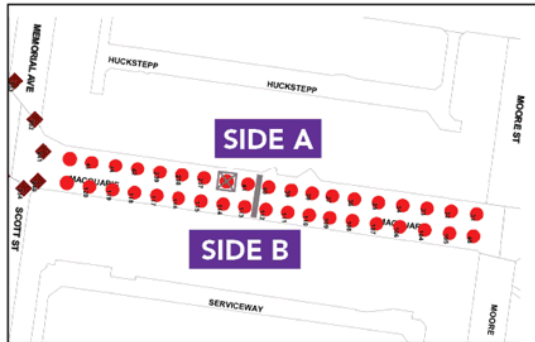
* Extra banners are recommended when printing campaigns that are likely to be used more than once. We recommend doing this as it is more cost effective to produce the banners in large numbers. Reproduction of small amount (up to 5) can triple your cost of production.



CBD ZONE LOCATION MAPS

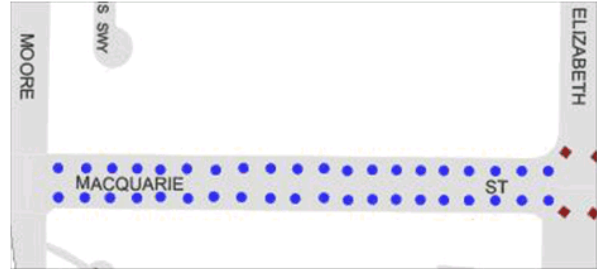
ZONE 1 (38 banners)

Macquarie Street



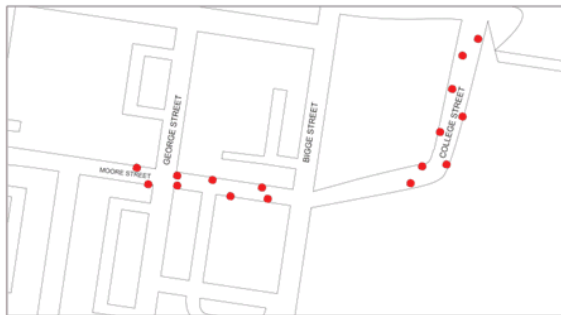
ZONE 2 (40 banners)

Macquarie Mall



ZONE 3 (16 banners)

Moore and College Streets



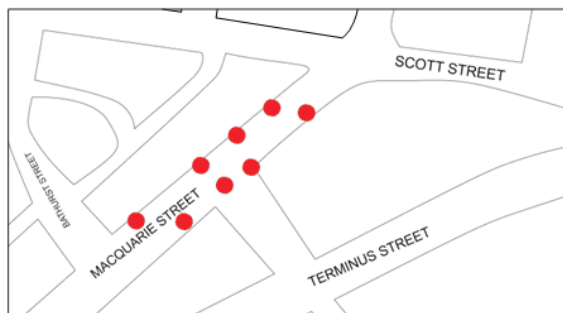
ZONE 4 (8 banners)

Bathurst Street and Memorial Ave



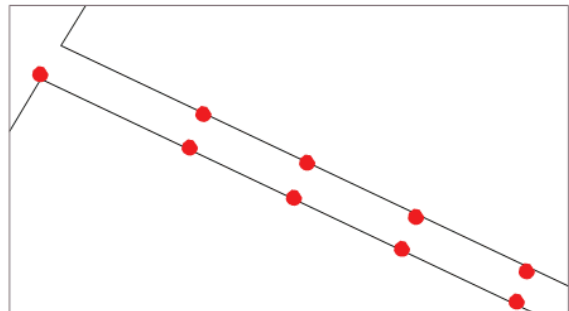
ZONE 5 (8 banners)

Macquarie Street South



ZONE 6 (10 flags)

Newbridge Road Bridge



GATEWAY DETAILS

GATEWAY	LOCATION	SIZE (MM) W x H	NO. NEEDED	RECOMMENDED NO OF EXTRAS	INSTALLATION REQUIREMENTS
1	Corner Hume Highway and Hoxton Park Road in Woodward Park, Liverpool	1500 x 3300	5	1*	Rope and pulley Requires key
2	Corner Hume Highway and Orange Grove Road (east and west sides), Liverpool	1500 x 3300	18	3*	Rope and pulley Requires key
3	Corner of Heathcote Road and Pleasure Point Road, Pleasure Point	1500 x 3300	5	1*	Rope and pulley Requires key
4	Corner Hume Highway and Governor Macquarie Drive, Warwick Farm (opp. Peter Warren)	1500 x 3300	3	1*	Rope and pulley Requires key
5	Corner Camden Valley Way and Beech Road, Casula	1500 x 3300	11	2*	Rope and pulley Requires key
6	Elizabeth Drive at the Intersection of Elizabeth Drive and Northern Road	1500 x 3300	7	2*	Rope and pulley Requires key

** Extra banners are recommended when printing campaigns that are likely to be used more than once. We recommend doing this as it is more cost effective to produce the banners in large numbers. Reproduction of small amount (up to 5) can triple your cost of production.*

GATEWAY LOCATION MAPS

GATEWAY 1 (5 flags)

Corner Hume Highway and Hoxton Park Road in Woodward Park, Liverpool



GATEWAY 2 (18 flags)

Corner Hume Highway and Orange Grove Road (east and west sides), Liverpool



GATEWAY 3 (5 flags)

Corner of Heathcote Road and Pleasure Point Road, Pleasure Point



GATEWAY 4 (3 flags)

Corner Hume Highway and Governor Macquarie Drive, Warwick Farm (opposite Peter Warren)



GATEWAY 5 (11 flags)

Corner Camden Valley Way and Beech Road, Prestons



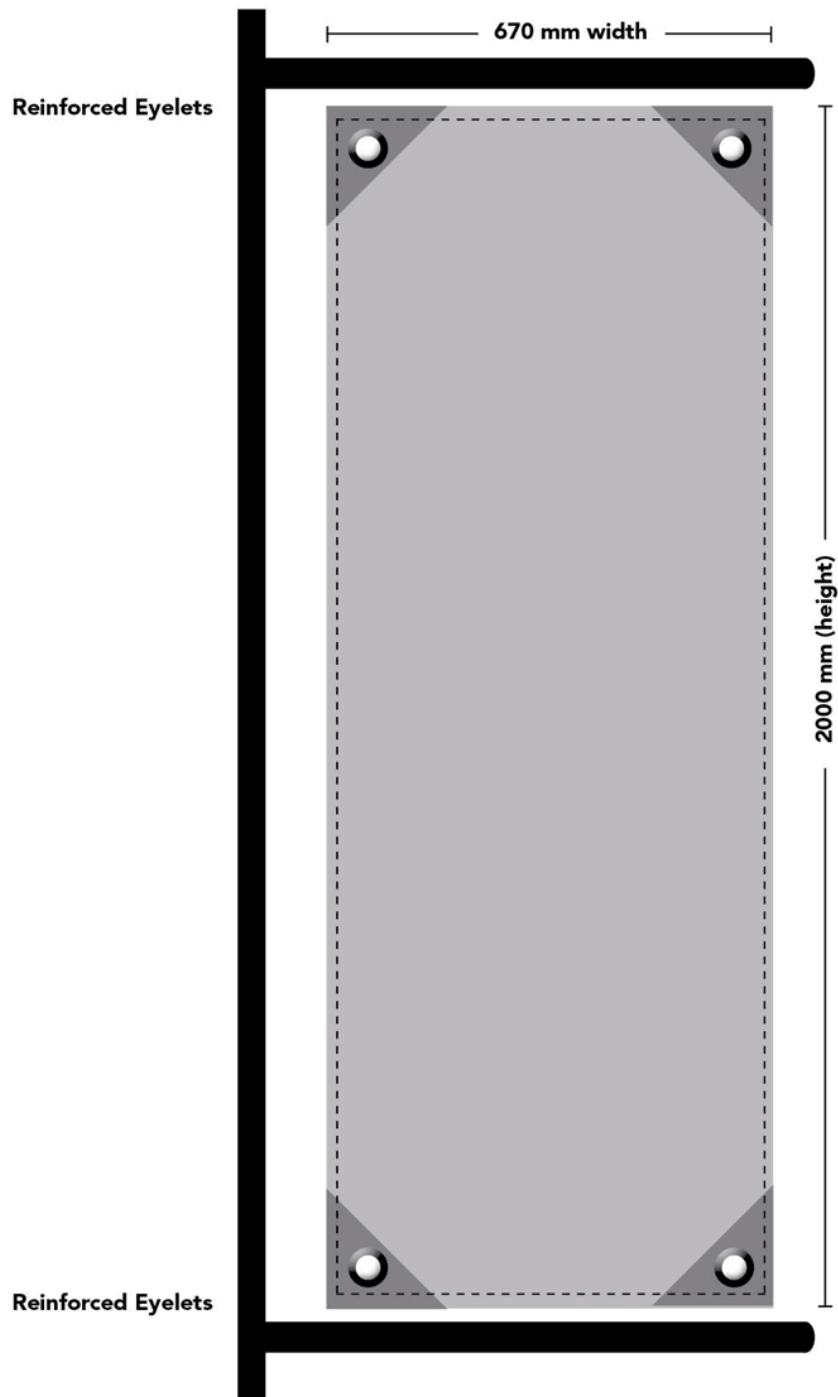
GATEWAY 6 (7 flags)

Left side of Elizabeth Drive at the Intersection of Elizabeth Drive and Northern Road

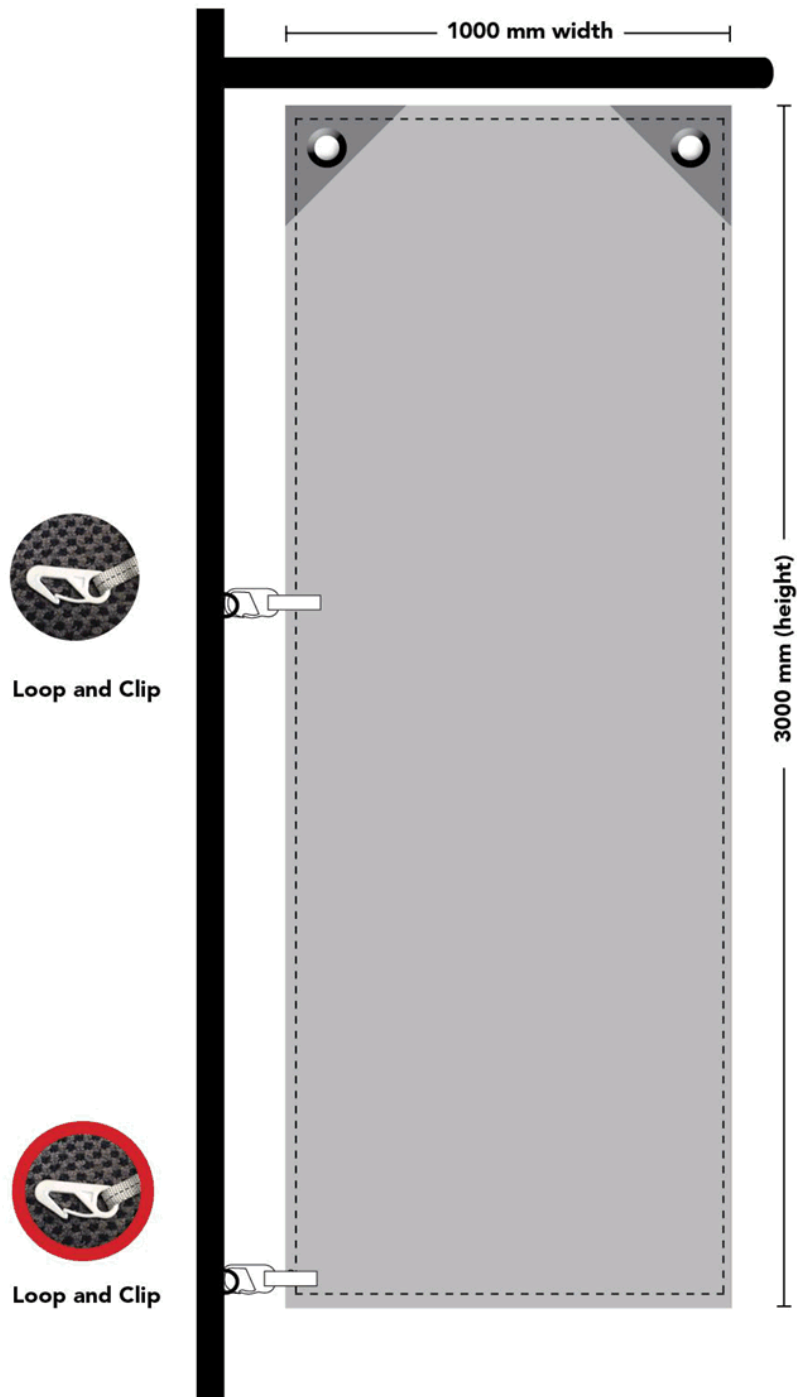


FLAG AND BANNER PRODUCTION AND FINISHING INFORMATION

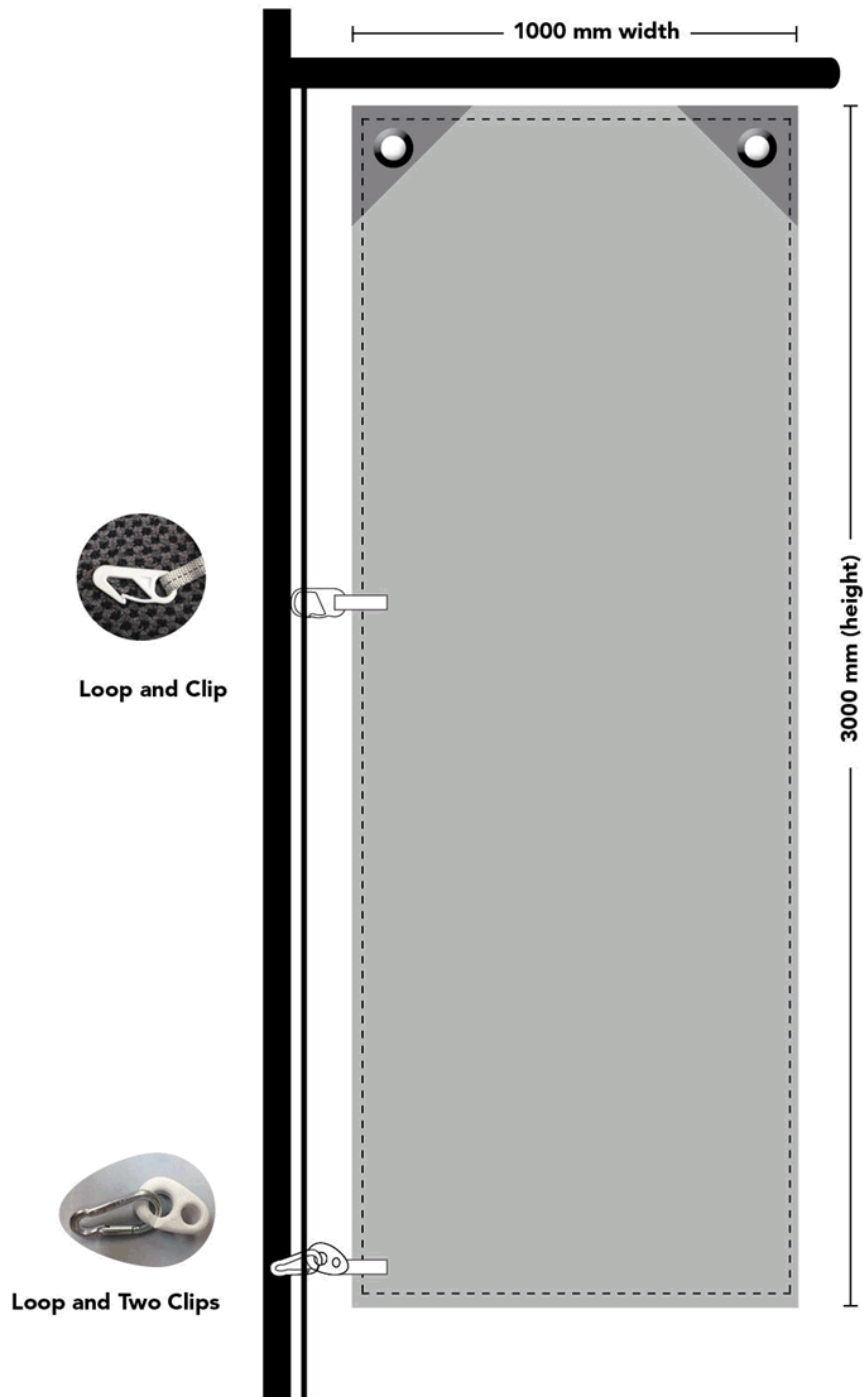
ZONE 1: MACQUARIE STREET SPECIFICATIONS



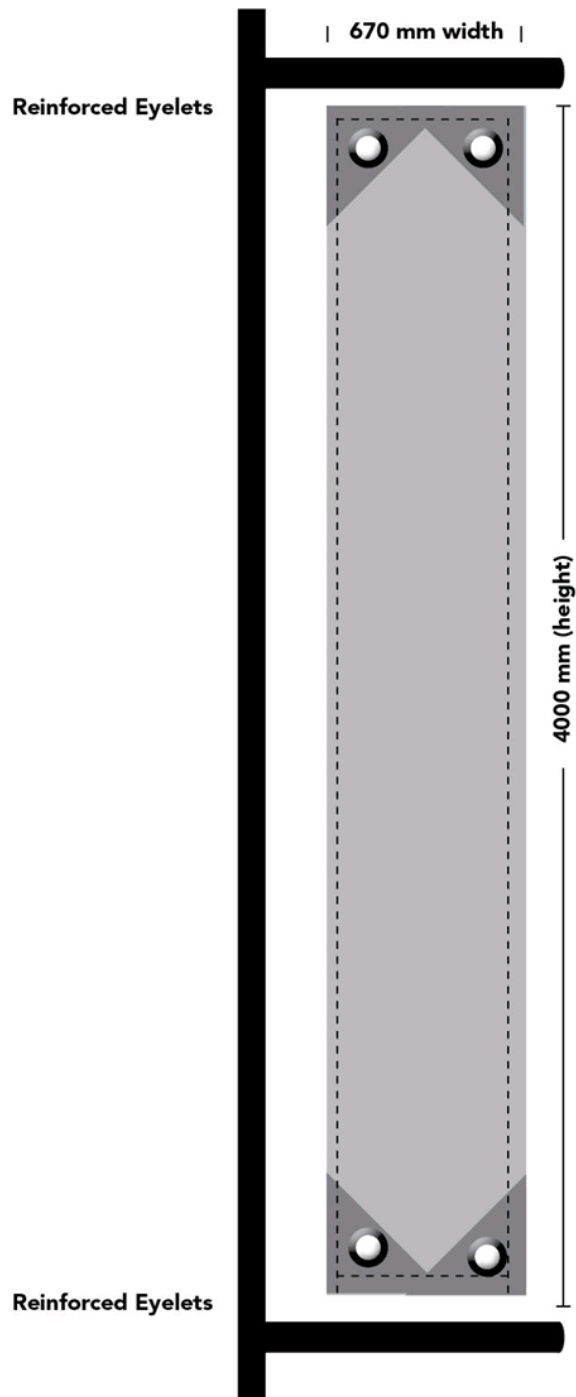
ZONE 2: MACQUARIE MALL SPECIFICATIONS



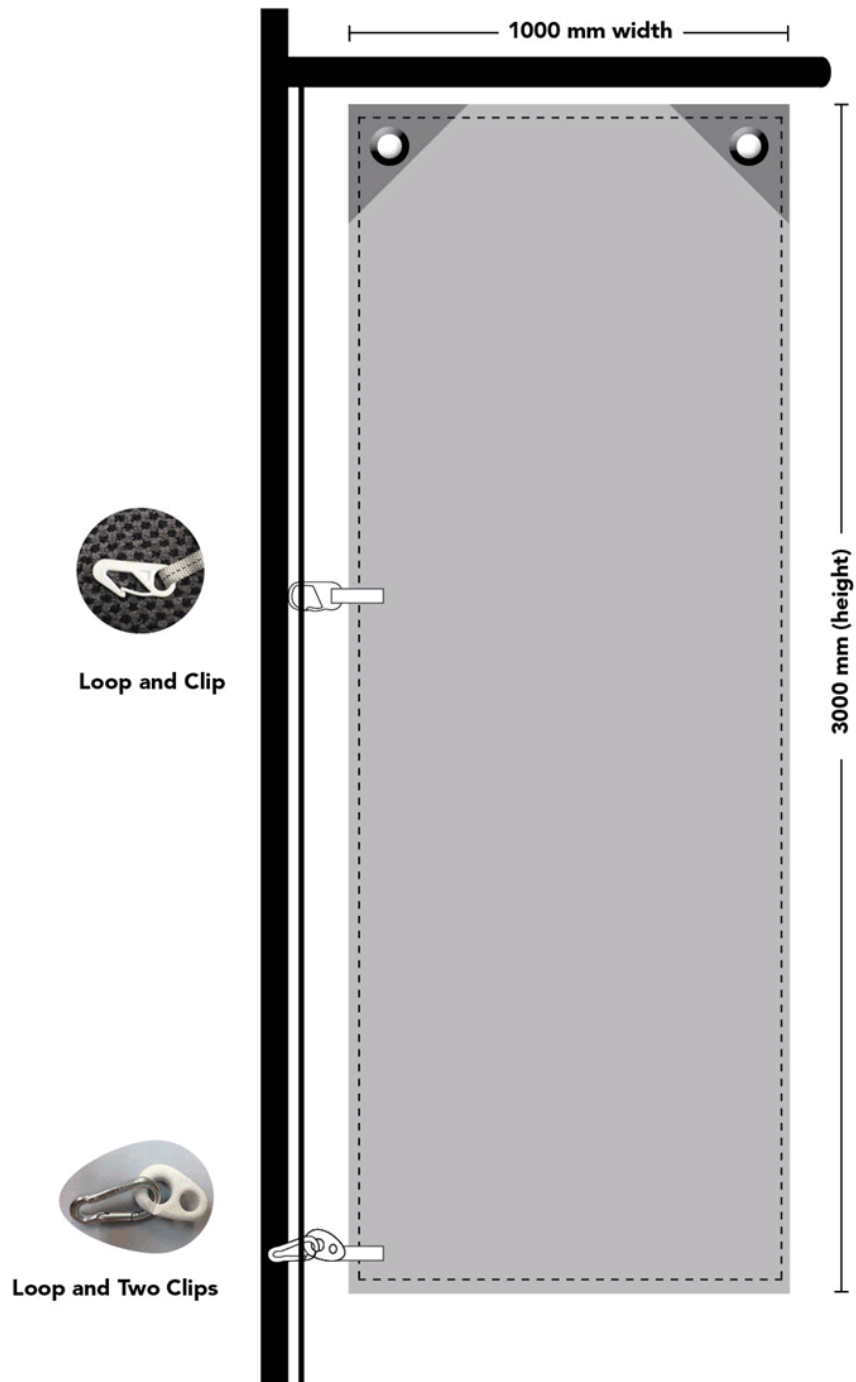
ZONE 3: MOORE AND COLLEGE STREETS SPECIFICATIONS



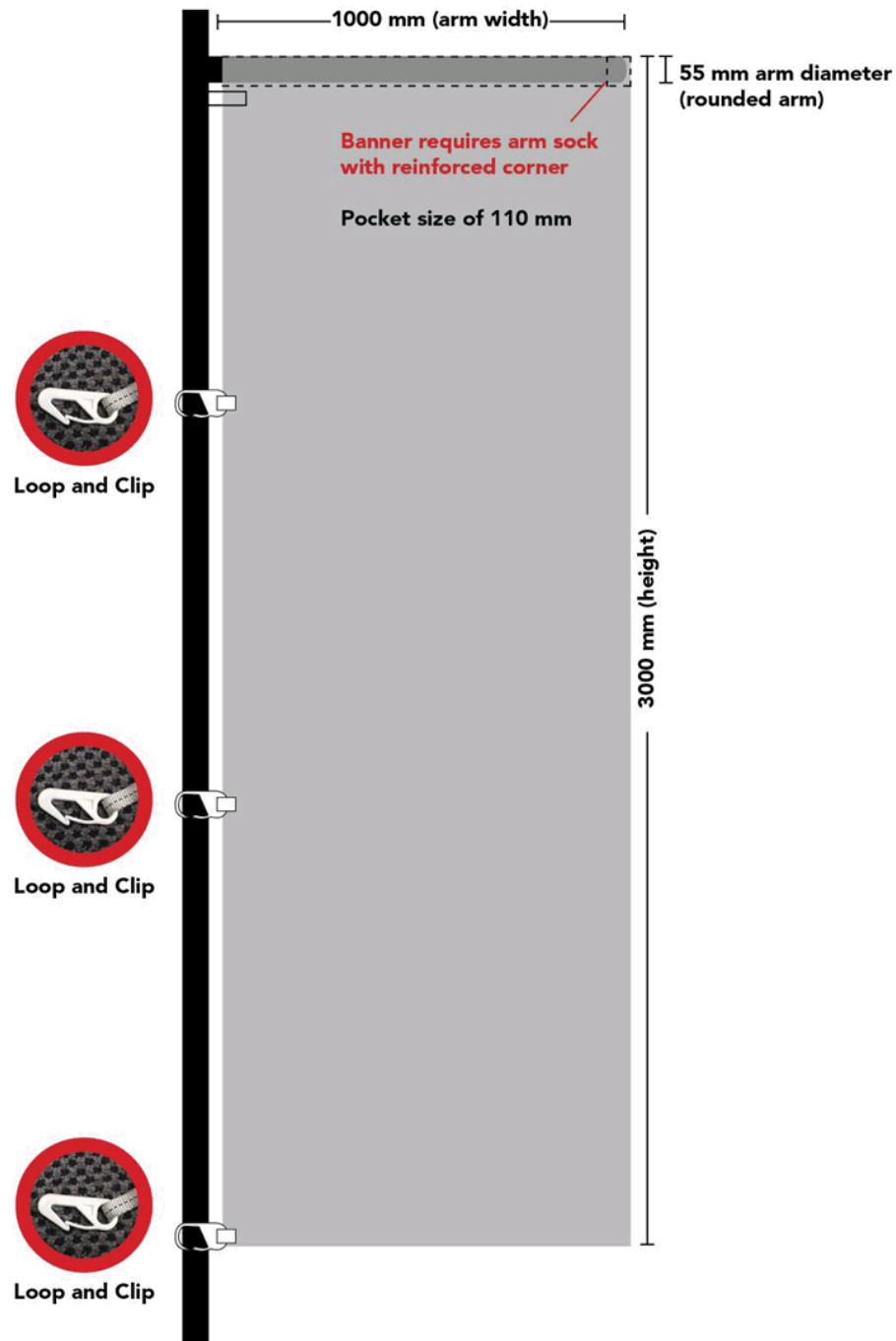
ZONE 4: BATHURST STREET AND MEMORIAL AVENUE



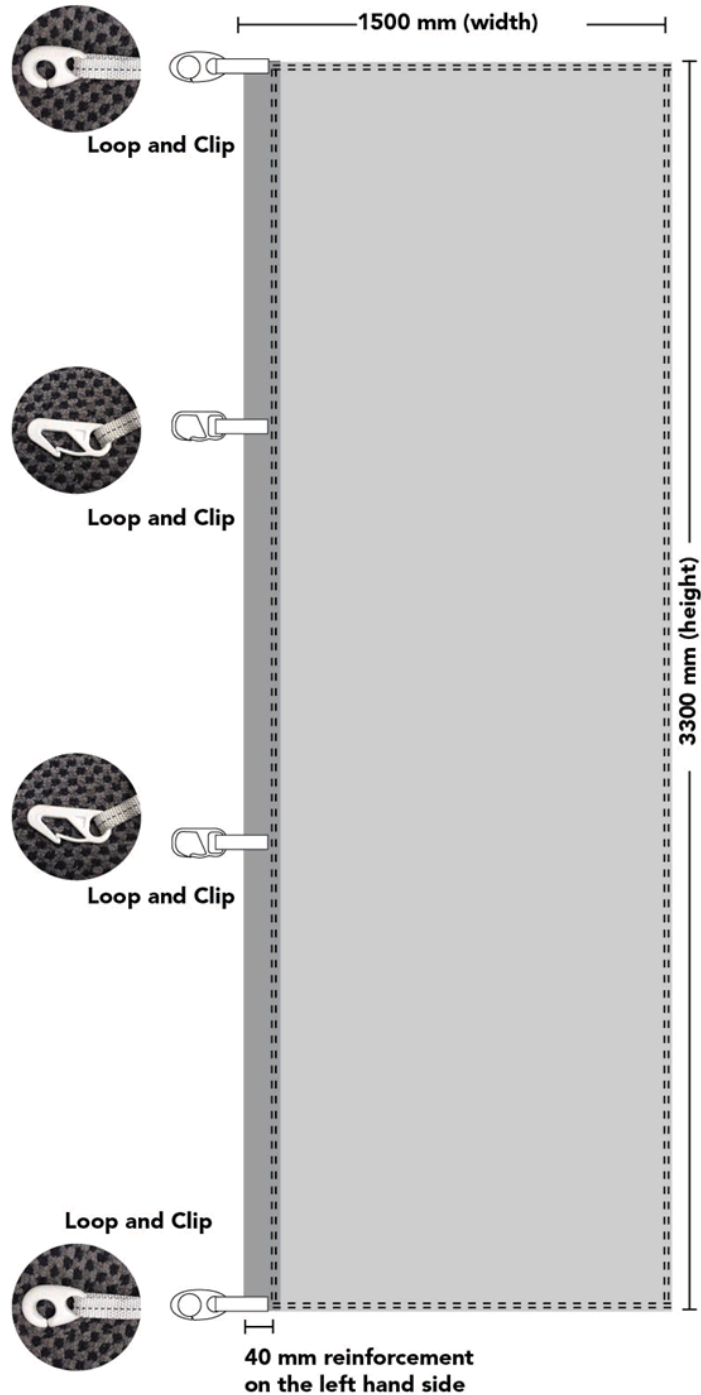
ZONE 5: MACQUARIE STREET (SOUTH)



ZONE 6: NEWBRIDGE ROAD BRIDGE



GATEWAYS 1-6



FLAG AND BANNER APPLICATION FORM

For all enquiries, contact Susana Freitas, Tourism Development Officer,
freitass@liverpool.nsw.gov.au or 8711 7844

1. APPLICANT DETAILS

Organisation/company: _____

Name of nominated contact: _____

ABN: _____

Billing Address: _____

Telephone: _____

Email: _____

2. APPLICATION CHECKLIST

All Hirers should refer to Liverpool City Council's (Council) *Flag and Banner Policy*.

All Hirers must contact Council to check availability of the flags and banners campaign timeframes before submitting this application form.

A list of Council-owned platforms and locations, guidelines and specifications can be found in the *Flag and Banner Information Pack*.

All Hirers should take note of the following key dates:

4 months prior to proposed campaign date	Submit application form to Council
7 weeks prior to confirmed installation date	Submit flag and banner design to Council for approval
5 weeks prior to confirmed installation date	Send final design to fabricators
2 weeks prior to confirmed installation date	Arrange delivery of flags and banners, and a design brief, to Council's approved contractors for installation

3. ADVERTISING PERIOD

Please indicate the time period in which you'd like to advertise. Unless prior agreement has been made, you must hire ALL Flag and Banner locations in the same campaign period.

Advertising period: _____

Hirers should allow up to five days variance in the duration of their hiring. The installation of flags and banners depends on traffic, weather and the number of banners being installed.

4. HIRE FEES

Flag and Banner hire fees are set out in Council's Fees & Charges on the Council website. Check the [Fees & Charges](#) page for up-to-date fees.

5. FLAG & BANNER DESIGNS

- (a) All designs must meet the guidelines and dimensions set out in the *Flag and Banner Information Pack*.
- (b) It is the responsibility of Hirers to ensure that their designs are compliant with Australian Consumer Law.
- (c) All designs should be in a jpg or pdf file format.
- (d) A visual brief must be supplied to the installer upon delivery of flags and banners (template provided by Council).

6. ACKNOWLEDEMENT

By submitting this application,

- ☐ I warrant that, to the best of my knowledge, there is no cultural, religious, legal or other reason that prevents my proposal from being presented.
- ☐ I acknowledge that engaging Council-owned flag and banner poles will incur fees as indicated in section 4. If my application is approved, I agree to pay the set hire fees and final production costs.
- ☐ I acknowledge that Council does not take any responsibility for lost, stolen or damaged banners. If banners are damaged during the hire period, due to weather conditions or other factors, they will be removed by Council as soon as reasonably possible. Removed flags and banners may be repaired and reinstalled in consultation with the Hirer

Name: _____

Signature: _____

Date: _____

EGROW 04

**Amendment to Part 1 Liverpool Development
Control Plan 2008 - New Chapter 24 Air Quality**

Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	019924.2019
Report By	Luke Oste - Strategic Planner
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

At the Ordinary Council Meeting held on Wednesday, 26 August 2015, Council considered a report on proposed amendments to the *Protection of the Environment Operations (Clean Air) Regulation 2010*.

Council resolved to *progress amendments to Council's DCP to prohibit the installation of new or replacement solid fuel heaters within residential zones R1, R2, R3 and R4 and that new or replacement solid fuel wood heaters in Zone RU1, RU2, RU4 and R5 must have a minimum efficiency of 60% as tested in accordance with AS/NZS 4012:2014 and an emission factor of 1.5g/kg for non-catalytic and 0.8 g/kg for catalytic heaters as tested in accordance with AS/NZS 4013:2014.*

Following consultation on the proposed amendments to the Regulations, the Government chose not to progress with the amendments in full. The proposed Schedule 9, containing a list of local government areas where solid fuel heater would be prohibited, was not advanced. However, in accordance with the resolution of Council, a DCP amendment has now been prepared which sets out Council's desire to restrict new or replacement solid fuel heaters in the Liverpool LGA.

This report provides a summary of the DCP amendment and recommends that Council endorse the amendment and place it on public exhibition.

RECOMMENDATION

That Council:

1. Endorses and places the draft amendment to the Liverpool Development Control Plan 2008 on public exhibition for a minimum period of 28 days in accordance with Clause 18 of the *Environmental Planning and Assessment Regulation 2000*; and
2. Delegates to the CEO the finalisation of the draft Development Control Plan should no submissions be received; or reports back to Council the details of the submissions upon conclusion of the exhibition period.

REPORT

BACKGROUND

At the Ordinary Council Meeting held on Wednesday, 26 August 2015, Council considered a report on proposed amendments to the *Protection of the Environment Operations (Clean Air) Regulation 2010*.

The Government proposed to amend the *Protection of the Environment Operations (Clean Air) Regulation 2010* to include, amongst other things, a new Schedule with additional controls where Councils could choose to be listed in one or more parts of the Schedule prohibiting solid fuel wood heaters. As part of the consultation process the NSW Environment Protection Authority forwarded a survey to all NSW Councils requesting nomination of specific wood smoke control options.

Council noted the proposed amendments to the Regulations and also resolved to progress amendments to Liverpool Development Control Plan 2008 (DCP) to:

- a. Prohibit the installation of new or replacement solid fuel heaters within residential zones R1, R2, R3 and R4.
- b. That from 1 September 2016 new or replacement solid fuel wood heaters in zones RU1, RU2, RU4 and R5 must have:
 - i. A minimum efficiency of 60% as tested in accordance with AS/NZS 4012:2014 and
 - ii. Emission factor of 1.5g/kg for non-catalytic and 0.8g/kg for catalytic heaters as tested in accordance with AS/NZS 4013:2014.

Following consultation, the Government chose not to progress with the amendments in full. The proposed Schedule 9, containing a list of local government areas where solid fuel heater would be prohibited, was not advanced. However, in accordance with the resolution of Council, a DCP amendment has been prepared which clearly sets out Council's desire to restrict new or replacement solid fuel heaters in the Liverpool LGA.

PROPOSED DCP AMENDMENT

To provide appropriate measures to manage air quality, an amendment to Part 1 of the DCP is proposed. A new section within Part 1, *Section 24 – Air Quality* will provide objectives and controls to appropriately manage applications for new and replacement domestic solid fuel heaters. A DCP cannot prohibit an activity, and accordingly the DCP has been worded to discourage new or replacement solid fuel heaters in the R1, R2, R3 and R4 zones, whilst providing controls for new or replacement solid fuel heaters in the rural zones.

NEXT STEPS

Should Council endorse this amendment, the next step would be to publicly exhibit the draft DCP for a period of 28 days in accordance with the *Environmental Planning and Assessment Regulation 2000*. During this time, members of the public will be able to view the draft DCP and make any comments. Following the public exhibition process, if there are any submissions, a report will be presented to Council detailing the public submissions. In the event that no comments are received, it is recommended that Council delegate to the CEO the finalisation of the DCP amendment.

CONSULTATION

The draft DCP amendment was prepared by the Planning & Transport Strategy Department in consultation with the Community Standards Department (Environment & Health).

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	Manage air, water, noise and chemical pollution.
Social	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision making processes.
Legislative	<i>Environmental Planning and Assessment Regulation 2000.</i> <i>Protection of the Environment (Clean Air) Regulation 2010.</i>

ATTACHMENTS

1. Draft Amendment LDCP Part 1 - Chapter 24 Air Quality
2. Council resolution 26 August 2015

**Draft Amendment to Part 1 Liverpool
Development Control Plan 2008
New Chapter 24 Air Quality**

February 2019

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Liverpool Development Control Plan 2008 Part 1 General Controls for all Development

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24. Air Quality

Applies to

This section applies to residential development proposing the use of new or replacement solid fuel heaters.

Background

Solid fuel heaters contribute to air pollution and have impacts on local air quality if not adequately regulated. The adverse environmental and health effects associated with wood smoke underline the importance of responsible solid fuel heater installation and operation. Reference is also made to the Protection of the Environment (Clean Air) Regulation 2010 which provides a state-wide regulatory framework for air quality.

Objectives

- a) To eliminate air pollution associated with the use of solid fuel heaters in urban areas.
- b) To reduce air pollution associated with the use of solid fuel heaters in rural areas.

Controls

- 1. New or replacement solid fuel heaters within residential zones R1, R2, R3 and R4 are not supported.
- 2. New or replacement solid fuel heaters within rural zones RU1, RU2, RU4 and R5 must have:
 - i. A minimum efficiency of 60% as tested in accordance with AS/NZS 4012:2014 and
 - ii. Emission factor of 1.5g/kg for non-catalytic and 0.8g/kg for catalytic heaters as tested in accordance with AS/NZS 4013:2014.

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NRS 133 677 (for hearing and
speech impaired callers only)

ITEM NO: DPG 05
FILE NO: 199844.2015
SUBJECT: Protection of the Environment Operations (POEO (Clean Air)) Amendment
(Heaters and Fireplaces) Regulation 2015

RECOMMENDATION

That Council:

1. Notes the proposed amendments to the Protection of the Environment (Clean Air) Regulation 2010 and adopts the following options:
 - a. Prohibit the installation of new or replacement solid fuel heaters within residential zones R1, R2, R3 and R4.
 - b. That from 1 September 2016 new or replacement solid fuel wood heaters in Zone RU1, RU2, RU4 and R5 must have:
 - i. A minimum efficiency of 60% as tested in accordance with AS/NZS 4012:2014 and
 - ii. Emission factor of 1.5g/kg for non-catalytic and 0.8 g/kg for catalytic heaters as tested in accordance with AS/NZS 4013:2014
2. Responds to the NSW EPA Local Government Wood Smoke Survey accordingly.
3. Notes that Council officers will also progress amendments to Council's DCP to reflect these provisions.

COUNCIL DECISION

Motion: **Moved: Clr Stanley** **Seconded: Clr Harle**

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

EGROW 05

**Liverpool Development Control Plan 2008
(Amendment 31) - Boarding House Development**

Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population
File Ref	026190.2019
Report By	Kweku Aikins - Strategic Planner
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

At its meeting of 21 November 2018, Council resolved to adopt Liverpool Development Control Plan (LDCP) Amendment 31 regarding boarding house development. Public notice was given on 12 December 2018 and the DCP amendment came into force on the same day.

Due to an administrative error in the advertisement (which noted incorrectly the date of Council's decision as 28 November 2018 rather than 21 November 2018), Council's legal team have advised that the public notice is legally defective and gives rise to a risk of a legal challenge to the validity of the DCP amendment. To eliminate this risk it is recommended that Council re-adopt Amendment 31 for republication of the required notice.

The report considered at the 21 November 2018 Council meeting and subsequent resolution is included at **Attachment 1**.

RECOMMENDATION

That Council adopts Liverpool Development Control Plan 2008 (Amendment 31) to come into effect upon publication of the required notice in the local newspaper.

REPORT

At its meeting of 29 August 2018, Council resolved to exhibit draft LDCP Amendment 31.

The draft LDCP was placed on exhibition between 26 September and 23 October 2018, and two submissions were received. Following consideration of the submissions, minor changes to Amendment 31 were adopted by Council on 21 November 2018.

Due to an administrative error in the advertisement, a new council resolution is required so that a new public notice of Council's decision can be published.

There are no changes to the DCP as adopted by Council on 21 November 2018 (**Attachment 2**).

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	Enhance the environmental performance of buildings and homes.
Social	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
Civic Leadership	<p>Undertake communication practices with the community and stakeholders across a range of media.</p> <p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.</p>
Legislative	<p>Environmental Planning and Assessment Act 1979</p> <p>Environmental Planning and Assessment Regulation 2000</p> <p>State Environmental Planning Policy (Affordable Rental Housing) 2009</p>

ATTACHMENTS

1. Resolution & Post Exhibition Report - Boarding House DCP
2. LDCP 2008 Part 3.9 Boarding House Development (Amendment 31)

That Council adopts draft Liverpool Development Control Plan 2008 (Amendment 31), to come into effect upon publication of the required notice in the local newspaper.

Motion: **Moved:** Clr Hagarty **Seconded:** Clr Hadchiti

- The side setback in Clause 10 as shown on page 128 of the Council Agenda be changed to 3 metres as originally proposed by officers.

Councillors voted unanimously for this motion.

EGROW 05	Draft Liverpool Development Control Plan 2008 (Amendment 31) - Boarding House Development - Post exhibition report
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Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population
File Ref	301358.2018
Report By	Kweku Aikins - Strategic Planner
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

At its 29 August 2018 meeting, Council resolved to endorse draft Liverpool Development Control Plan (DCP) 2008 (Amendment 31), place the document on public exhibition for 28 days, delegate finalisation of the draft DCP to the CEO in the event no submissions were received, or report back to Council the details of any submissions received upon conclusion of the exhibition period.

Draft Amendment 31 aims to regulate the character of boarding house development, pursuant to Clause 30A of State Environmental Planning Policy (Affordable Rental Housing) 2009 [SEPP (ARH)].

Public exhibition was undertaken between 26 September 2018 and 23 October 2018, with two submissions received. One submission expressed support for the changes and voiced concerns about the operation of boarding houses, with respect to how the behaviour of future occupants would be regulated. The remaining submission did not support the proposed changes, suggesting a wholesale amendment of the DCP to cater towards 'small space living options'.

As a result of the public exhibition, the following changes to Amendment 31 have been made:

- Deletion of objective regarding housing choice and affordability
- A notation has been added for communal living areas to be split if it results in a better planning outcome
- Adaptable room control changed to make reference to relevant Australian Standards "as amended"
- Minor grammatical change for control regarding centralisation of communal living and kitchen areas

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CITY ECONOMY AND GROWTH REPORT**

- The word 'ensuite' has been changed to 'bathroom' when referring to controls for self-contained rooms
- The control regarding the location of 'management offices' has been re-worded to clarify its intention
- Side setbacks in the R2 zone have been changed from 3m (ground and first floor) to 1.5m (ground floor) and 1.8m (first floor)

It is recommended that Council adopt draft DCP 2008 (Amendment 31).

RECOMMENDATION

That Council adopts draft Liverpool Development Control Plan 2008 (Amendment 31), to come into effect upon publication of the required notice in the local newspaper.

REPORT**Background**

In July 2009 SEPP (ARH) was gazetted by the Minister for Planning. The Policy aims to provide a consistent planning regime for the provision of affordable rental housing throughout New South Wales by implementing non-discretionary development standards and floor space ratios for the development of secondary dwellings, in-fill development, group homes and boarding houses. Clause 30A of SEPP (ARH) requires the consent authority to determine if boarding houses are "compatible with the character of the locality".

At the 28 June 2017 meeting, Council resolved to "*develop controls relating to Section 30A of State Environmental Planning Policy (Affordable Rental Housing) (relating to the development of boarding houses within the Liverpool local government area), into the relevant local planning instruments, to provide certainty to the community, developers and the residents that these developments seek to serve*".

Council resolved to place Amendment 31 on public exhibition at the 29 August 2018 Council meeting. The draft DCP amendment includes controls to regulate the character of boarding house developments in conjunction with the provisions of the SEPP ARH, the Liverpool Local Environmental Plan (LLEP) 2008, and existing parts of the DCP 2008.

Public exhibition

Public exhibition was undertaken between 26 September 2018 and 23 October 2018, in accordance with Clause 18 of the *Environmental Planning and Assessment Regulation 2000*. Two submissions were received.

One submission expressed support for the proposed changes, noting also that the behaviour of future occupants requires careful management.

The second submission did not support the proposed changes, suggesting a wholesale amendment of the DCP that would facilitate the development of smaller self-contained rooms in boarding houses. Issues raised in the submissions and Council staff responses are outlined in **Attachment 1**.

Following consideration of the submissions received, the following changes to the draft DCP 2008 (Amendment 31) have been made:

- The objective regarding housing choice and affordability has been removed as the SEPP ARH already achieves this. The draft DCP rather aims to regulate and enforce the character of boarding houses.
- A notation has been made allowing communal living areas to be split if it results in a better planning outcome (otherwise a singular, centralised living room would be required).
- Control for the inclusion of adaptable rooms will be changed to ensure that it makes reference to *"the relevant Australian Standards (AS) for Adaptable Housing (AS 4299 - 1995) as amended."*
- Minor grammatical change to control communal living and kitchen areas, as there may be more than one of each in a single building.
- The word 'ensuite' has been changed to 'bathroom' when referring to controls for self-contained rooms, as 'ensuite' implies that the bathroom facility needs to be located off the bedroom.
- The control regarding the location of 'management offices' has been re-worded to clarify that management/reception offices are optional.
- Side setbacks in the R2 zone have been changed from 3m (ground and first floor) to 1.5m (ground floor) and 1.8m (first floor), as this will be sufficient to achieve the intent of the control without adversely affecting the desired streetscape character of low density localities.

The amended draft document (with track changes) is included in Attachment 2.

Conclusion

Draft DCP 2008 (Amendment 31) has been prepared in accordance with previous resolutions of Council. The intent of the proposed changes are to set out clear requirements for assessing the character of boarding houses throughout the Liverpool LGA.

In line with Council's resolution of 29 August 2018, Amendment 31 was publicly exhibited between 26 September and 23 October 2018. Two submissions were received, with one expressing support for the proposal. The supportive submission, also voiced concerns about the operation of boarding houses with respect to how the behaviour of future occupants would be regulated. The second submission did not support the proposed changes and

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ORDINARY MEETING 21 NOVEMBER 2018
CITY ECONOMY AND GROWTH REPORT

suggested that the DCP should be amended in its entirety to cater for 'small space living options'. Following consideration of the submissions, changes have been made to provide greater flexibility for developers and clarify the intent of relevant provisions.

It is recommended that Council adopt Amendment 31. If adopted, the DCP amendment will come into effect upon publication of the required notice in the local newspaper.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	Enhance the environmental performance of buildings and homes.
Social	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
Civic Leadership	<p>Undertake communication practices with the community and stakeholders across a range of media.</p> <p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.</p>
Legislative	<p>Environmental Planning and Assessment Act 1979</p> <p>Environmental Planning and Assessment Regulation 2000</p> <p>State Environmental Planning Policy (Affordable Rental Housing) 2009</p>

ATTACHMENTS

1. Table of issues raised in public submissions
2. Draft LDCP 2008 (Amendment 31) - with track changes

Liverpool Development Control Plan 2008

Part 3.9

Boarding House Development

Part 3.9 must be read in conjunction with Part 1

Parts 2, 3, 4 and 6 also apply to boarding house development

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Liverpool Development Control Plan 2008

Part 3.9 Boarding House Development

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1. Preliminary

Applies to

1. Part 3.9 applies to Boarding Houses in the R1 General Residential, R2 Low Density Residential, R3 Medium Density Residential, R4 High Density Residential, B1 Neighbourhood Centre, B2 Local Centre and B4 Mixed Use zones, except as provided below.
2. Part 1 of the DCP also applies to the land.
3. The following Parts of the DCP shall also be applied to boarding house development:
 - i. Part 2 of the DCP must be applied in specific localities.
 - ii. Part 3.2 of the DCP must be applied in the R2 zone.
 - iii. Part 3.6 of the DCP must be applied in the R3 zone.
 - iv. Part 3.7 of the DCP must be applied in the R4 zone (outside of the Liverpool City Centre).
 - v. Part 4 of the DCP must be applied in the Liverpool City Centre.
 - vi. Part 6 of the DCP must be applied in business zones.

Note: Part 3.9 of the DCP prevails to the extent of any inconsistency with Parts 2, 3, 4 and 6 of the DCP.

Background

The State Environmental Planning Policy (Affordable Rental Housing) 2009 [SEPP ARH] was introduced on 31 July 2009 to increase the supply of affordable rental housing in NSW and as a result, the Liverpool LGA has seen a significant increase in demand for such housing. Particularly, controls are required to regulate the development of boarding houses, and this part of the DCP ensures that boarding houses are sympathetic to the desired character of their surroundings.

Link to SEPP ARH

This part of the DCP must be read in conjunction with the SEPP ARH. Where there is an inconsistency between the SEPP ARH and this DCP, the SEPP ARH prevails. The controls listed in the following subsections of this part of the DCP are to be used when addressing Clause 30A of the SEPP ARH.

Link to Liverpool LEP 2008

Liverpool LEP 2008 provides overall requirements and objectives for development in the residential and business areas of Liverpool. Each zone provides objectives, which provide direction for the controls in the DCP. There are also general provisions for development in the residential and business zones as well as provisions for specific forms of development in certain areas or for development on specific sites.

Objectives

- a) To ensure boarding houses achieve a high standard of urban design, which are compatible with the desired amenity and character of the area.
- b) To provide controls additional to those contained within State Environmental Planning Policy (Affordable Rental Housing) 2009 (SEPP ARH).
- c) To ensure that the amenity of neighbours is maintained.

2. General Requirements

Registration

All boarding houses are to be registered in accordance with the provisions of the Boarding Houses Act 2012, and are to be utilised in accordance with the Boarding Houses Regulation 2013.

Building Code of Australia (BCA)

Boarding Houses may be classified as either Class 1b or Class 3 under the BCA.

A BCA report is required for all Class 3 boarding houses and any boarding house involving alterations and additions to an existing building.

Subdivision

The subdivision (including strata or community title subdivision) of boarding houses is not permitted.

3. Building Character

Objectives

- a) To achieve the desired future character for the locality and minimise amenity impacts on adjoining properties.
- b) To reduce adverse impacts on heritage items.

Controls

1. A Character Statement is to be submitted with all applications for boarding house development. At a minimum the statement is to address the criteria listed under Appendix 1 of this DCP.

Note: Character statements are to be prepared by a suitably qualified person and must include 3D perspective drawings showing how the building appears when situated amongst other buildings within a 100m radius.

2. Boarding houses located in the vicinity of a Heritage Item or within a Heritage Conservation Area must be designed sympathetically to the significance of the Heritage Conservation Area/Item.

4. Site Planning

Objectives

- a) To ensure that boarding houses are only provided on lots that are capable of supporting such development.
- b) To ensure that boarding houses are located in areas that encourage patronage of public transport.

Controls

1. All boarding houses must be located in an accessible area as defined in the SEPP ARH.

Note: Boarding houses in the R2 zone are subject to additional locational criteria as required under the SEPP ARH.

2. Boarding houses must not be located on cul-de-sacs streets and battle-axe allotments.
3. Boarding houses must have a separate pedestrian access to a street.
4. Boarding houses must be located to minimise the extent of cut and fill.

5. External Building Design

Objectives

- a) To encourage designs that are sympathetic to the amenity of adjoining neighbours.
- b) To ensure buildings address all street frontages appropriately.

Controls

- 1. All boarding rooms must only be accessed from within the building.
- 2. Main entrances shall not be located along rear and side boundaries where they face adjoining properties.

6. Internal Building Design

Objectives

- To ensure that boarding houses are designed to provide sufficient communal facilities for the occupants in terms of communal indoor and outdoor areas, kitchen and laundry facilities.
- To limit the potential overdevelopment of various sites in Liverpool.
- To ensure that lodgers are provided with a reasonable level of amenity.

Controls

- Boarding houses shall be limited to a maximum number of bedrooms using the formula below (rounded to the nearest whole number). Any floor space ratio (FSR) over 1:1 shall be rounded down to 1:1:

$$\text{No. of rooms} = \frac{\text{Site Area (sqm)}}{45} \times \text{FSR (no more than 1:1)}$$

Example 1: 400sqm site with 0.5:1 FSR

$$\frac{400\text{sqm}}{45} \times 0.5 = 4.4 \text{ (or 4 rooms)}$$

Example 2: 2,500sqm site with 2:1 FSR

$$\frac{2500\text{sqm}}{45} \times 1 = 55.5 \text{ (or 56 rooms)}$$

Figure 1: Bedroom ratio formula

- Communal living rooms and kitchens shall be the focal point of the building (e.g. near lobby, laundry, mail area etc.) and be provided with access to the communal open space area.
- An indoor communal living room must be provided at a rate of 15sqm for the first 5 lodgers (or part thereof) and 1sqm for each additional lodger.

Note: Required floor area for the communal living room may be split across multiple parts of the building if it is seen as beneficial for the internal layout of the building.

- No boarding rooms shall open directly on to communal living, dining and kitchen areas.
- At least 10% of the rooms shall be adaptable in accordance with the relevant Australian Standards (AS) for Adaptable Housing (AS 4299 - 1995) as amended.
- Boarding houses shall be designed to comply with the minimum access requirements contained within the BCA and Australian Standard 1428 – Design for Access and Mobility (as amended).

7. At least 70% of the rooms shall receive a minimum of 3 hours direct sunlight between 9am and 3pm on 21 June.
8. Where self-contained boarding rooms are proposed they shall be provided with the following facilities (at a minimum) in accordance with Table 1:

Table 1 Self-contained facilities

Facility	Area
Bathroom	2.1sqm
Shower in bathroom	0.8sqm
Laundry	1.1sqm
Kitchenette	2sqm

9. Where shared facilities are proposed, they must be provided at a rate of 1 per 10 occupants (or part thereof) in accordance with Table 2:

Table 2 Communal facilities

Facilities
1 washing machine and 1 washing sink
1 electric clothes dryer or 30m of external clothes line
1 bathroom
1 toilet and wash basin (separate from bathroom)

10. A communal kitchen is to be provided on each floor (if more than 2 storeys) with a minimum area of 8sqm or 1.2sqm for each resident without a kitchenette (whichever is the greater).

Note: The kitchen is to comply with food safety standards adopted under the NSW Food Act 2003 and the National Code for the Construction and Fitout of Food Premises.

11. If management or reception offices (apart from a manager's room) are to be provided, they are to be located at a central, visible point which is convenient to occupants and visitors of the boarding house.
12. Boarding houses in the B1, B2 or B4 zones shall not be provided with any rooms on the ground floor.

7. Communal Open Space

Objectives

- a) To ensure that access to communal open space areas are designed to meet the needs of lodgers.
- b) To ensure that privacy is provided to communal open space areas from adjoining developments.

Controls

1. The communal open space must receive 3hrs of sunlight to 50% of its area between 9am and 5pm on 21 June, and must:
 - i. be provided at ground level in a courtyard or terrace area, wherever possible;
 - ii. provide partial cover from weather;
 - iii. incorporate soft/porous surfaces for 50% of the area;
 - iv. be connected to communal indoor spaces, such as kitchens or living areas;
 - v. contain communal facilities such as barbecues, seating and pergolas where appropriate; and
 - vi. be screened from adjoining properties and the public domain with plantings or similar

8. Parking and Access

Objectives

- a) To provide car parking facilities on site that are convenient, safe and have sufficient space for vehicular manoeuvrability.
- b) To ensure that increased traffic movements do not have adverse impacts on the road network.
- c) To minimise the need for on street car parking.
- d) To provide convenient pedestrian access.

Controls

1. A traffic and parking impact statement is required for all boarding house developments demonstrating that the use of the premises will not result in adverse traffic, parking and road safety impacts. The assessment is to include the following (but not being limited to):
 - i. Identification of prevailing traffic conditions;
 - ii. the likely impact of the proposed development the road network;
 - iii. pedestrian and traffic safety measures; and
 - iv. justification for any variations of on-site parking requirements
2. The path to any building entrance(s) shall be designed in a manner which provides direct and convenient access from the nearest public footpath.

9. Amenity

Objectives

- a) To ensure that boarding houses operate without impeding upon the amenity of adjoining residents.
- b) To ensure appropriate noise and vibration attention measures are incorporated into boarding houses where applicable.

Controls

- 1. An acoustic report prepared by a suitably qualified person shall be submitted and is to include:
 - i. Identification of sensitive noise receivers potentially impacted by the proposal;
 - ii. Measure (in decibels) and describe the existing acoustic environment;
 - iii. Details of the acoustic mitigation measures to be implemented in the proposal;
 - iv. Identification of noise likely to be generated by the proposal based on full occupation; and
 - v. Certification that the proposal is capable of operating without causing nuisance, including a statement of mitigation measures required to ensure this
- 2. A 'Plan of Management' is to be submitted with each development application for a boarding house, including criteria as outlined in Appendix 2.

10. Side and Rear Setbacks in the R2 zone

Objectives

- a) To provide visual and acoustic privacy to adjoining development.
- b) To minimise the impacts of intensified development in low density areas.

Controls

1. Buildings in the R2 zone shall be setback from the side and rear boundaries in accordance with Table 3:

Table 3 Setbacks

Item	Side Setback	Rear Setback
Ground Floor	3m	6m
First Floor	3m	8m

Note: Boarding house encroachments may only occur if it is seen as beneficial for open space, solar access and the internal layout of the building.

Appendix 1 – Character Statement

At a minimum all local character statements must analyse the desired urban form and scale with regard to the following elements:

Building Type

- Identify the predominant building typology in the locality (e.g. single storey detached dwellings) and ensure that (and describe how) the proposed boarding house is sympathetic to both the existing and desired future building type.

Streetscape

- Identify and describe the streetscape character and provide for a development which is consistent with, or improves upon, this character by means of public domain improvements (e.g. planting street trees and minimising driveway cross-overs).

Setbacks/Building lines

- Determine if there is a desired subdivision pattern and spacing of buildings including, consistency in size of lots, frontage width, and regular spacing between buildings.
- Explain how the proposed boarding house will be consistent with the desired future building separation in the locality.

Building Style

- Identify the dominant age/style of buildings in the locality (e.g. federation, 'interwar', post WWII style).
- Describe how the design of the boarding house will respond to the style of surrounding buildings in the locality.

Materials and Finishes

- Identify and describe the predominant building finishes and materials in the locality.
- Explain how the selected materials and finishes for the boarding house are appropriate when juxtaposed against that of other buildings in the locality.

Views, vistas and skylines

- Identify any views or vistas within the locality (e.g. views towards heritage buildings or bodies of water)
- Describe how the design of the boarding house will respond to the views and vistas.
- Determine if the boarding house will open up or block views that are enjoyed by occupants of existing developments in the vicinity.

The character statement is to be prepared by a suitably qualified person and must also include 3D perspective drawings showing how the built form appears when situated amongst other buildings within a 100m radius.

Appendix 2 – Plan of Management

At a minimum all plans of management must contain the following elements:

- Manager duties & staffing arrangements including the location and 24/7 contact details of any on-site manager or resident caretaker, who has overall responsibility for the operation, administration, cleanliness, maintenance and fire safety of the premises.
- Council consent compliance details (attached as an addendum upon commencement of operations)
- Procedures for maintaining an Incidents Register, and keeping Council informed of any change in management
- Occupancy rates for each bedroom.
- House rules and how they will be displayed including (but not limited to) guest behaviour, activities and noise, parking arrangements, operating hours of outdoor common areas, visitor policy, and the use of alcohol and/or drugs, and location of smoking area.
- Measures to minimise impacts on adjoining residents including the management of communal open spaces, visiting hours and limitations on noise generating activities between 10pm and 7am.
- Waste management, cleaning and property maintenance measures including schedule of regular professional cleaning, landscaping and pest control services, and details of waste management procedures (including disposal of 'sharps' and/or sanitary napkin receptacles).
- Furniture and facilities including a list of items to be provided in each room (inclusive of communal areas) of the premises.
- Safety and security including an emergency evacuation plan with emergency contact details, staff training, fire mitigation measures, display of annual fire safety statement, perimeter lighting, landline telephone and floor plans showing emergency egress routes.

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NRS 133 677 (for hearing and
speech impaired callers only)

EGROW 06**Proposed Amendment to Liverpool Local Environmental Plan 2008 - Rezoning of land at 4-8 Hoxton Park Road, Liverpool**

Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	026741.2019
Report By	David Smith - Manager Planning & Transport Strategy
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

Property	4-8 Hoxton Park Road, Liverpool (Lot 1 DP 860799)
Owner	Hussein Chahine
Applicant	Architecture Design Studio (NSW) Pty Ltd

EXECUTIVE SUMMARY

Council has received a planning proposal to rezone land at 4-8 Hoxton Park Road, Liverpool (Lot 1 DP 860799) from B6 – Enterprise Corridor to B4 – Mixed Use.

The planning proposal has been submitted pursuant to Section 3.33 of the *Environmental Planning and Assessment Act (EPA&A) 1979* and the proposal was referred to the *Liverpool Local Planning Panel* for advice in accordance with Section 2.19 of the EP&A Act.

The assessment of the planning proposal was undertaken by Tract Consultants on behalf of Council. That assessment determined the planning proposal has strategic and site specific merit and is consistent with Section 9.1 Directions and other relevant regional and local plans.

Advice was sought from the *Liverpool Local Planning Panel* at its meeting on 26 November 2018 in accordance with the *Local Planning Panel Direction – Planning Proposals* dated 23 February 2018. Following an inspection of the site and considering the assessment report, the panel provided their supporting advice that the proposal has both strategic and site-specific merit.

The assessment report considered by the Local Planning Panel is attached as **Attachment 1**. The report provides a detailed assessment of the proposal against the criteria for determining strategic and site specific merit, as required.

This report recommends that the planning proposal be supported in principle by Council and submitted to the Department of Planning and Environment seeking a Gateway determination and public exhibition.

RECOMMENDATION

That Council:

1. Endorse the planning proposal to rezone 4-8 Hoxton Park Road, Liverpool from B6 – Enterprise Corridor to B4 – Mixed Use, subject to a detailed site contamination investigation being prepared;
2. Notes further discussions with the proponent will occur regarding a voluntary planning agreement offer for public domain improvement works and other transport related works that the proponent has outlined in their Urban Design report;
3. Forwards the planning proposal to the Department of Planning and Environment, pursuant to Section 3.34 of the Environmental Planning and Assessment Act 1979, seeking a Gateway determination;
4. Subject to Gateway determination, undertake public exhibition and community consultation in accordance with the conditions of the Gateway determination;
5. Receive a further report on the outcomes of public exhibition and community consultation; and
6. Notify the applicant of Council's decision.

REPORT

Site Context

This planning proposal is site specific and relates to Lot 1 DP 860799, at 4-8 Hoxton Park Road, Liverpool. The site is approximately 1.2km south-west of the Liverpool train station.

The site is on the western edge of the Liverpool City Centre, at the intersection of Hoxton Park Road and Gillespie Street, near the intersection of the Hume Highway and Hoxton Park Road. The site is immediately adjacent to 311 Hume Highway which was rezoned from B6 Enterprise Corridor to B4 Mixed Use pursuant to LLEP 2008 (Amendment 60) on 19 May 2017. The site is rectangular with frontages to Hoxton Park Road to the north and Gillespie Street to the west. The site covers an area of 1,680m² and has a street frontage of approximately 47 metres to Gillespie Street and 35.5m to Hoxton Park Road.

The site can be characterised by the land uses surrounding it. The site immediately adjacent (to the East and the South) is 311 Hume Highway, which was rezoned to B4 to enable the development of a predominately residential development with ground floor retail functions.

Other land uses include B6 – Enterprise Corridor uses along the Hume Highway south of the site and R4 – High Density Residential uses along Hoxton Park Road, to the west of the site. Both the Hume Highway and Hoxton Park Road are classified roads under the care and control of Roads and Maritime Services (RMS).

The adjoining properties are:

East (side)	311 Hume Highway (B4 Mixed Use)
West (side)	10 Hoxton Park Road (R4 High Density Residential) / Gillespie Street
South (rear)	311 Hume Highway (B4 Mixed Use)
North (front)	Woodward Park (RE1 Public Recreation)/ Hoxton Park Road



Figure 1: 4-8 Hoxton Park Road, Liverpool site locality

Proposal

The planning proposal seeks a spot rezoning from B6 – Enterprise Corridor to B4 – Mixed Use and a change to the built form development controls. The proposed amendments to the zoning, height of building and floor space ratio development standards provides an opportunity for the development of the site in a similar, but smaller, manner to 311 Hume Highway.



Figure 10: 311 Hume Highway (tower to the left), 4-8 Hoxton Park Road (smaller tower to the right)

This planning proposal proposes a transition between 311 Hume Highway and adjacent residential zones to the west and is the natural bookend for the City Centre opposite Woodward Park.

The key differences between the planning proposal for 311 Hume Highway and this proposal are:

Liverpool Local Environmental Plan 2008 Amendment 60 (311 Hume Highway, Liverpool)	4-8 Hoxton Park Road, Liverpool Proposed Amendment to the Liverpool Local Environmental Plan 2008
Rezoned from B6 Enterprise Corridor to B4 Mixed Use	Rezoned from B6 Enterprise Corridor to B4 Mixed Use

Increase the maximum height of buildings development standard from 24 metres and 45 metres to 25 metres and 100 metres	Increase the maximum height of buildings development standard from 24 metres to 50 metres
Increase the maximum floor space ratio development standard from 2.5:1 to 6:1	Increase the maximum floor space ratio development standard from 2.5:1 to 5:1
Remove the site from the Key Sites map	Remove the site from the Key Sites map
Amended Schedule 1 Additional Permitted Uses to allow residential dwellings to be provided on the ground floor on the site, subject to provisions for non-residential floor space and active street frontage	No amendments to Schedule 1

Planning Assessment

The planning assessment report is contained in **Attachment 1**. It provides a detailed assessment of the merits of the proposal against the District and Region Plans and the Department of Planning's 'Guide to Preparing Planning Proposals'. The report's conclusion is that the planning proposal has strategic and site specific merit and should proceed to a Gateway determination, subject to a detailed Phase 2 Site Contamination Assessment.

Local Planning Panel

The proposal was presented to the *Liverpool Local Planning Panel* at its meeting on 26 November 2018 for advice.

The Local Planning Panel advice is contained in **Attachment 2**. The Panel's key comments were:

The panel is supportive of the proposal for the following reasons:

- *The proposal is consistent with state and local strategies;*
- *There is strategic merit to support the proposal;*
- *The proposal demonstrates site specific merit;*
- *The urban design and built form considerations for this proposal are consistent with the assessment that was undertaken for the adjoining 311 Hume Highway planning proposal.*

The panel recommends the planning proposal be allowed to proceed to Gateway determination subject to the following considerations:

- *That a voluntary planning agreement is entered into between the proponent, council and the RMS for necessary road improvements to support future development under the planning proposal;*

- *That consideration is given to whether there is any benefit to the re-opening of Gillespie Road;*
- *Consideration is given to the appropriate zoning of the Gillespie Road road Reserve adjacent to the subject planning proposal.*

Officer Comment on LPP Advice

During public agency consultation, the RMS will be consulted and their views considered, including impacts of this proposal on the Hume Highway / Hoxton Park Road intersection and the potential for a monetary contribution to be required to part fund an upgrade of this intersection.

There is an existing provision in the LLEP 2008 (Clause 6.4A) that requires arrangements to be made for designated State public infrastructure in intensive urban development areas. If required, this Clause could be amended to include this site and would be the mechanism for any such contribution that RMS may require the proponent to make.

The proponent has stated in their urban design submission that the proposal will make public domain improvements which Council officer's consider should be secured through a voluntary planning agreement. This may include public domain improvements including widened footpaths, bike or shared path, street trees, public seating areas, through site links, and public gathering spaces. Council will also consider opportunities for a monetary contribution from the proponent to part fund works to improve pedestrian crossing points on the Hume Highway, improve connectivity with the Liverpool City Centre.

During a post gateway period, Officers will ensure the zoning of the Gillespie road reserve aligns with the neighbouring zones, for consistency.

Consistency with Community Strategic Plan

Our Home Liverpool 2027

Council's *Our Home, Liverpool 2027* provides strategic directions that have been identified by the community and the measures that will allow Council to determine progress towards achieving them. The four key directions are: *creating connection, strengthening and protecting our environment, generating opportunity and leading through collaboration*. The planning proposal aligns predominately with the second and third directions which states:

Liverpool Council will:

- *Exercise planning controls to create high-quality, inclusive, urban environments*
- *Develop, and advocate for, plans that support safe and friendly communities*
- *Meet the challenges of Liverpool's growing population*
- *Attract businesses for economic growth and employment opportunities*
- *Create an attractive environment for investment*

The planning proposal is in general supportive of these goals. The rezoning and amended planning controls would ultimately deliver (subject to further development assessment) a mixed use development to contribute additional employment and housing within the area. The planning proposal provides additional supply of residential apartment dwellings in an area that has access to the adjacent parklands and community facilities.

In comparison to the existing B6 zone, rezoning the site to B4 (Mixed Use) provides a more appropriate transition between the high density, mixed use City Centre zoning and the R4 (High Density Residential) zoning to the west of the site.

Consultation

During the assessment of the planning proposal, consultation was undertaken with Council's City Economy, Traffic and Transport and Environment and Health Departments.

Council's traffic engineers have identified that the proposal will impact the performance of the Hume Highway / Hoxton Park Road intersection and that a contribution to its upgrade is required. As stated above, this will be discussed with the RMS and if required, the existing LEP clause requiring satisfactory arrangement for designated State public infrastructure can be amended to include this site.

City Economy supports the proposal as it will provide additional mixed use development and the creation of additional jobs as well as a more appropriate land use and interface between the existing B4 and R4 zones.

Environment & Health identified that a Stage 2 Detailed Site Contamination assessment is required to support the rezoning. The recommendation to support this planning proposal is conditional on the proponent preparing a detailed site contamination investigation to ensure the requirements of SEPP 55 are met.

Conclusion

The planning proposal has strategic and site-specific merit. It is recommended that the planning proposal be supported by Council in principle and be forwarded to the Department of Planning & Environment for a Gateway determination and public exhibition.

CONSIDERATIONS

Economic	Facilitate economic development.
Environment	There are no environmental and sustainability considerations.
Social	Regulate for a mix of housing types that responds to different population groups such as young families and older people.

Civic Leadership	Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes.
Legislative	Environmental Planning and Assessment Act 1979.

ATTACHMENTS

1. Local Planning Panel Council Officer's Report (Under separate cover)
2. Advice of the Liverpool Local Planning Panel (Under separate cover)
3. Planning Proposal (Under separate cover)
4. Urban Design Report (Under separate cover)
5. Traffic Impact Assessment Report (Under separate cover)
6. Social Impact Assessment (Under separate cover)
7. Economic Assessment Report (Under separate cover)
8. Preliminary Site Investigation (Under separate cover)

EGROW 07	Post exhibition report Liverpool Local Environmental Plan 2008 - Draft Amendment 54 (Reclassification of Community Land and rezoning of Part Lot 10 DP 1162812) Hammondville Park, Hammondville
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Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	027246.2019
Report By	Kweku Aikins - Strategic Planner
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

At its Ordinary Meeting on 24 March 2015, Council resolved to support a planning proposal to amend the *Liverpool Local Environmental Plan 2008* (LLEP 2008) by reclassifying a portion of land under Council ownership from 'Community' to 'Operational' at Hammondville Park, Hammondville. Council also resolved to rezone the subject portion of land from RE1 Public Recreation to a combination of RE2 Private Recreation and B6 Enterprise Corridor and submit the proposal to the Department of Planning and Environment (DPE) for Gateway determination.

At its Ordinary Meeting on 29 August 2018, Council resolved to amend the planning proposal to increase the extent of the RE2 zone and reduce the area of the proposed B6 zone. The amendment to the planning proposal was designed to cater for the possible expansion of Moorebank Sports Club by retaining a greater portion of RE2 Private Recreation zoned land rather than B6 Enterprise Corridor.

This report updates Council on the Gateway determination issued for the planning proposal, also known as Draft Amendment 54 and the results of the public exhibition and community consultation undertaken in support of the amendment including the public hearing.

It is recommended that Council support the making of Amendment 54 and forward the proposal to the DPE for finalisation.

RECOMMENDATION

That Council:

1. Note the Gateway determination for draft Liverpool Local Environmental Plan 2008 (Amendment 54) and the results of public exhibition and community consultation;
2. Support the making of Amendment 54 and forward the planning proposal and supporting documentation to the Department of Planning and Environment for finalisation; and
3. Advise those who made a submission and attended the public hearing of Council's decision.

REPORT

Draft Amendment 54 was prepared as a result of previous Council resolutions from meetings on 17 December 2014, 24 March 2015 and 17 July 2015 where it was resolved to commence the process of reclassification and seek a Gateway determination from DPE.

Specifically, the proposed amendment to the LLEP 2008 reclassifies, from 'Community' to 'Operational', a portion of the following parcel of land:

- Heathcote Road, Hammondville (Part Lot 10 DP 1162812)

In addition to the reclassification, the amendment also seeks to rezone the subject portion of land from RE1 Public Recreation to a combination of RE2 Private Recreation and B6 Enterprise Corridor, with associated controls for Floor Space Ratio of 1:1, Building Height of 15m and Minimum Lot size of 10,000sqm (RE2) and 2000sqm (B6).

Gateway determination

Gateway determination (**Attachment 1**) was received on 24 September 2015 and required the following actions.

- 1) Prior to exhibition, Council is to submit an Acid Sulfate Soils study to the Department and consult with the NSW Rural Fire Service in order to satisfy Section 9.1 Directions 4.1 (Acid Sulfate Soils) and 4.4 (Planning for Bushfire Protection);
- 2) The planning proposal must be made publicly available for a minimum of 28 days, in accordance with Section 3.34(2)(c) and Schedule 1 of the *Environmental Planning and Assessment Act 1979* (the Act); and

- 3) The following public authorities are to be provided a copy of the planning proposal and relevant supporting material, and given at least 21 days to comment on the proposal, in accordance with Section 3.34(2)(d) of the Act:
- a) Department of Primary Industries – Lands
 - b) Transport for NSW – Roads and Maritime Services;
 - c) Endeavour Energy
 - d) NSW Office of Environment and Heritage;
 - e) Sutherland Shire Council;
 - f) Sydney Water; and
 - g) Telstra

Alteration of planning proposal

At its Ordinary Meeting on 29 August 2018, Council resolved to amend the planning proposal to extend the RE2 zone as shown in Figure 1 below.



Figure 1: Previous proposed zoning (left) and current proposed zoning following amendments (right).

On 21 September 2018 Council sent a letter to the DPE requesting that the Gateway determination be amended in accordance with Council's resolution of 29 August 2018. On 5 November 2018 the DPE advised Council that a formal alteration of the Gateway determination is not required.

CONSULTATION

Public authority consultation

In accordance with the Gateway determination, the public authorities were forwarded a copy of the planning proposal and provided at least 21 days to comment on the planning proposal (between 3 February 2016 and 26 February 2016). Summaries of each public authority

submission and the officer response are listed in Table 1 below and included in **Attachment 2**.

Although most comments were received prior to the amendment of the planning proposal, the public authorities have indicated that any issues can be resolved at Development Assessment stage (i.e. height of building, traffic, water supply and bushfire concerns).

Tale 1: Public authority comments

Public authority	Summary of submission	Officer comments
Department of Primary Industries – Landuse Planning, Education and Regional Services, Agriculture NSW	No objections to the planning proposal.	No action required.
Endeavour Energy	No submission.	No action required.
Office of Environment and Heritage	No objections to the planning proposal. Notes that further assessment of flood prone lands will be addressed at the Development Assessment stage, and the requirement for consistency with s9.1 Direction 4.3: Flood Prone Land.	Agreement obtained from the Secretary of the Department of Planning and Environment that the inconsistency with s9.1 Direction 4.3: Flood Prone Land is of minor significance. No further action required.
Rural Fire Service	No objections to the planning proposal. Further consideration of bushfire prone land will be addressed at the Development Assessment stage.	No action required.
Roads and Maritime Services	Requested a traffic impact study be prepared as the proposed zone change will increase traffic generation potential and is likely to have significant impact on the surrounding road network.	Traffic impact study was reviewed by the RMS who raised no objections, subject to the implementation of traffic upgrades at the Heathcote Road/Infantry Parade intersection.
Sutherland Shire Council	No submission.	No action required.
Sydney Water	No objections to the planning proposal. Further considerations of water and wastewater mains will be required at the Development Assessment stage.	No action required.
Telstra	Noted that any redevelopment above 23m will create issues for the mobile communication tower located at 230 Heathcote Road, Hammondville.	Maximum height of building control is proposed to be 15m. No action required.

Public exhibition

In accordance with the Gateway determination, the planning proposal was placed on public exhibition from 21 November 2018 to 21 December 2018. Notification included notices on the

Council website and in the Liverpool Leader, letters to neighbouring landowners and occupiers, and posters in Council's administration centre and Moorebank library.

Council received 13 submissions, including 11 objections. Summaries of each submission and the officer response are listed in Table 2 and original copies are included in **Attachment 3**. No changes are proposed to the planning proposal as a result of community consultation.

Table 2: Community submissions and officer response (O: Objection, S: Support)

No.	Issues raised	Officer comments
S1	Supports proposal. However, will there be any alternative arrangements to ensure that adequate car parking is provided for the sporting fields?	Support noted. At this stage it is not proposed to alter any car parking arrangements as the proposal only intends to rezone the carpark from RE1 Public Recreation, to a combination of RE2 Private Recreation and B6 Enterprise Corridor. Any proposed changes to car parking will need to be considered as part of a future Development Application (DA) for which car parking will need to be provided in accordance with Council development controls.
	Suggests that all easements on the site remain in situ, should the land be subdivided along the zoning boundaries.	The proposal only intends to rezone the carpark from RE1 Public Recreation, to a combination of RE2 Private Recreation and B6 Enterprise Corridor. Any proposed subdivision will need to be considered as part of a future DA in which restrictions on title may be imposed in accordance with any conditions of consent.
S2	Supports proposal as it is close to Holsworthy train station and the M5, thereby opening more potential local employment opportunities.	Support noted.
	Suggests that an overhead bridge is built across Heathcote Road connecting Holsworthy and Hammondville Oval. This should help people movement between Moorebank Sports Club and new upcoming B6 area. This should also reduce waiting time to cross Heathcote Road using road traffic signal.	Heathcote Road is a classified road and it is administered by the NSW Roads and Maritime Services (RMS). The RMS is proposing to upgrade Heathcote Road. The road upgrades will be carried out over the coming years, and the construction of an overhead bridge is not planned.
O1	If council has enough funds to build the new chambers and high rises associated with that, then I can only surmise that the RE2 is not necessary and council can fund community infrastructure for the Holsworthy and wider community.	This proposal intends to change the statutory controls that apply to the site. Rezoning part of the land to RE2 Private Recreation will expand the range of recreational activities available on site while retaining the existing playing fields and sports club.

	<p>The imminent upgrade of Heathcote Rd and the B6 Enterprise Corridor may cause more traffic related problems than what it is worth. The advent of Holsworthy town centre may make this a poor allocation of public land. (If McDonalds or the like is to move in, it will attract unwanted consequences for the local community to have to deal with)</p>	<p>The Heathcote Road upgrade is being delivered by the RMS and will improve traffic flows within the vicinity of the site. The vacant site for the Holsworthy town centre is zoned B2 Local Centre which will enable a different retail mix than that of a RE2 or B6 zone.</p> <p>Any future development will be considered as part of a future DA in which members of the public will be given opportunities to provide comments as part of that process.</p>
O2	<p>It is Community land and should remain so. It does not need to be rezoned.</p>	<p>One of Council's key strategic directions is to generate greater opportunities throughout the city. The objectives of this direction are to attract investment, enable job creation, and encourage businesses to grow and innovate.</p> <p>The site was identified by the former Liverpool Master Steering Committee as having potential for a higher and better use than its current use as a car park and vacant land. The proposal has been amended to reduce the extent of B6 zoned land and to increase the extent of RE2 land in order to cater for more recreational facilities.</p>
O3	<p>There is not enough information about the effects of reclassification i.e. exactly what building development is planned and where. There have already been many mature trees cut down here, and even more nearby - does this mean more will go?</p>	<p>The proposal only intends to change the statutory controls that apply to the site. Details of the rezoning were available on Council's website, and in the administration centre and Moorebank Library during the exhibition period and further questions were answered during the Public Hearing.</p> <p>Any future development will be considered as part of a future DA in which members of the public will be given opportunities to provide comments as part of that process.</p>
	<p>Will the new developments restrict access from Keato Avenue? The limited information given on the proposal is inadequate to make a decision - perhaps more details could be made available for public viewing.</p>	<p>The proposal only intends to change the statutory controls that apply to the site. Details of the rezoning were available on Council's website, and in the administration centre and Moorebank Library during the exhibition period and further questions were answered during the Public Hearing.</p> <p>The rezoning will only affect the extent of the Hammondville Park carpark which is approximately 210m southeast of Keato Avenue at its nearest point. Any future works proposed within the area encompassing the current car park will not encroach upon Keato Avenue. Therefore, there will be no impact on existing access arrangements to and from Keato avenue. In addition, any future development will be considered as part of a future DA in which members of the public will be given opportunities to provide comments as part of that process.</p>
O4	<p>Liverpool and surrounding suburbs are being over</p>	<p>Future development outcomes are currently being addressed as part of Council's accelerated LEP review. The</p>

	developed. We are losing green spaces and it is getting very congested. We want our suburbs to remain suburbs, we do not want to be mini cities.	<p>LEP review may result in a potential revision of zoning boundaries, height limits and permissible land uses throughout various localities within the LGA.</p> <p>Council has also adopted a Recreation, Open Space and Sports Strategy which aims to improve the delivery of recreational opportunities through a collaborative decision making processes.</p>
O5	There is no capacity in the area for any additional traffic this proposal will generate. Heathcote Road the only access to many suburbs in the area and it already suffers from traffic congestion.	An independent traffic study has been reviewed by Council's traffic engineers and the RMS, who raised no objections, subject to the implementation of traffic upgrades at the Heathcote Road/Infantry Parade intersection.
	Changing to private will only increase the family expenses or reduce their recreation activities.	The rezoning only intends to change the statutory controls that apply to the site. Rezoning part of the land to RE2 Private Recreation will expand the range of recreational activities available on site while retaining the existing playing fields and sports club.
O6	Public land should not be sold out for short term monetary gain that will see the local community having to pay to use public land.	The rezoning only intends to change the statutory controls that apply to the site. Rezoning part of the land to RE2 Private Recreation will expand the range of recreational activities available on site while retaining the existing playing fields and sports club.
O7	A multi-level car park may increase the influx of people from other suburbs into Hammondville and Holsworthy.	The subject proposal would rezone the carpark of the subject site from RE1 Public Recreation, to a combination of RE2 Private Recreation and B6 Enterprise Corridor. Any proposed car parking would be considered as part of a future DA in which parking and traffic impacts of any development proposal would be assessed.
	Supports any community infrastructure e.g. aquatic centre, child care etc.	Noted.
O8	We do not need less recreational space in our area, but more. Our area is already populated enough. Roads are congested enough!	The proposal will not reduce the amount of recreational space. The rezoning is limited to the carpark of the site in which part of the carpark would be rezoned to RE2 Private Recreation to permit a greater range of recreational uses.
O9	There is too much development in the Liverpool LGA with high rise and commercial development. We need to keep recreation and green areas.	<p>Future development outcomes are currently being addressed as part of Council's accelerated LEP review. The LEP review may result in a potential revision of zoning boundaries, height limits and permissible land uses throughout various localities within the LGA.</p> <p>Council has also adopted a Recreation, Open Space and Sports Strategy which aims to improve the delivery of recreational opportunities through a collaborative decision making processes.</p>

O10	Community needs all the car parking spaces available for large sporting events such as grand finals etc. Not enough space to park when these events are on. Cars then park along Heathcote Road which is unsafe especially families with children.	There will be no net loss of parking spaces. The proposal would rezone the carpark from RE1 Public Recreation to a combination of RE2 Private Recreation and B6 Enterprise Corridor. Any future car parking requirements would be addressed through any future DAs.
	Sports club doesn't need a pool. Will only encourage families to leave their kids in the pool unattended while they drink in the club.	The proposal only intends to rezone the carpark of the subject site from RE1 Public Recreation, to a combination of RE2 Private Recreation and B6 Enterprise Corridor. Any proposal for an aquatic centre will be subject to a future DA in which the social and economic implications must be assessed.
O11	Proposal cannot be progressed as an Economic Impact Assessment has not been prepared. Cannot discern if future development of the B6 zoned land will have any impacts on existing and future retail centres at Holsworthy, Wattle Grove, Moorebank and Hammondville.	<p>Originally, it was proposed that the B6 zone would comprise an area of approximately 2.42ha. The original proposal was forwarded to the DPE for their assessment.</p> <p>The DPE subsequently issued a Gateway Determination that required Council officers to prepare an Acid Sulfate Soils study and liaise with the NSW Rural Fire Service prior to public exhibition. There was no requirement to conduct an Economic Impact Analysis.</p> <p>Since receiving the Gateway Determination, Council resolved to reduce the area of land zoned B6 zone to approximately 1.17ha. The area of the proposed B6 zone is less than that of the proposed Holsworthy Town Centre (1.8ha) and existing shopping centres at Wattle Grove (1.98ha) and Moorebank (4.84ha).</p> <p>Retail offerings in the B6 zone are limited, as the zoning imposes restrictions on the floor area of retail land uses. Retail offerings in the B2 Local Centre zones at Holsworthy, Moorebank and Wattle Grove have no restrictions on their floor area.</p>

Public Hearing

A public hearing is required to take place after the conclusion of the public exhibition period for any planning proposal involving the reclassification of land. The purpose of a public hearing is to obtain an independent record of feedback received from the community. In accordance with Section 29 of the *Local Government Act 1993*, a public hearing was held on Thursday 31 January 2019 at 6pm in the Purple Room, Liverpool City Library.

In accordance with Section 47G of the *Local Government Act 1993* an independent facilitator (i.e. not employed by Council) must preside over the public hearing. All comments from those attending were noted by the independent facilitator and following the public hearing, the

facilitator's report was provided to Council and published on Council's website and included with this report (**Attachment 4**).

JOC Consulting were engaged by Council to facilitate the hearing and prepare the required report. Eleven members of the public attended the public hearing. Four made verbal objections against the rezoning and six provided comments and asked questions. The issues raised at the public hearing include:

- Impact of future planning and Council decisions if the reclassification is approved and the area is developed
- Concern for the potential loss of public access to open spaces
- Loss of public open space and removal of trees (without being replaced)
- Impact of the widening of Heathcote Road on the site with potential loss of open space
- Noise as a result of future development

Specific questions raised at the hearing were addressed as follows:

Table 3: Verbal questions and response

Questions raised	Response
Why can't Council build community recreational facilities on the site under the current zoning?	Although community and recreational facilities are permissible under the current RE1 zoning, the proposed RE2 and B6 zones offer a greater range of land uses such as function centres, hotel or motel accommodation and registered clubs to complement the community uses.
What's the real reason why Council is rezoning the land?	The site has been identified by the Liverpool Master Planning Steering Committee as having potential for a higher and better use than its current use as car parking and vacant land.
Once the land is reclassified and rezoned, can the land be sold to a private developer?	At this stage there are no plans to dispose of the land. However, once reclassified, it is open to Council to decide whether it retains ownership of the land.
As a result of the reclassification and rezoning, can development occur on open space?	The playing fields are not proposed to be rezoned. Any future development will need a development application and will need to comply with current controls and legislation.
How many storeys will be allowed in the zones?	A 15m height limit applies across the B6 and RE2 zones. This would allow buildings of 3 to 5 storeys depending on the built form of the development.
What does 1:1 FSR mean?	<p>'FSR' means Floor Space Ratio. The 'FSR' is a ratio of the floor space within a building to the land area of any development site.</p> <p>For example, a building with a floor area of 1000sqm, on a development site of 1000sqm will have a FSR of 1:1. A building with a floor area of 200sqm, on a development site of 400sqm will have a FSR of 0.5:1.</p>

Questions raised	Response
What kinds of development are allowed in the B6 and RE2 zones?	<p>Some of the land uses permitted in the B6 zone include: business premises; car parks; commercial premises; community facilities; educational establishments; entertainment facilities; environmental facilities; function centres; hotel or motel accommodation; information and education facilities; recreation areas; recreation facilities (indoor); recreation facilities (outdoor) and registered clubs.</p> <p>Some of the land uses permitted in the RE2 zone include: car parks; caravan parks; centre-based child care facilities; community facilities; entertainment facilities; environmental facilities; function centres; hotel or motel accommodation; information and education facilities; kiosks; recreation areas; recreation facilities (indoor); recreation facilities (major); recreation facilities (outdoor); registered clubs; respite day care centres and water recreation structures.</p>
Will the public open space next to the site remain untouched?	The proposal will not affect any of the existing playing fields.
Will the native vegetation on and next to the site remain untouched?	The proposal only intends to rezone the carpark from RE1 Public Recreation, to a combination of RE2 Private Recreation and B6 Enterprise Corridor. At this stage there are no plans to remove any vegetation. However, should vegetation removal be proposed it will be assessed as part of any future DA.
If the proposed reclassification is approved, how will access throughout the site change?	The reclassification of land will not affect access arrangements on the site. Any changes to access arrangements contemplated during future development will be assessed as part of any future DA.
How will the widening of Heathcote Road impact the site and surrounding vegetation?	The Heathcote Road upgrade is managed by RMS for which the road will be widened to four lanes from where it currently converges into a two-lane road in front of Hammondville Park. It is not envisioned that the removal of any significant trees will be required to facilitate the road works. The proposal was also referred to the RMS for their comments, and they raised no objections to the proposal, subject to the implementation of traffic upgrade at the Heathcote Road/infantry Parade intersection.
Is there a quota that influences Council's decision, i.e. does the number of submissions hold more weight in the council's decision?	No, there are no quotas in relation to submissions. All individual submissions are considered equally as part of the assessment and decision making process.
Will the community be able to voice their opinions on any future development that may occur on the site?	Any future development will be subject to a DA, notified in accordance with Council requirements, inviting submissions from the community.
When is the proposal going to Council?	Participants were told that the proposal would be presented to Council at the meeting of 27 February 2019.

Conclusion

Public exhibition and community consultation, including a Public Hearing for Draft Amendment 54 has been undertaken in accordance with the *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*. All submissions received have been addressed in this report. There are no post exhibition changes proposed.

This report recommends that Council support the making of Draft Amendment 54, and submit the planning proposal and supporting documentation to the DPE for finalisation.

This report also recommends that those who made submissions and attended the Public Hearing on Draft Amendment 54 be notified of Council's decision.

CONSIDERATIONS

Economic	Manage Council owned assets efficiently.
Environment	There are no environmental and sustainability considerations.
Social	Optimise delivery of community facilities.
Civic Leadership	Encourage the community to engage in Council initiatives and actions.
Legislative	Environmental Planning and Assessment Act Local Government Act (ss29)

ATTACHMENTS

1. Gateway Determination (Under separate cover)
2. Public Authority Submissions (Under separate cover)
3. Public Submissions (Under separate cover) - **Confidential**
4. Public Hearing Report (Under separate cover)

EGROW 08

Responses to Advocacy, Liverpool's Time is Now

Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	029692.2019
Report By	David Smith - Manager Planning & Transport Strategy
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

Council at its Ordinary meeting of 25 July 2018 resolved following a Notice of Motion:

That Council:

1. *Write to Premier and Minister for Transport requesting the NSW State Government to:*
 - a. *Amend the Future Transport strategy to include a scoping study for a metro from Liverpool to the Airport with the route to go through 2168.*
 - b. *Dedicate more resources to natural gas powered bus services, including the T Way, and for more services and more routes, with a particular focus on new release areas.*
2. *Lobby all sides of politics on this issue with the goal of them making it a priority;*
3. *Write to all MP's (Federal and State) asking for their support and provide a report back to Council in 2 months with their positions;*
4. *Write to Canterbury Bankstown Council and Fairfield Council seeking their support for the campaign and ask them to join us;*
5. *Commission a report into the economic and social benefits of doing so; and*
6. *Allocate the necessary funds required to do so.*

This report updates Council on the responses received to correspondence sent by Council. Council is currently in the procurement phase of commissioning a report into the economic and social benefits of extending the metro from Bankstown to Liverpool and Western Sydney Airport, through the 2168 area and Council will be updated on the timeframes and budget implications before a consultant is appointed.

RECOMMENDATION

That Council receive and note this report.

REPORT

In September 2018, Council wrote to the following State and Federal Members of Parliament

1. The Hon Gladys Berejiklian – Premier of NSW
2. The Hon Andrew Constance MP – Minister for Transport and Infrastructure
3. Mr Chris Patterson MP – State Member for Camden
4. Mr Paul Lynch MP – State Member for Liverpool
5. Mr Anoulack Chanthivong MP – State Member for Macquarie Fields
6. Ms Tanya Davies MP – State Member for Mulgoa
7. Ms Melanie Gibbons MP – State Member for Holsworthy
8. Mr Angus Taylor MP – Federal Member for Hume
9. Ms Anne Stanley MP – Federal Member for Werriwa
10. Mr Craig Kelly MP – Federal Member for Hughes
11. Mr Chris Hayes MP – Federal Member for Fowler
12. Dr Michael Freeland MP – Federal Member for Macarthur

Of the 11 letters sent, Council has received six replies from:

1. **Jonathan O'Dea MP**, Parliamentary Secretary to the Premier and Treasurer who replied on behalf of the Premier advising that as the matters raised fall under the primary responsibility of The Hon Andrew Constance MP, Minister for Transport and Infrastructure that Councils correspondence has been forwarded to the Minister (**Attachment 1**);
2. **Mark Coure MP**, Parliamentary Secretary for Transport and Infrastructure, replied to Mr Chris Patterson MP, Member for Camden advising Mr Patterson that the NSW Government understands that transport links for the Western Sydney Airport are critical to ensuring that the local community benefit from the opportunities the airport offers and outlines existing initiatives in Future Transport 2050 including the Leppington to Badgerys Creek rail extension and advising that Transport for NSW would welcome further discussions with Council on the potential for a rapid transit corridor along Hoxton Park Road and Fifteenth Ave (**Attachment 2**);
3. **Chris Patterson MP**, Member for Camden; thanking Council for its letter and advising that Council's letter has been forwarded to The Hon Andrew Constance MP, Minister for Transport (**Attachment 3**).

4. **Tanya Davies MP**, Member for Mulgoa thanking Council for its letter and advising that Council's letter has been forwarded to The Hon Andrew Constance MP, Minister for Transport (**Attachment 4**).
5. **Paul Lynch MP**, Member for Liverpool who advised that he does not support the South West Metro and has no intention of supporting the further proliferation of high rise buildings that would likely result from the metro if it were extended through 2168 and 2170 and neighbouring areas. He suggests that Council should focus its efforts with the current State and Federal Governments on progress with the south west rail link and its direct connection with the airport (**Attachment 5**).
6. **Anoulack Chanthivong MP**, Member for Macquarie Fields advised that NSW Labor's position is to prioritise the Metro West line, diverting funds from the Northern Beaches road tunnel and the flawed South West metro. He further advised that Federal Labor has committed \$6 billion to build the Metro West and a rail line to Western Sydney Airport. This includes the extension of the South West Rail Link to connect Liverpool to Sydney's second airport (**Attachment 6**).

On 20 November 2018, in response to the letter from Mark Coure MP, Council's CEO sent an email to Transport for NSW following up on the offer for discussion on the rapid transit corridor along Hoxton Park Road / Fifteenth Ave.

Follow up letters are being prepared to those Members of Parliament that have not responded to Council's original letter.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Actively advocate for federal and state government support, funding and services.
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

1. Letter from Jonathan O'Dea MP Parliamentary Secretary to the Premier and Treasurer

2. Letter from Mark Coure MP Parliamentary Secretary for Transport and Infrastructure
3. Letter from Chris Patterson MP Member for Camden
4. Letter from Tanya Davies MP Member for Mulgoa
5. Letter from Paul Lynch MP member for Liverpool
6. Letter from Anoulack Chanthivong MP - Member for Macquarie Fields
7. Council letters to MPs



Jonathan O'Dea MP
Parliamentary Secretary to the Premier and Treasurer

Received by

Ref: A2693315

18 SEP 2018

21 SEP 2018

Records & Arch

Ms Kiersten Fishburn
Chief Executive Officer
Liverpool City Council
Locked Bag 7064
LIVERPOOL BC NSW 1871

Dear Ms Fishburn

Thank you for your correspondence of 5 September 2018 regarding transport services for Liverpool. I am replying on behalf of the Premier and I appreciate you expressing your views on this matter.

As the matter raised falls under the primary responsibility of The Hon Andrew Constance MP, Minister for Transport and Infrastructure, it is appropriate that the Minister considers your correspondence and I have forwarded it accordingly.

If you have any further enquiries about this matter, please contact the Office of Minister Constance on (02) 8574 5807.

Thank you for taking the time to bring this matter to the Government's attention.

Yours sincerely

A handwritten signature in blue ink that reads 'Jonathan O'Dea'.

Jonathan O'Dea MP
Parliamentary Secretary to the Premier and Treasurer

CC: The Hon Andrew Constance MP, Minister for Transport and Infrastructure



Mark Coure MP
Parliamentary Secretary for Transport and Infrastructure
Member for Oatley

Our Ref: 00655577

Mr Chris Patterson MP
Member for Camden
PO Box 669
CAMDEN NSW 2570

Dear Mr Patterson

Thank you for your correspondence to the Minister for Transport and Infrastructure on behalf of Ms Kiersten Fishburn, Chief Executive Officer of Liverpool City Council, about future transport in the Liverpool area. The Minister asked me to respond on his behalf.

I note Ms Kiersten's comments and appreciate the reasons that prompted her to write.

Ms Kiersten may be assured that the NSW Government understands that transport links for the Western Sydney Airport are critical to ensuring that the local community benefits from the opportunities the airport offers.

Future Transport 2056 has a range of initiatives that will be investigated, including an extension of the North-South Rail Link in Western Parkland City to Schofields and Macarthur, Leppington to Badgerys Creek rail extension and new infrastructure to support rapid bus connections between Western Sydney Airport, Penrith, Liverpool, Blacktown and Campbelltown/Macarthur.

I am pleased to advise that Transport for NSW would welcome further discussions with council on the potential for a rapid transit corridor along Hoxton Park Road and Fifteenth Avenue. These discussions would facilitate investigations of potential infrastructure to support rapid bus connections

The Australian and NSW governments will contribute up to \$50 million each to a business case process, in consultation with local government, for the North South Rail Link and South West Rail Link. The work underway, includes investigation of integrated transport for a full North South Rail Link from Schofields to Macarthur and a South West Rail Link to connect Leppington to the Western Sydney Airport via an interchange at the Badgerys Creek.

As Ms Kiersten may be aware, the Liverpool Collaboration Area Place Strategy adopted by the Greater Sydney Commission has been formulated to develop an integrated transport strategy in the area. The strategy is led by Transport for NSW and Roads and Maritime Services and will assess in more detail where and when the initiatives identified in *Future Transport 2056* can be implemented. This includes a potential extension of the Sydney Metro from Bankstown to Liverpool. It will also consider community feedback on specific regional and local initiatives that should be investigated.

- 2 -

00655577

Regarding the procurement of the bus fleet, Transport for NSW established a Bus Procurement Panel in 2015 and released a public tender which called for bus specifications and required services. As a result of the open-market tender, Transport for NSW approved a variety of Australian and overseas-built buses, with different fuel requirements. Ms Kiersten may be assured that Transport for NSW will grow the bus fleet using this method to meet the needs of an expanding Sydney.

I trust this information is of assistance.

Yours sincerely



06/10/2018

Mark Coure MP
Parliamentary Secretary for Transport and Infrastructure



Chris Patterson MP

Member for Camden



September 10 2018

Ms Kiersten Fishburn
CEO
Liverpool City Council
Locked Bag 7064
LIVERPOOL BC NSW 1871

Dear Ms Fishburn

Thank you for your recent letter in which you have raised the Council's concerns regarding future transport in and around the Liverpool City Council.

I have forwarded a copy of your letter to the Minister for Transport, the Hon Andrew Constance MP seeking his advice on the issues you have raised.

I will contact you as soon as I have received a response.

Yours sincerely

Chris Patterson MP
Member for Camden
Parliamentary Secretary for Youth Employment in Western Sydney
Government Whip

Received by

13 SEP 2018

Records & Admin

Phone: (02) 4655 3333 **Fax:** (02) 4655 3325 **Mail:** PO Box 669, Camden NSW 2570
Electorate Office: 66 John Street, Camden NSW 2570 **Email:** camden@parliament.nsw.gov.au
Website: www.chrispatterson.com.au



Tanya Davies MP

Member for Mulgoa



Ms K Fishburn
Chief Executive Officer
Liverpool City Council
Locked Bag 7064
Liverpool BC NSW 1871

RECEIVED
11 SEP 2018
BY:

Dear Ms Fishburn

Thank you for your recent letter regarding transport improvement works to support population, employment and economic growth in the Liverpool Local Government Area.

I write to advise that I have raised your issue with the Hon Andrew Constance MP, Minister for Transport and Infrastructure and will contact you as soon as I receive a response.

I do appreciate you taking the time to raise your concerns with me. If there are any other State Government matters which I can assist you with, please do not hesitate to contact my office.

Yours sincerely

Tanya Davies
9/9/18

Received by

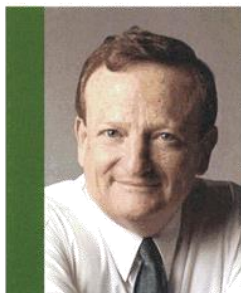
12 SEP 2018

Records & Archives

THE HON. TANYA DAVIES MP
State Member for Mulgoa
TD:KB070918

Contact
Tanya

☎ (02) 9834 2966 ☎ (02) 9834 6291 ✉ mulgoa@parliament.nsw.gov.au
✉ PO Box 316, St Clair NSW 2759 🏪 Shop 43, 155 Bennett Road, St Clair NSW 2759



PAUL LYNCH MP

MEMBER FOR LIVERPOOL



6 December 2018

Ms Kiersten Fishburn
CEO
Liverpool City Council
Locked Bag 7064
Liverpool BC 1871

Received by
18 DEC 2018
Records & Archiving

Dear Madam

I refer to your letter dated 5.9.18 concerning Transport Infrastructure Liverpool. This seems to have arisen from a resolution at a Liverpool Council meeting that occurred on 25.7.18.

Seeking further funding for transport in Liverpool from a State Government committed to prioritising the demolition and rebuilding of perfectly good stadiums seems remarkably optimistic.

The South West Metro is a flawed project, involving ripping up perfectly good rail lines. It is bitterly opposed by many affected residents. The major beneficiaries seem to be property developers who were hoping to have twenty and thirty storey building constructed along the route of the line. I have no intention of supporting the further proliferation of these sorts of building in the 2168, 2170 and neighbouring areas.

I would suggest that Council focus its efforts with the current Federal and State Governments on progress with the south west rail link and its direct connection with the airport. Those Governments seem less well disposed to that line than to the North South Link.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Paul Lynch', with a checkmark to the right.

PAUL LYNCH
Member for Liverpool



Anoulack Chanthivong MP

MEMBER FOR MACQUARIE FIELDS

Kiersten Fishburn
CEO
Liverpool City Council
Locked Bag 7064
LIVERPOOL BC 1871

RECEIVED
30 NOV 2018

29 November 2018

Dear Ms Fishburn,

Kiersten

Thank you for your letter dated 5 September 2018 regarding roads and public transport improvements in Western Sydney.

It is NSW Labor's position to prioritise the Metro West line, diverting funds from the Liberal Government's wasteful Northern Beaches road tunnel and the flawed South West Metro.

In July this year, Federal Labor committed \$6 billion to build the Metro West and a rail line to Western Sydney Airport. This includes the extension of the South West Rail Link to connect Liverpool to Sydney's second airport.

As outlined above, Labor has a clear plan to maximise the economic benefits that will come with Western Sydney Airport, while also making it easier for locals to get around Western Sydney.

Yours sincerely,

A blue ink signature of Anoulack Chanthivong, consisting of a series of loops and a long horizontal stroke.

Anoulack Chanthivong MP
Member for Macquarie Fields



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Mr Chris Patterson MP
State Member for Camden
66 John Street
CAMDEN NSW 2570

Dear Mr Patterson

Re: Transport improvements in Liverpool

I have written to the State Government to congratulate them on the record investments in roads and public transport improvements in Western Sydney. The commitment to connectivity, as shown through the City Deal, will help transform our region.

We do know there is more work to be done and at its meeting on 25 July, Council resolved to request that the State Government carry out further investigations on major transport improvement works to support population, employment and economic growth in the Liverpool Local Government Area. We hope to gather support from local Federal and State MPs for the below.

Amending the Future Transport Strategy 2056

We note that the proposed extension of the South West Metro to Liverpool has been listed in the strategy in the 20-plus years' timeframe. Put simply, Liverpool cannot afford to wait another 20 years for infrastructure that is acutely needed now.

In addition to our concerns about the timeline, given the pace of growth and economic development opportunities flowing from the Western Sydney Airport and Aerotropolis, we believe that the strategy needs to include a scoping study for the metro to be further extended from Liverpool to the airport, with the route to pass through the 2168 postcode.

We believe Western Sydney Airport – and the 28,000 jobs it is projected to support within 15 years – will help to transform Western Sydney.

It is vital that the whole of our LGA benefits from the Airport, the surrounding Aerotropolis, new universities and new government departments. Suburbs in 2168, such as Miller and Cartwright, are among the most disadvantaged in our LGA. More than 42,000 residents in these areas, along with the next generation, need to be connected to these new employment, business and educational opportunities.

Investing in Our Bus Services and Sustainable Energy to power buses

Council has made previous representations to the State Government about a Rapid Transit Corridor linking Liverpool to the Western Sydney Airport in under thirty minutes along Hoxton Park Road and Fifteenth Avenue. The corridor would serve as a powerful transport spine to service commuters in emerging suburbs and would feature active traffic signal priority to green-light bus services. We would be happy to brief you further on our visions.



Customer Service Centre Ground floor, 33 Moore Street, Liverpool NSW 2170
All correspondence to Locked Bag 7064 Liverpool BC NSW 1871 **Call Centre** 1300 36 2170
Fax 9821 9333 **Email** lcc@liverpool.nsw.gov.au
Web www.liverpool.nsw.gov.au **NRS** 13 36 77 **ABN** 84 181 182 471

Council also requests the use of natural gas powered buses, along the existing Parramatta – Liverpool T-Way, and for more bus services and more routes, with a particular focus on new release areas such as Austral and North Leppington Precinct.

Council remains committed to working with the State to resolve traffic and transport issues so that the residents of Western Sydney can be better connected with the rest of Sydney and enjoy the quality of life that they deserve.

I look forward to your reply on this matter. Please contact my Executive Assistant, Deborah Cuthbertson on 8711 7777 or at CuthbertsonD@liverpool.nsw.gov.au should you wish to arrange a meeting.

Yours sincerely



Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Mr Paul Gerard Lynch MP
State Member for Liverpool
100 Moore Street
LIVERPOOL NSW 2170

Dear Mr Lynch

Re: Transport improvements in Liverpool

I have written to the State Government to congratulate them on the record investments in roads and public transport improvements in Western Sydney. The commitment to connectivity, as shown through the City Deal, will help transform our region.

We do know there is more work to be done and at its meeting on 25 July, Council resolved to request that the State Government carry out further investigations on major transport improvement works to support population, employment and economic growth in the Liverpool Local Government Area. We hope to gather support from local Federal and State MPs for the below.

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Page 1 of 2

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Yours sincerely



Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Ms Tanya Davies MP
State Member for Mulgoa
PO Box 316
ST CLAIR 2759

Dear Ms Davies

Re: Transport improvements in Liverpool

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I look forward to your reply on this matter. Please contact my Executive Assistant, Deborah Cuthbertson on 8711 7777 or at CuthbertsonD@liverpool.nsw.gov.au should you wish to arrange a meeting.

Yours sincerely



Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Mr Anoulack Chanthivong MP
State Member for Macquarie Fields
Shop 3 Ground Floor
2-6 Oxford Street
INGLEBURN NSW 2565

Dear Mr Chanthivong

Anoulack

Re: Transport improvements in Liverpool

I have written to the State Government to congratulate them on the record investments in roads and public transport improvements in Western Sydney. The commitment to connectivity, as shown through the City Deal, will help transform our region.

We do know there is more work to be done and at its meeting on 25 July, Council resolved to request that the State Government carry out further investigations on major transport improvement works to support population, employment and economic growth in the Liverpool Local Government Area. We hope to gather support from local Federal and State MPs for the below.

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Council remains committed to working with the State to resolve traffic and transport issues so that the residents of Western Sydney can be better connected with the rest of Sydney and enjoy the quality of life that they deserve.

I look forward to your reply on this matter. Please contact my Executive Assistant, Deborah Cuthbertson on 8711 7777 or at CuthbertsonD@liverpool.nsw.gov.au should you wish to arrange a meeting.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kiersten Fishburn', with a long vertical line extending downwards from the start of the signature.

Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Ms Melanie Gibbons MP
State Member for Holsworthy
60 Walder Road
HAMMONDVILLE NSW 2170

Dear Ms Gibbons

Melanie

Re: Transport improvements in Liverpool

I have written to the State Government to congratulate them on the record investments in roads and public transport improvements in Western Sydney. The commitment to connectivity, as shown through the City Deal, will help transform our region.

We do know there is more work to be done and at its meeting on 25 July, Council resolved to request that the State Government carry out further investigations on major transport improvement works to support population, employment and economic growth in the Liverpool Local Government Area. We hope to gather support from local Federal and State MPs for the below.

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Council remains committed to working with the State to resolve traffic and transport issues so that the residents of Western Sydney can be better connected with the rest of Sydney and enjoy the quality of life that they deserve.

I look forward to your reply on this matter. Please contact my Executive Assistant, Deborah Cuthbertson on 8711 7777 or at CuthbertsonD@liverpool.nsw.gov.au should you wish to arrange a meeting.

Yours sincerely



Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Ms Anne Stanley MP
Federal Member for Werriwa
PO Box 191
INGLEBURN NSW 1890

Dear Ms Stanley *Anne*

Re: Transport improvements in Liverpool

I have written to the State Government to congratulate them on the record investments in roads and public transport improvements in Western Sydney. The commitment to connectivity, as shown through the City Deal, will help transform our region.

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Council remains committed to working with the State to resolve traffic and transport issues so that the residents of Western Sydney can be better connected with the rest of Sydney and enjoy the quality of life that they deserve.

I look forward to your reply on this matter. Please contact my Executive Assistant, Deborah Cuthbertson on 8711 7777 or at CuthbertsonD@liverpool.nsw.gov.au should you wish to arrange a meeting.

Yours sincerely

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Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Mr Craig Kelly MP
Federal Member for Hughes
PO Box 1014
SUTHERLAND NSW 1499

Dear Mr Kelly

Craig

Re: Transport improvements in Liverpool

I have written to the State Government to congratulate them on the record investments in roads and public transport improvements in Western Sydney. The commitment to connectivity, as shown through the City Deal, will help transform our region.

We do know there is more work to be done and at its meeting on 25 July, Council resolved to request that the State Government carry out further investigations on major transport improvement works to support population, employment and economic growth in the Liverpool Local Government Area. We hope to gather support from local Federal and State MPs for the below.

Amending the Future Transport Strategy 2056

We note that the proposed extension of the South West Metro to Liverpool has been listed in the strategy in the 20-plus years' timeframe. Put simply, Liverpool cannot afford to wait another 20 years for infrastructure that is acutely needed now.

In addition to our concerns about the timeline, given the pace of growth and economic development opportunities flowing from the Western Sydney Airport and Aerotropolis, we believe that the strategy needs to include a scoping study for the metro to be further extended from Liverpool to the airport, with the route to pass through the 2168 postcode.

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Investing in Our Bus Services and Sustainable Energy to power buses

Council has made previous representations to the State Government about a Rapid Transit Corridor linking Liverpool to the Western Sydney Airport in under thirty minutes along Hoxton Park Road and Fifteenth Avenue. The corridor would serve as a powerful transport spine to service commuters in emerging suburbs and would feature active traffic signal priority to green-light bus services. We would be happy to brief you further on our visions.



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Fax 9821 9333 **Email** lcc@liverpool.nsw.gov.au

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Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

Mr Chris Hayes MP
Federal Member for Fowler
PO Box 205
CABRAMATTA NSW 2166

Dear Mr Hayes *Chris*

Re: Transport improvements in Liverpool

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We do know there is more work to be done and at its meeting on 25 July, Council resolved to request that the State Government carry out further investigations on major transport improvement works to support population, employment and economic growth in the Liverpool Local Government Area. We hope to gather support from local Federal and State MPs for the below.

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Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
 Contact: Deborah Cuthbertson
 Ph: 8711 7777
 Date: 5 September 2018

Dr Michael Freeland MP
 Federal Member for Macarthur
 PO BOX 88
 CAMPELLTOWN NSW 2560

Dear Dr Freeland *Michael*

Re: Transport improvements in Liverpool

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Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
 Contact: Deborah Cuthbertson
 Ph: 8711 7777
 Date: 5 September 2018

Mr Angus Taylor MP
 Federal Member for Hume
 PO Box 700
 GOULBURN NSW 2580

Dear Mr Taylor

Re: Transport improvements in Liverpool

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Kiersten Fishburn
Chief Executive Officer



Ref No.: 203325.2018
Contact: Deborah Cuthbertson
Ph: 8711 7777
Date: 5 September 2018

The Hon. Gladys Berejiklian MP
GPO Box 5341
SYDNEY NSW 2001

Dear Premier

Re: Transport improvements in Liverpool

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Kiersten Fishburn
Chief Executive Officer

CEO 01

Biannual Progress Report July – December 2018

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	021986.2019
Report By	Claudia Novek - Senior Corporate Planner
Approved By	Kiersten Fishburn - Chief Executive Officer

EXECUTIVE SUMMARY

The Biannual Progress Report provides an overview of Council's performance against the key services that were scheduled for the July to December 2018 period in the Delivery Program and Operational Plan 2018-19.

The report outlines Council's operational achievements and provides updates and information on the actions that occurred during the period. This is the first progress report for 2018-19 and has been prepared in line with the Office of Local Government Integrated Planning and Reporting Guidelines.

RECOMMENDATION

That Council notes and receives the Biannual Progress Report which outlines the progress of the actions detailed in the Delivery Program and Operational Plan 2018-19.

REPORT

On 26 April 2017, Council adopted the Community Strategic Plan *Our Home, Liverpool 2027*.

Our Home, Liverpool 2027 outlines the community vision and priorities for Liverpool. The Plan was developed following extensive community engagement and contains four key directions that guide Council's operations and services for the next ten years.

Council's 4-year Delivery Program and Operational Plan 2018-19 (including the Budget) details the principal activities (or actions) that Council will endeavor to deliver towards achieving the community vision outlined in *Our Home, Liverpool 2027*.

Each principal activity includes several key performance indicators (KPIs) and milestones, including those for the 2018-19 financial year which make up Council's annual Operational Plan. The Delivery Program and Operational Plan are presented in a combined document.

Upon adoption in June 2018, Council determined to deliver 110 principal activities as part of its 4-year Delivery Program and 1-year Operational Plan for 2018-19.

Section 404(5) of the *Local Government Act 1993* requires the Chief Executive Officer to ensure that a progress report is provided to Council at least every six months. It should include an update on the principal activities that have been detailed in the 4-year Delivery Program. This allows Councillors and the community to monitor Council's progress. The attached report contains an update on the delivery of these for the July to December 2018 period.

Highlights of this period include the celebration of the Armistice Centenary, Council's Light Up the Lake New Year's Eve event, rezoning of the Local Environmental Plan and the expansion of online lodgement applications on the ePlanning portal.

Of the 110 actions that Council is undertaking for the 2018-19 financial year, 93% are on track with the remaining actions needing attention to reach targets for the remainder of the financial year.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Undertake communication practices with the community and stakeholders across a range of media. Provide information about Council's services, roles and decision-making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Section 404(5) of the <i>Local Government Act 1993</i> states that regular progress reports must be provided to council reporting as to its progress with respect to the principal activities detailed in its delivery program at least every six months. There are no legislative considerations relating to this report.

ATTACHMENTS

1. Biannual Report July - December 2018 (Under separate cover)

COM 01

Grants, Donations and Corporate Sponsorship

Strategic Direction	Creating Connection Implement access and equity for all members of the community
File Ref	012112.2019
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning
Approved By	Tina Sangiuliano - Acting Director City Community and Culture

EXECUTIVE SUMMARY

Council is committed to building strong and resilient communities in the Liverpool Local Government Area (LGA) and to maximise social wellbeing. Council helps achieve these goals by providing financial support through grants and sponsorships to develop leadership skills, increase participation in community activities and address identified social issues.

This report presents the funding recommendations for the Corporate Sponsorship (Outgoing) Program for Council's consideration. The report also includes notification of approved Quick Response Grants, as per the Grants and Donations Policy (7.2.1) *'Recommendations for funding of \$1,000 or less may be approved by the CEO or their delegate, provided the financial assistance is in accordance with sections 356(3), 377(1A), and 378 of the Local Government Act 1993. Council will be notified of funded projects by a report to Council as soon as appropriately possible'*.

RECOMMENDATION

That Council endorses the funding recommendation of **\$22,600** (GST exclusive) under the **Corporate Sponsorship (Outgoing) Program** for the following projects:

Applicant	Project	Recommended
Charming Asia Association	2019 "Charming Asia" Lunar Carnival	\$10,000
Liverpool Neighbourhood Connections	Junior Top Blokes Mentoring Program	\$8,700
Police Citizens Youth Club NSW	2019 Time4Kids Family Fun Day	\$3,900

REPORT

Corporate Sponsorship

The Corporate Sponsorship (Outgoing) Program received three applications which met the eligibility criteria and are recommended for funding.

Applicant	Charming Asia Association	Location	Liverpool
Organisation	Public Benevolent Institution		
Project	2019 "Charming Asia" Lunar Carnival	Amount Requested	\$10,000
Description	<p>Objectives</p> <p>Charming Asia Lunar Carnival will bring together the community to celebrate the Chinese Lunar New Year in Liverpool. Attendees will enjoy cultural performances and taste traditional foods from different Chinese regions. There will be dance and music activities for attendees, Chinese calligraphy writing, lion dancing, fashion and acrobatic shows.</p> <p>Outcomes</p> <ul style="list-style-type: none"> ▪ Positive activation of Macquarie Street Mall; ▪ Large scale Chinese Lunar New Year Celebration held in Liverpool; ▪ Opportunity to attract tourists from outside of Liverpool to attend this event, including those from overseas; ▪ Supports Council's position on supporting and engaging a high-functioning multicultural community; and ▪ Generate increased opportunities for local businesses. 		
Beneficiaries	<ul style="list-style-type: none"> ▪ 500+; ▪ Local businesses in the Macquarie Street Mall; and ▪ Liverpool City Council – increase promotion of Council's positive community engagement with the Chinese community. 		
Assessment	<p>Recommended for Funding - \$10,000</p> <p>The applicant's event aligns with the 'Community Strategic Plan Directions 1 Creating Connections and meets the Corporate Sponsorship (Outgoing) Programs funding benefits and outcomes. The event delivers a community event, implementing access and equity for all members of the community and by celebrating diversity.</p> <p>4.2.1 Economic benefit</p> <ul style="list-style-type: none"> ▪ Delivers significant economic benefit to the Liverpool LGA; ▪ Delivers benefit to tourism, hospitality and retail sectors through the attendance; and ▪ Attracts national or international attention to Liverpool as a place to reside, visit, work and/or invest. 		

	<p>4.2.2 Community, cultural, and social benefit</p> <ul style="list-style-type: none"> Provides and promote Liverpool's cultural diversity and celebrate our City's uniqueness; and Enhances Liverpool's profile and reputation as an outward looking, creative and connected city. <p>5.1 Expected program outcomes</p> <ul style="list-style-type: none"> Provide an opportunity for measurable economic, social, environmental and/or cultural benefits to Council and the Liverpool LGA; Provide opportunities for the community to participate and contribute in activities/events in the Liverpool LGA; and Provide extensive coverage and promotional/publicity opportunities across a range of media outlets.
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Applicant	Liverpool Neighbourhood Connections	Location	Warwick Farm
Organisation	Other Incorporated Entity		
Project	Junior Top Blokes Mentoring Program	Amount Requested	\$8,700
Description	<p>Objectives</p> <p>The Junior Top Blokes Program specialises in designing and delivering social education and mentoring programs to boys and young men aged between 10 to 24. The program will be targeted at the Liverpool Neighbourhood Connections' Thrive Young Boys Group, from Year 7 to Year 12. The program improves the mental health and social wellbeing of at-risk males. This will be achieved by fostering young men's inclusion, building their resilience and empowering them to reach their full potential.</p> <p>The 2018 program evaluation outcomes found that 60% of students said that their relationships have improved, 82% of students can recognise risky behaviours and their negative consequences, 89% said their mental health has improved since starting the program and 87% feel positive about their future.</p> <p>Outcomes</p> <ul style="list-style-type: none"> Improve physical well-being and personal well-being; Decrease anti-social behaviors; Increase social connectedness; Improve academic performance; and Improve outlook on life. 		
Beneficiaries	<ul style="list-style-type: none"> 15 boys and young men will take part; and The participants families and social networks 		

Assessment	<p>Recommended for Funding - \$8,700</p> <p>The applicant's event aligns with the 'Community Strategic Plan Directions 1 Creating Connections and meets the Corporate Sponsorship (Outgoing) Programs funding benefits and outcomes.</p> <p>4.2.2 Community, cultural, and social benefit</p> <ul style="list-style-type: none"> Provides and promote Liverpool's cultural diversity and celebrate our City's uniqueness; and Enhances Liverpool's profile and reputation as an outward looking, creative and connected city. <p>5.1 Expected program outcomes</p> <ul style="list-style-type: none"> Provide an opportunity for measurable economic, social, environmental and/or cultural benefits to Council and the Liverpool LGA; and Provide opportunities for the community to participate and contribute in activities/events in the Liverpool LGA.
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Applicant	Police Citizens Youth Club NSW	Location	Miller
Organisation	Public Benevolent Institution		
Project	2019 Time4Kids Family Fun Day	Amount Requested	\$10,000
Description	<p>Objective</p> <p>Raise awareness of youth crime using a mock jail setup inviting community and business leaders, celebrities and sport stars to volunteer and commit to 'do the time to prevent youth crime'.</p> <p>Outcomes</p> <ul style="list-style-type: none"> Raise awareness of youth crime; Local business become aware and give opportunities to the local youth; Run programs to educate youth on anti-social behaviour; and Increase youth awareness of programs and services available through the PCYC. 		
Beneficiaries	<ul style="list-style-type: none"> 500+ residents 		
Assessment	<p>Recommended for Funding - the lesser amount of \$3,900</p> <p>The applicant's event aligns with the 'Community Strategic Plan Directions of Creating Connections by delivering a community event or activity and implementing access and equity for all members of the community and meets the Corporate Sponsorship (Outgoing) Programs funding benefits and outcomes.</p> <p>The recommended amount is to cover project cost and expenses.</p>		

	<p>The applicant has requested funds to cover 'operational expenses' (staff wages). Under General Exclusions 6.2(f) of the <i>'Grants and Donations Policy'</i>, operational expenses and staff wages are not eligible for funding.</p> <p>4.2.2 Community, cultural, and social benefit</p> <ul style="list-style-type: none"> ▪ Enhances Liverpool's profile and reputation; ▪ Creates opportunities for education and information exchange between Council, the community and the sector; and ▪ To support the organisation and activation of a charity event with the Liverpool LGA. Sponsorship funds. <p>5.1 Expected program outcomes</p> <ul style="list-style-type: none"> ▪ Provide opportunities for the community to participate and contribute in activities/events in the Liverpool LGA; ▪ Provide extensive coverage and promotional/publicity opportunities across a range of media outlets; and ▪ Promote Council's reputation as a great place to live, visit, work, and invest.
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Grants up to \$1000

As per the Grants and Donations Policy (7.2.1) *'Recommendations for funding of \$1,000 or less may be approved by the CEO or their delegate, provided the financial assistance is in accordance with sections 356(3), 377(1A), and 378 of the Local Government Act 1993. Council will be notified of funded projects by a report to Council as soon as appropriately possible'*.

Council received four **Quick Response School Grant** applications, which met the policy criteria and were prooved by the CEO for funding.

Applicant	Student	Amount approved
Green Valley Public School	Tyrese Collet	\$200
Tyrese Collet has excelled in community work during the 2018 school year. The donation will assist Tyrese in covering some of the expenses when commencing high school next year such as purchase of uniform.		

Applicant	Student	Amount approved
Good Shepherd Primary School	Raj Panda	\$200
Raj Panda has excelled in his academic studies during the 2018 school year. The donation will assist Raj to purchase text books to complement his learning in all academic fields in his schooling and the purchase of school supplies to aid learning.		

Applicant	Student	Amount approved
Prestons Public School	Brianna Mumbler	\$200
Brianna Mumbler has excelled in her art studies during the 2018 school year. She has focused on identifying and strengthening her understanding of her indigenous background. Collaboratively she has designed and created a mural for the school yarning circle that depicts a community coming together and sharing stories. She has also designed and created an		

artwork using traditional dot art techniques showing her tribe's animal representative and shared this work, including its meaning, with students, teachers and the community. The confidence obtained through this artwork has allowed Brianna to write her own personal acknowledgement of country that she proudly shared with the whole school community during Kindergarten orientation and will repeat in front of the whole school at presentation day. The donation will be used to purchase art supplies to further support the work developed

Applicant	Student	Amount approved
St Catherine of Siena Primary School	Earl Jaden Zabagt	\$200
Earl Jaden Zabagt has excelled in computer science studies during the 2018 school year, with a focus on robots and coding. He was the 2018 NSW Year 6 Digital Technologies ICAS medal recipient. The donation would be used to purchase resources for his technology interests or attend coding camp holiday workshops.		

CONSIDERATIONS

Economic	CORPORATE SPONSORSHIP (OUTGOING)			
	Budget allocation	Current balance	<i>Recommended amounts this report:</i>	Remaining budget
	\$100,000	\$41,328	\$22,600	\$18,728
	COMMUNITY GRANTS			
	Budget allocation	Current balance	<i>Quick Response Grants Endorsed by CEO:</i>	Remaining budget
	\$102,000	\$91,300	\$800	\$90,500
	MATCHING GRANTS			
	Budget allocation	Current balance	<i>No recommended amounts this report:</i>	Remaining budget
	\$200,000	\$158,200	n/a	\$158,200
	* SUSTAINABLE ENVIRONMENT GRANTS			
	Budget allocation	Current balance	<i>No recommended amounts this report:</i>	Remaining budget
	\$75,000	\$48,604	n/a	\$48,604
	COMBINED FUNDING BALANCE			
	Combined allocation	Combined balance	<i>Total recommended and endorsed amounts:</i>	Remaining budget
	\$477,000	\$339,432	\$23,400	\$316,032
* Sustainable Grants funding is via a rate levy and is only eligible to be used for the Sustainable Environment Grants Program.				
Environment	There are no environmental considerations.			

Social	Support community organisations and groups to deliver services.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	Local Government Act 1993 - s356.

ATTACHMENTS

1. Corporate Sponsorship (Outgoing) Policy (Under separate cover)
2. Grants and Donations Policy (Under separate cover)

COM 02

**Access to Facilities in Hot Weather and
Measures to Cool the City**

Strategic Direction	Creating Connection Provide community facilities which are accessible to all
File Ref	029777.2019
Report By	Dany Ngov - Policy and Projects Officer
Approved By	Tina Sangiuliano - Acting Director City Community and Culture

EXECUTIVE SUMMARY

Liverpool has experienced extremely high temperatures consistently above 35 degrees over the summer period. A Notice of Motion was brought to Council to consider mechanisms to provide relief to the community during these periods.

At the 6 February 2019, Council meeting Council resolved to:

1. *Consider other measures that can be undertaken within the LGA to provide relief to the community during extreme hot weather and report back to the 27 February Council meeting.*
2. *Work with Belgravia Leisure to look at strategies to support access to leisure centres.*
3. *Look at strategies which could include providing additional water parks in the LGA and consider new locations, including new growth areas, for the water parks. The following matters are to be considered:*
 - *Pricing;*
 - *Ample parking;*
 - *Seating;*
 - *Shade; and*
 - *Other options.*
4. *Develop a strategy to inform the community as to where savings can be made on services for families.*

This report will outline measures that can be undertaken to provide relief to the community during extreme hot weather and provide information on work already being undertaken through various strategies to explore heat mitigation measures across the city.

The recently adopted Recreation, Open Space and Sports Strategy (ROSS) has a strong focus on greening our city and responding to the impacts of climate change. This includes the following actions:

- Increasing the number of water structures and water play features to assist with temperature moderation and urban heat islands;
- Develop a Sustainable Environment Strategy; and
- Develop a City Centre Urban Forest Strategy.

As part of the review of the Local Environmental Plan (LEP) a *Climate Change Adaptation Study*, expected to be completed by May 2019, will be undertaken to explore the Urban Heat Island (UHI) effect. The UHI effect describes the increase in temperature resulting from heat absorbed by hard surfaces in urban areas such as pavements, roads and buildings with minimal shading. This heat is then radiated back out, making urban areas significantly hotter than surrounding regions. This Study will help Council to develop effective practical actions to manage the risks from climate impacts, protect communities and the local environment to ensure the City's climate-resilient future. In a separate but related project called the Urban Heat Reduction Project, Council is collaborating with some Sydney councils to develop clauses for the new LEP and Local Strategic Planning Statements (LSPS) that could help manage urban heat.

The *Aquatic and Leisure Centres Strategy* aims to direct the provision of aquatic and leisure services within the Liverpool Local Government Area (LGA) over the next ten years by identifying the locations, funding and management options for future centres. It will, in conjunction with the ROSS, also provide some guidance on the provision of water parks or splash parks across the city. The draft Strategy will be presented to Council in the coming months.

Council officers are working with Belgravia Leisure to identify suitable measures to implement at the aquatic and leisure centres, which could include the operation of temporary inflatable structures or misting systems. A further report will be brought to Council in May 2019 that will look at strategies to help cool the city, including identifying suitable water park locations particularly in new growth areas.

There are a range of rebates and savings offered by the NSW Government available to the community to help ease the cost of living. Council has run a campaign through its Facebook page, website and via the Mayor's Message in the Liverpool Leader to show its residents how they can make savings on more than 40 services related to energy and utilities, driving, public transport, health, children, and recreation and leisure.

RECOMMENDATION

That Council receives this report and notes that a further report will be presented to Council in May 2019.

REPORT

In response to Council's resolution of 6 February 2019, this report has been prepared to consider the available options to provide relief to the community during extreme hot weather.

In addition to the popular aquatic facilities at the Whitlam and Michael Wenden Centres, Council has a number of air-conditioned public facilities that community members can access to seek relief from the heat. These facilities include six libraries, Liverpool Regional Museum, various community centres, and Casula Powerhouse Arts Centre. Other facilities that offer public access to air conditioning include shopping centres and community clubs.

To date, Council has established several water play facilities that offer free access for the community. These water play facilities range in size and capacity with the largest in Bigge Park and the others at Carnes Hill and Macquarie Mall offering more limited capacity. The Bigge Park facility has attracted significant numbers since its opening following the major redevelopment of Bigge Park in 2016. Water play facilities are required to meet NSW Health standards for water treatment and amenities provision and therefore have significant capital and operational costs. Below are the annual maintenance and repair costs, provided by the Facilities Maintenance section, for Council's existing facilities:

Location	Maintenance (includes water, electricity, cleaning, ongoing water treatment and testing)	Repairs (includes servicing and replacement parts)
Macquarie Mall	\$45,974	\$10,000
Bigge Park	\$40,628	\$10,000
Carnes Hill	\$20,314	\$5,000

Provision of water parks

A number of factors have contributed to the increasing trend for water parks across Australia and around the world. This includes increasing temperatures, improving the accessibility and diversity of Council facilities, and offerings in the design of parks and open spaces.

The following are key considerations for the provision of water parks:

- They are required to meet NSW Health standards for water treatment;
- The "zero water depth" design allows immersion in water without requiring lifeguard supervision;

- Water play parks usually encourage a longer length of stay than play equipment and hence require support facilities, e.g. toilets/change, picnic/BBQ;
- They are a great way to encourage interaction and encourage parents to play with the children;
- They are easily accessible to people using mobility equipment e.g. scooters and wheelchairs; and
- They require significant ongoing funding to maintain the health and safety of the facility.

Relevant strategies and studies

The recently adopted Recreation, Open Space and Sports Strategy (ROSS) has a strong focus on greening our city and responding to the impacts of climate change. This includes exploring strategies that will assist with cooling the environment naturally through tree-planting and the introduction of water structures and irrigation systems.

Identified in the ROSS is the following action: *Increasing the number of water structures and water play features to assist with temperature moderation and urban heat islands*. Through this action, and taking a place-based planning approach, Council officers will identify the most suitable sites for water play features across the LGA and will consider the associated costs, required parking, seating, shade and other options. A report detailing this information will be brought back for Council's consideration in May 2019.

Other actions identified in the ROSS are the development of a *Sustainable Environment Strategy* and *City Centre Urban Forest Strategy*, to deliver on targets that minimise our impacts on the environment and to deliver tree planting to increase shade and ameliorate the UHI effect caused by increased urbanisation within Western Sydney, respectively.

As part of the review of the Local Environmental Plan (LEP) a *Climate Change Adaptation Study*, expected to be completed by May 2019, will be undertaken to explore the UHI effect and will help Council to develop effective practical actions to manage the risks from climate impacts, protect communities and the local environment to ensure the City's climate-resilient future. In a separate but related project called the Urban Heat Reduction Project, Council is collaborating with some Western Sydney Regional Organisation of Councils (WSROC) and Northern Sydney Regional Organisation of Councils (NSROC) councils to develop clauses for the new LEP and LSPS that could help manage urban heat.

Further, as part of the work for the Western Sydney Collaboration Area, Council will be investigating and implementing systems to use recycled water, including irrigation systems and building water structures that will assist in cooling the city.

The *Aquatic and Leisure Centres Strategy* aims to direct the provision of aquatic and leisure services within the Liverpool LGA over the next ten years. The focus of this Strategy will be to identify the locations, funding and management options for the future provision of aquatic and leisure centres, however it will, in conjunction with the ROSS, also provide some guidance on the provision of water parks or splash parks across the LGA. The draft Strategy will be presented to Council in the coming months.

Work will continue with Belgravia Leisure to identify suitable measures to implement at the aquatic and leisure centres. This could include the operation of temporary inflatable structures or misting systems to increase the capacity at the centres and provide further relief from the heat.

Cost of Living

There are a range of rebates and savings offered by the NSW Government available to the community to help ease the cost of living. Savings include a discount of up to \$1000 on installing an air conditioner with a high energy star rating, discounts on new lighting and cheaper energy bills by upgrading from halogen to LED lights, as well as other savings related to driving, public transport, health, children, recreation and leisure.

Information is provided through the Service NSW website where answering six questions on the site will identify the most relevant offers to families. The link to the website is: <https://www.service.nsw.gov.au/campaign/cost-living>. Council has run a campaign through its Facebook page, website and via the Mayor's Message in the Liverpool Leader to show its residents how they can access these savings.

CONSIDERATIONS

Economic	The operational costs related to the maintenance of existing water play areas.
Environment	Raise awareness of environmental sustainability issues and suitable mitigation measures.
Social	Raise awareness in the community about the available services and facilities.
Civic Leadership	Act as an environmental leader in the community.
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

Nil

CORP 01

Delegations Register - Delegation to CEO

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	342123.2018
Report By	Michael Knight - Acting General Counsel
Approved By	Chris White - Director City Corporate

EXECUTIVE SUMMARY

Section 377 of the Act provides that a council may, by resolution, delegate to its general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than those listed in section 377(2) of the Act.

Section 380 of the Act allows a general manager to sub-delegate any function delegated to the general manager to any person or body, including an employee of the council.

Council's Chief Executive Officer (the CEO) exercises the functions, role and delegations of "*general manager*" under the Act.

In November 2018 work commenced on the set-up and implementation of a new delegations system. The new system uses a cloud based software which is simple to use and will streamline the issuing or updating of delegations by automating the process saving time and improving efficiencies across Council.

This report deals with implementation of a new delegation system and the recommended delegations to the CEO by Council.

It is recommended that Council adopt this report, as set out in the specific clauses of the recommendation below.

RECOMMENDATION

That Council:

1. Note that the Chief Executive Officer exercises the functions, role and delegations of the "*General Manager*" under the *Local Government Act 1993*;
2. Delegate to the Chief Executive Officer the delegations set out in the Delegations to the Chief Executive Officer in Attachment 1 to this report;

3. Authorise the Mayor to sign the Instrument of Delegation to the Chief Executive Officer; and
4. Confirm Council's delegations for any functions or powers conferred or imposed on Council by or under any legislation in accordance with section 22 of the *Local Government Act 1993*.

REPORT

Background

Delegations of authority in Council establish the positions that are empowered to make decisions and to take action on behalf of Council. These Delegations of authority facilitate the effective and efficient operation of Liverpool City Council by providing the Chief Executive Officer with sufficient power and authority to generally manage, control and administer the affairs of Council on a day to day basis.

The Independent Commission Against Corruption (ICAC) has identified the improper exercise of authority as a risk for all levels of government and recommend that agencies introduce procedures to manage the identified risk. Keeping track of delegations for Council officers and staff, when structures, titles and personnel are constantly changing, is itself a key risk for Council. The risk is exacerbated when records are kept manually, using outmoded tools such as spreadsheets.

Council's existing delegations register is several years old and uses a macro-enabled spreadsheet, which is manually updated when a new delegation is required. Sitting behind this spreadsheet are a number of internally created provisions that, when assigned, give the related position the delegated power to act or make decisions on behalf of Council.

In 2018, a review of the current system found that the macros sitting behind the spreadsheet were not functioning, resulting in the need for significant manual input into resolving delegations. As such, a decision was made to explore an automated legislative based solution, resulting in a decision to implement the RelianSys system.

Review and findings

In November 2018 work commenced on the set-up and implementation of a new delegations system called RelianSys. The system uses a fully-integrated web-based governance solution which is simple to use and will streamline the issuing or updating of delegations by automating the process saving time and improving efficiencies across Council.

RelianSys is predominantly legislation based, and as such, a new delegation will need to be issued to all delegated positions across Council. A full review of all existing delegations of power to ensure that they are appropriate to the capabilities, qualifications and needs of the positions to which they apply has been completed. The set-up of RelianSys has seen the

potential allocation of 29 internal sources of delegated power (with 113 provisions or subcategories of powers) and 114 statutory sources of delegated power (with 1,555 provisions) to one or more positions across Council.

The progression from a manual based delegation system to an automated computer based system will significantly reduce the risk to Council, ensuring the basic principles of ethics and probity are managed and maintained.

CEO Delegation

The first step to rolling out new delegations under the RelianSys system is to update the CEO's delegation, which will form the umbrella for all remaining delegations issued through the system.

The Instrument of Delegation to the CEO was last amended in November 2018 to incorporate time-sensitive changes to the *Environment Planning and Assessment Act*, 1979.

With the exception of the proposed tender approval delegation (see below), the revised delegation attached, based on the new RelianSys architecture, basically replicates the existing delegation. Owing to the terminology within the new system, not all of the wording is consistent, but the effect is basically unchanged.

Tender Approval Delegation – Proposed Increase

The primary benefit to a Council delegating authority to a CEO/General Manager is improved efficiencies in the delivery of services and infrastructure.

With this in mind, the implementation of the RelianSys software has raised a question of ongoing time lags in the tender approval process.

In 2017, the state government enacted amendments to s.377 of the *Local Government Act 1993*, permitting a Council to delegate the approval of tenders that did not have an impact on staffing. At the time, Council elected to delegate authority to the CEO for the approval of tenders up to \$1 million in value.

This delegation has allowed procurement timeframes for projects involving purchases of below \$1 million to be reduced by between 30-60 days, owing to the timeframes required to prepare and approve Council reports, wait for meetings, and then to await the issue of minutes.

In order to allow an extension of these time savings to projects of a higher value, staff ask that Council consider the possible value of increasing the CEO's delegations to approve tenders from the current \$1 million, to a value of \$2 million.

To support this position, staff note that at present, there are 18 projects in the current pipeline that are valued between \$1- \$45 million that have been, or will be, going to Council before 30 June 2019. Of those projects, 9 of them fall between \$1-2 million.

Whilst an unlimited delegation to the CEO to accept tenders is not considered best practice, increasing the CEO's delegation to accept tenders to a value of \$2 million will streamline the procurement process for these projects, and reduce the final delivery timeframes for these projects by between 30-60 days

Given the robust internal and external probity procedures in place, an increase in delegation from \$1 million to \$2 million is considered a relatively low risk and would see the added value of achieving speed to market which has been identified as an organisational goal.

There is no requirement for the Council seal to be affixed to the Instrument of Delegation to the CEO. Council can authorise the Mayor to sign this Instrument.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Legislative Compliance

ATTACHMENTS

1. Draft Instrument of Delegation to the CEO

INSTRUMENT OF DELEGATION BY LIVERPOOL CITY COUNCIL TO THE CHIEF EXECUTIVE OFFICER

TRIM 031708.2019

Pursuant to section 377 of the *Local Government Act*, 1993 a council may by resolution, delegate to the Chief Executive Officer any of the functions of the council under the *Local Government Act*, or any other Act other than those listed under section 377 377 of the *Local Government Act*, 1993.

By resolution of the Council at its meeting held on 27 February 2019 Liverpool City Council:

1. Revokes all delegations granted to the General Manager prior to the date of this Instrument; and
2. Delegates to the General Manager, or to the person who acts in that position, all of the functions, powers, duties and authorities of the Council listed in the attached Schedule of Delegations:

1. INTERPRETATION OF DELEGATIONS

- A. This instrument of delegation should be construed as operating in a manner which is valid and within the powers conferred upon Liverpool City Council (the Council) under the *Local Government Act* 1993.
- B. References to the Chief Executive Officer are references to the general manager appointed by Council under the *Local Government Act* 1993.
- C. References to the decisions of the Council are references to decisions made by the Council from time to time.
- D. References to policies of the Council are references to policies adopted by the Council from time to time.

2. DELEGATIONS

Liverpool City Council:

- 2.1 Recognises that certain functions are conferred upon the Chief Executive Officer by the *Local Government Act* 1993; and
- 2.2 Delegates to the person holding the position of Chief Executive Officer its functions under the *Local Government Act* 1993 and any other legislation conferring functions upon the Council.

3. EXCEPTIONS:

3.1 POWERS OTHERWISE DEALT WITH:

- 3.1.1 The functions which are required by or under the *Local Government Act* 1993 or by or under any other Act or instrument to be performed by the governing body of the Council;
- 3.1.2 The functions and authorities delegated to the Mayor, as the Council may determine from time to time or as may be functions of the Mayor under the *Local Government Act* 1993 or the *Local Government (General) Regulation* 2005;
- 3.1.3 Matters delegated by the Council to Council committees which have been established under clause 260 of the *Local Government (Regulation)* 2005;

3.2 POLICY AND PROCEDURE

- 3.2.1 The power to make or to amend Council policies which have been approved by a decision of the Council, except as required by legislation or by organisational changes involving members of Council staff;
- 3.2.2 The release for public exhibition and comment of any plan or policy, which is required by legislation to be exhibited;
- 3.2.3 The power to approve all mass communications on behalf of the Council (newsletters, columns, media releases) without the approval of the Mayor before their release;
- 3.2.4 The exercise of authorities and functions in a manner not consistent with the policies and decisions of the Council;

3.3 FINANCIAL MATTERS

- 3.3.1 Authorising the expenditure of funds and/ or the payment of good and services by the Council for an amount of \$5 million or more;
- 3.3.2 Approving expenditure which would impact unfavourably on the net operating result approved by the Council in the adopted Operational Plan;
- 3.3.3 The granting of financial assistance by the Council unless:
- a) The financial assistance is part of a specified program, and
 - b) The program is included in Council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - c) The program's proposed budget for that year does not exceed 5 per cent of Council's proposed income from the ordinary rates levied for that year, and

- d) The program applies uniformly to all persons within Council's area or to a significant proportion of all the persons within Council's area.

3.3.4 Writing off any bad debts for individual amounts above \$20,000 (including GST);

3.3.5 Reducing or waiving fees and charges above an individual amount above \$20,000;

3.3.6 Setting or altering the Schedule of Fees and Charges, except in accordance with the relevant categories as determined within the Revenue Policy of the Council's Operational Plan;

3.3.7 Accepting tenders by the Council for a value of \$4 2 million or more;

3.3.8 Calling or accepting tenders for services currently provided by members of Council staff;

3.4 LEGAL PROCEEDINGS

3.4.1 The giving of instructions in legal proceedings contrary to a resolution of the Council, except in planning or regulatory appeals after consultation with the Mayor;

3.5 CULTURAL

3.5.1 The development or formation of relationships with other cities, including sister city agreements;

3.5.2 The approval of civic and ceremonial events;

3.5.3 The granting of civic honours;

3.5.4 The approval of events sponsored by the Council, except in consultation with the Mayor and within Council's approved budget;

.....
Wendy Waller
Mayor

Dated:.....

CORP 02

Budget Review - December 2018

Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population
File Ref	020035.2019
Report By	Earl Paradeza - Senior Management Accountant
Approved By	Vishwa Nadan - Chief Financial Officer

EXECUTIVE SUMMARY

In June 2018 Council adopted its 2018/19 operating budget with projected revenue of \$289.1m and expenditure of \$187.8m. In terms of the net operating result before grants and contributions provided for capital purposes, the Council budgeted for an operating deficit of \$1.506m.

For Quarter 1 ended 30 September 2018, Council approved adjustments through resolutions and budget review process, resulting in a revised revenue target of \$291.0m and expenditure of \$191.3m. This translated to revised deficit net operating result before grants and contributions provided for capital purposes of \$1.568m.

The review of Council's budget at 31 December 2018 identified further adjustments and if approved will result in a \$0.666m net operating deficit before grants and contributions for capital purposes for 2018/19 (*Ref attachment 1 – Note D*). The deficit of \$0.666m is the accumulation of the Original Budget of -\$1.506m, Q1 adjustment of -\$0.062m and the proposed Q2 adjustment of +\$0.902m (*Ref attachment 1 – Note C*).

The second quarter budget review for 2018/19 has resulted in an increase of \$0.884m of Council's capital expenditure program (*Ref attachment 1 – Note E*).

RECOMMENDATION

That Council:

1. Receives and notes the report; and
2. Approves the identified budget variations in accordance with this report.

REPORT

Legislative Requirements

Clause 203(1) of the Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to provide a quarterly budget review not later than two months after each quarter's end. This report provides an overview of the results on the financial review for the quarter ended 31 December 2018.

Commentary

Operating Budget

In June 2018 Council adopted its 2018/19 operating budget with projected revenue of \$289.1m and expenditure of \$187.8m. In terms of the net operating result before grants and contributions provided for capital purposes, the Council budgeted for an operating deficit of \$1.506m.

For Quarter 1 ended 30 September 2018, Council approved budget variations through resolutions and budget review process, resulting in a revised revenue target of \$291.0m and expenditure of \$191.3m. This translated to revised deficit net operating result before grants and contributions provided for capital purposes of \$1.568m.

A comprehensive budget review conducted at second quarter ended 31 December 2018 has resulted in further budget adjustments, as detailed in **Attachment 2**. As part of the Budget Review, managers have conducted a review of their programs with a view to providing a revised forecast for the financial year ended 30 June 2019. Managers take into consideration events that have occurred to date and/or information that has become available since the adoption of the original budget and the impact of which provides the basis for the budget adjustments.

The review has resulted in \$0.129m (*Ref attachment 1 – Note A*) net increase in total revenue. Total expenditure is projected to decrease by net \$0.675m (*Ref attachment 1 – Note B*). Significant changes include:

- +\$0.927m reduction in lease expense due to delay in relocating to 37 Scott St
- +\$0.500m increase in interest and investment revenue
- +\$0.316m one-off VPA developer contributions towards roadworks
- +\$0.150m reduction in loan borrowing expense due to delay in loan drawdown
- -\$0.590m reversal of grant funding received in previous year
- -\$0.423m increase in employee related costs due to creation of new positions
- -\$0.318m lower sub-lease rental income due to delay in relocating to 37 Scott St
- -\$0.140m lower car parking revenue due to reduction in parking space taken by University of Wollongong

The proposed budget changes will improve the budgeted net operating result before grants and contributions for capital purposes to a deficit of \$0.666m for the year ending 30 June 2019 (*Ref attachment 1 – Note D*).

Capital Budget

In June 2018, Council approved its \$192.5m capital works program for 2018/19. Council subsequently approved carry over of projects valued \$14.2m that were planned but not completed in 2017/18.

In Quarter 1 budget review, capital expenditure program was adjusted downwards by \$0.700m mainly due to delays in the land acquisition process and non-approval of RMS grants partly offset by developer works on infrastructure assets completed earlier than anticipated and approved new grants.

The second quarter budget review has resulted in \$0.884m increase to Council's capital expenditure program (*Ref attachment 1 – Note E*). The budget adjustments include the following:

- +\$1.687m Works in kind agreement with developer
- +\$0.500m 33 Moore Street relocation costs
- +\$0.500m 33 Moore Street sprinkler system
- -\$1.020m Depot new truck wash bay deferred for next year
- -\$1.000m Lifts renewal program deferred for next year
- -\$0.650m LCP design and documentation deferred for next year

At 31 December 2018, Council has a capital expenditure program of \$206.9m as detailed in **Attachment 3**.

The YTD capital expenditure to 31 December 2018 was \$41.9m.

The Table 1 below provides summary of the budget results:

	2019 Original Budget \$	2019 Resolution \$	2019 Q1 Review \$	2019 Q2 Request \$		2019 Proposed Budget \$	
Operating income	289,137,472	0	1,906,896	128,953	(A)	291,173,321	
Operating expenditure	(187,770,789)	0	(3,505,210)	675,097	(B)	(190,600,901)	
	101,366,684	0	(1,598,314)	804,050		100,572,420	
Less: Grants & Contributions for Capital Purposes	(102,873,233)	0	1,536,295	97,812		(101,239,126)	
Net Operating Result Before Grants & Contributions for capital purposes	(1,506,549)	0	(62,019)	901,862	(C)	(666,706)	(D)
Add: Depreciation	38,134,366	0	1,338,167	0		39,472,533	
Add: Non-cash Borrowing Costs	214,693	0	0	0		214,693	
Add: Net Accrual of revenue & expenses	(325,000)	0	0	0		(325,000)	
Add : Asset Write-off / Revaluation decrement	2,750,000	0	0	0		2,750,000	
Add: Grants & Contributions for Capital Purpose	102,873,233	0	(1,536,295)	(97,812)		101,239,126	
Net Changes in Reserves	5,348,299	10,053,783	(525,603)	1,223,718		16,100,197	
Funds Available for Capital Expenditure	147,489,042	10,053,783	(785,750)	2,027,768		158,784,843	
Capital Expenditure Program	(192,521,143)	(14,240,259)	700,013	(884,444)	(E)	(206,945,833)	
Principal Loan Repayment	(7,803,176)	0	0	411,000		(7,392,176)	
Borrowings	31,500,000	0	0	0		31,500,000	
Book Value of Assets Sold	3,526,875	0	0	0		3,526,875	
Total Capital Expenditure	(165,297,444)	(14,240,259)	700,013	(473,444)		(179,311,134)	
Net Changes in General Fund	(17,808,403)	(4,186,476)	(85,737)	1,554,324		(20,526,291)	

Details of the proposed budget changes are provided in the attachments.

Attachments 1 - Quarter 2 Budget Review Summary (QBRs): This report presents a summary of Council's budgeted financial position at end of the quarter. The key indicators include:

1. The revised budgeted income and expenditure for the year against the original estimate of annual income and expenditure as shown in Council's Operational Plan
2. Changes following Quarter 2 budget review
3. The proposed budget for 2018/19 financial year

Attachments 2 – This report provides details of operating budget adjustments

Attachments 3 – This report provides details of capital budget adjustments

Attachment 4 & 5 – Grants Status Report: Has two components, first listing all annual grant submissions and second, listing all grants that have been applied for during the quarter detailing the project title, amount sought, funding body and status of the application. Council officers are continually seeking alternate sources of funding as opportunities arise.

Attachment 6 - Cash and Investments Statement: Providing a reconciliation of restricted and unrestricted funds to the level of Cash and Investments held as at 31 December 2018

Attachment 7 - Key Performance Indicators

Attachment 8 – Consultancy and Legal Expenses

Attachment 9 – Contracts and Other Expenses

Attachment 10 – City Development Fund and Environment Levy.

This Report recommends that Council receives and notes the report and votes the budget variations in accordance with this report.

CONSIDERATIONS

Economic	<p>Further develop a commercial centre that accommodates a variety of employment opportunities.</p> <p>Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.</p> <p>Encourage and promote businesses to develop in the hospital, health and medical precinct (of the City Centre).</p> <p>Provide efficient parking for the City Centre.</p> <p>Enhance the environmental performance of buildings and homes.</p> <p>Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.</p> <p>Facilitate economic development.</p> <p>Facilitate the development of new tourism based on local attractions, culture and creative industries.</p> <p>There are no economic and financial considerations.</p>
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.

Civic Leadership	Deliver services that are customer focused. Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Clause 203(1) of the Local Government (General) Regulation 2005.

ATTACHMENTS

1. QBRS - Consolidated Financial Results
2. Operating Budget Adjustments
3. Capital Budget Adjustments
4. Grant Status Report - Applications
5. Grant Status Report - Received
6. Cash & Investment Report
7. Key Performance Indicators
8. Consultancy & Legal Expenses Budget Review Statement
9. Contracts & Other Expenses Statements
10. City Development Fund & Environment Levy Reserves

Liverpool City Council
Summary Financial Results - Consolidated
For the period 1 July 2018 to 31 December 2018

Attachment 1

	2018 Annual Actual	2019 Original Budget	2019 Resolutions	2019 Q1 Review	2019 Revised Budget	2019 Quarter 2 Request	2019 Proposed Budget
Net Operating Results Before Grants & Contributions for Capital Purposes	778,343	(1,506,549)	0	(62,019)	(1,568,568)	901,862	(666,706)
Revenue							
Rates & Annual Charges	124,705,841	128,287,724	0	2,050,500	130,338,224	0	130,338,224
User Charges & Fees	22,027,144	21,545,480	0	280,401	21,825,881	20,000	21,845,881
Interest & Investment Revenue	6,453,204	5,927,256	0	200,000	6,127,256	500,000	6,627,256
Grants & Contributions - Operating	18,012,312	17,349,802	0	265,253	17,615,055	51,782	17,666,837
Grants & Contributions - Capital (Others) *	58,309,475	49,015,848	0	(1,536,295)	47,479,553	(97,812)	47,381,741
Grants & Contributions - Capital (s94) *	57,824,772	53,857,385	0	0	53,857,385	0	53,857,385
Other Revenues	11,570,940	9,938,252	0	647,037	10,585,289	(345,017)	10,240,272
Net Gain from the Disposal of Assets	0	2,890,725	0	0	2,890,725	0	2,890,725
Share of interests in Joint Ventures	646,546	325,000	0	0	325,000	0	325,000
Total Revenue	299,550,232	289,137,472	0	1,906,896	291,044,368	128,953	291,173,321
Expenses							
Employee Costs	63,913,661	70,730,703	0	1,573,384	72,304,087	422,783	72,726,869
Borrowing Costs	1,613,291	1,660,528	0	0	1,660,528	(150,000)	1,510,528
Materials & Contracts - Tipping & Waste Services	24,937,346	25,105,000	0	(236,096)	24,868,904	0	24,868,904
Materials & Contracts - Other	29,717,378	32,891,269	0	(33,181)	32,858,088	(927,361)	31,930,727
Legal Costs	1,449,077	905,480	0	0	905,480	0	905,480
Consultants	1,741,207	2,794,592	0	752,191	3,546,783	27,214	3,573,997
Depreciation	37,572,533	38,134,366	0	1,338,167	39,472,533	0	39,472,533
Other Expenses	12,071,289	12,798,851	0	110,745	12,909,596	(47,733)	12,861,863
Net Loss from the Disposal of Assets	6,404,746	0	0	0	0	0	0
Revaluation decrement / impairment of IPP&E	3,217,115	2,750,000	0	0	2,750,000	0	2,750,000
Internal Charges	0	0	0	0	0	0	0
Total Expenses	182,637,643	187,770,789	0	3,505,210	191,275,999	(675,097)	190,600,901
Net Operating Result	116,912,589	101,366,684	0	(1,598,314)	99,768,370	804,050	100,572,420
Less: Grants & Contributions for Capital Purposes *	116,134,246	102,873,233	0	(1,536,295)	101,336,938	(97,812)	101,239,126
Net Operating Results Before Grants & Contributions for Capital Purposes	778,343	(1,506,549)	0	(62,019)	(1,568,568)	901,862	(666,706)

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Liverpool City Council
Summary Financial Results - Consolidated
For the period 1 July 2018 to 31 December 2018

Attachment 1

	2018 Annual Actual	2019 Original Budget	2019 Resolutions	2019 Q1 Review	2019 Revised Budget	2019 Quarter 2 Request	2019 Proposed Budget
Add back: Depreciation	37,572,533	38,134,366	0	1,338,167	39,472,533	0	39,472,533
Add back: Non-cash Borrowing Costs	299,947	214,693	0	0	214,693	0	214,693
Add back: Net Accrual of revenue & expenses	(2,747,069)	(325,000)	0	0	(325,000)	0	(325,000)
Add back: Asset Write-off / Revaluation decrement	4,002,068	2,750,000	0	0	2,750,000	0	2,750,000
Add back: Grants & Contributions for Capital Purpose	116,134,246	102,873,233	0	(1,536,295)	101,336,938	(97,812)	101,239,126
Net changes in Reserves	(76,293,117)	5,348,299	10,053,783	(525,603)	14,876,479	1,223,718	16,100,197
Funds Available for Capital Expenditure	79,746,950	147,489,042	10,053,783	(785,750)	156,757,075	2,027,768	158,784,843
Capital Expenditure							
City Infrastructure & Environment	46,256,780	100,226,910	6,766,029	(871,115)	106,121,824	(1,464,282)	104,657,542
City Economy & Growth	6,877,561	60,214,326	347,400	(449,646)	60,112,080	1,687,487	61,799,567
City Community & Culture	1,850,875	1,156,210	103,865	581,998	1,842,073	274,239	2,116,312
City Corporate	37,968,152	28,006,697	7,022,965	13,750	35,043,412	342,000	35,385,412
City Presentation	1,063,690	2,842,000	0	25,000	2,867,000	0	2,867,000
Office of the CEO	236,370	75,000	0	0	75,000	45,000	120,000
Capital Works Program	94,253,428	192,521,143	14,240,259	(700,013)	206,061,389	884,444	206,945,833
Principal Loan Repayment	5,739,495	7,803,176	0	0	7,803,176	(411,000)	7,392,176
Borrowings	(6,000,000)	(31,500,000)	0	0	(31,500,000)	0	(31,500,000)
Book Value of Assets Disposed	(10,998,442)	(3,526,875)	0	0	(3,526,875)	0	(3,526,875)
Total Capital Expenditure	82,994,481	165,297,444	14,240,259	(700,013)	178,837,690	473,444	179,311,134
Net Change in General Fund	(3,247,531)	(17,808,403)	(4,186,476)	(85,737)	(22,080,616)	1,554,324	(20,526,291)

Liverpool City Council

Attachment 2

Operating Budget Adjustments

For the period 1 July 2018 to 31 December 2018

Summary	Original Budget	Revised Budget	Post Budget Resolutions	New Grants Expense	New Grants Revenue	Transfers	New Requests	Total Request	Proposed Budget
City Community & Culture	(22,006,037)	(22,107,283)	(101,246)	(39,500)	69,953	(139,500)	13,953	(95,094)	(22,202,377)
City Corporate	85,133,297	85,802,714	669,417	0	0	17,340	915,627	932,967	86,735,681
City Economy & Growth	80,478,328	78,692,370	(1,785,958)	0	12,282	(18,278)	276,017	270,021	78,962,391
City Infrastructure & Environment	(4,382,389)	(5,917,181)	(1,534,792)	0	77,000	(11,000)	(521,282)	(455,282)	(6,372,463)
City Presentation	(31,312,019)	(29,298,969)	2,013,050	0	0	65,000	0	65,000	(29,233,969)
Office of the CEO	(6,544,496)	(7,403,281)	(858,785)	0	0	86,438	0	86,438	(7,316,843)
Net Operating Results	101,366,684	99,768,370	(1,598,314)	(39,500)	159,235	0	684,315	804,050	100,572,420
Less: Grants & Contributions for Capital Purposes	102,873,233	101,336,938	(1,536,295)	0	107,453	0	(205,265)	(97,812)	101,239,126
Net Operating Results before Grants & Contribution for Capital Purposes	(1,506,549)	(1,568,568)	(62,019)	(39,500)	51,782	0	889,580	901,862	(666,706)

Operating Budget Adjustments For the period 1 July 2018 to 31 December 2018

Attachment 2

Directorate	Project	Project Description	Comment	Requests	FUNDING				
					Grants & Contribution	External Reserves	Internal Reserves	General Fund	Total Funding
City Community & Culture	102219	Library Website Upgrade	Allocation of Local Priority Grant for RFID return shelf.	(52,500)		(52,500)			(52,500)
City Community & Culture	102256	RFID Returns Shelf for Liverpool Central Library	RFID return shelf to be funded from Local Priority Grant.	52,500		52,500			52,500
City Community & Culture	102259	Carnes Hill Precinct Outdoor Area Upgrade	Received 50% grant from Dept of Industry, Innovation and Science to fund the shading over the existing outdoor play area and surrounding sitting.	30,453	30,453				30,453
City Community & Culture	201218	Seniors Promotional Programs	2019 NSW Seniors Festival.	3,000	3,000				3,000
City Community & Culture	201308	CPAC Bar	Additional revenue from bar sales.	40,000				40,000	40,000
City Community & Culture	201333	Paramor Prize	Paramour Prize program not happening this year.	(2,100)				(2,100)	(2,100)
City Community & Culture	201519	Community Hubs	Grant received from Community Hubs Australia towards programs aimed to build greater community and social cohesion.	36,500	36,500				36,500
City Corporate	200150	Northumberland Street Carpark	Greater utilisation of all-day parking.	20,000				20,000	20,000
City Corporate	201035	Car Park - Secure Parking	Lower car parking revenue due to reduction in parking space taken by UoW.	(140,000)			(140,000)		(140,000)
City Corporate	201318	Wollongong University - 33 Moore Street	Decrease in UoW rental revenue due to delay in handover of Level 2.	(60,000)			(60,000)		(60,000)
City Corporate	201450	25-35 Scott St	Reduction in lease rental due to delay in relocation. Anticipated commencement in February 2019.	(317,917)				(317,917)	(317,917)
City Corporate	301114	Revenue and Treasury Operations	Additional interest revenue.	500,000				500,000	500,000
City Economy & Growth	102206	Bernera Rd/Yarrunga St/Yato Rd, Prestons - Improvement works	One-off developer contribution transferred to Reserves towards future roadworks development.	221,926	221,926				221,926
City Economy & Growth	102249	Roundabout 30 Seventeenth Ave Austral DA-695/2016	One-off developer contribution transferred to Reserves towards future roadworks development.	89,091	89,091				89,091
City Economy & Growth	102250	Roundabout Lot 6 Ardennes Ave Edmondson Park	One-off developer contribution transferred to Reserves towards future roadworks development.	5,000	5,000				5,000
City Economy & Growth	301117	Road Safety	Additional RMS funding.	12,282	12,282				12,282
City Infrastructure & Environment	102098	Boating Program Investigation	Unsuccessful grant application.	(55,000)	(55,000)				(55,000)
City Infrastructure & Environment	102130	Wonga Road between Webster and Reilly (R2R)	Transfer R2R grant to cover additional expenditure arising from unsuitable subgrades.	38,350	38,350				38,350
City Infrastructure & Environment	102132	Anjou Circuit between Clementine and Toulouse	Budget adjustment to fully fund this project from R2R grant.	140,998	140,998				140,998
City Infrastructure & Environment	102137	Lancaster Ave between Albemarle and Mortimer (R2R)	Budget adjustment to reflect savings from changes to scope.	(55,630)	(55,630)				(55,630)
City Infrastructure & Environment	102179	Casula Parkland - New amenities building	Bringing to account grant revenue received in the previous financial years	(590,000)	(590,000)				(590,000)
City Infrastructure & Environment	102212	Design of Stormwater Basins 5, 14 and 29 at Austral and	Grant from Department of Planning for the design of flood detention basins	77,000	77,000				77,000
Office of the CEO	201501	ALGWA Conference	Registration fee and sponsorship income for ALGWA conference	135,000				135,000	135,000
Total Revenue				A	128,953	(46,030)	0	(200,000)	374,983
City Community & Culture	200655	Ocean Rising	New exhibition funded from cancelled Paramour Prize program.	36,636				36,636	36,636
City Community & Culture	200997	Exhibition	Expenses allocated for Ocean Rising project	(7,500)				(7,500)	(7,500)
City Community & Culture	201218	Seniors Promotional Programs	2019 NSW Seniors Festival	3,000	3,000				3,000
City Community & Culture	201308	CPAC Bar	Additional stock for the Bar	20,000				20,000	20,000
City Community & Culture	201333	Paramor Prize	Paramour Prize program not happening this year.	(31,236)				(31,236)	(31,236)
City Community & Culture	201519	Community Hubs	Grant received from Community Hubs Australia towards programs aimed to build greater community and social cohesion	36,500	36,500				36,500
City Community & Culture	301089	Bellbird Café	New Apprentice Chef permanent position	24,000				24,000	24,000
City Community & Culture	301230	Carnes Hill Precinct	Operational savings allocated to Carnes Hill precinct capital project 102259 to match grant received for the E5	(30,453)				(30,453)	(30,453)
City Community & Culture	301302	Community and Culture	Four quarterly payments for inclusion in SSROC	12,500				12,500	12,500
City Corporate	200150	Northumberland Street Carpark	Fire services contractor expense due to vandalism in Northumberland Street Carpark	10,000				10,000	10,000
City Corporate	200190	Warren Service Way Car Park	Allocation of Council mobile phone provided to officer as he works alone. Safety issue.	2,000				2,000	2,000
City Corporate	201301	The Shed Cafe	Termination of rental agreement with the Shed by Ristretto & Co cafe in Bigge Park.	27,410				27,410	27,410
City Corporate	201450	25-35 Scott St	Reduction in lease expense due to delay in relocation. Anticipated commencement in February 2019. Lease expense adjustment includes one-off rental incentive.	(927,000)				(927,000)	(927,000)
City Corporate	301001	Accounting Administration	Increase the Employee Entitlement Reserve in line with 20-25% of the employee leave entitlement liability	0			(561,085)	561,085	0
City Corporate	301104	Procurement - Admin	Contract specialist temporary position	35,024				35,024	35,024
City Corporate	301114	Revenue and Treasury Operations	Reduction in loan borrowing expense due to delay in loan drawdown	(150,000)				(150,000)	(150,000)

Operating Budget Adjustments
For the period 1 July 2018 to 31 December 2018

Attachment 2

Directorate	Project	Project Description	Comment	Requests	FUNDING				
					Grants & Contribution	External Reserves	Internal Reserves	General Fund	Total Funding
City Corporate	301309	Corporate Services Office	Temporary Manager Corporate Project position funded from energy certificate revenue.	89,022				89,022	89,022
City Economy & Growth	201189	Business Events	Equity scholarship for University of Wollongong	10,000				10,000	10,000
City Economy & Growth	201510	Liverpool Pioneers Memorial Park Conservation Mgmt Plan	Allocation of funding from 101528 Heritage Conservation Program	30,000				30,000	30,000
City Economy & Growth	301117	Road Safety	Additional RMS funding	0	12,282			(12,282)	0
Office of the CEO	201501	ALGWA Conference	Expenses for ALGWA conference	135,000				135,000	135,000
Total Expenses				B (675,097)	51,782	0	(561,085)	(165,794)	(675,097)
Net Operating Results				804,050	(97,812)	0	361,085	540,777	804,050
Less: Grants & Contributions for Capital Purposes				(97,812)	(97,812)	0	0	0	(97,812)
Net Operating Results Before Grants & Contributions for Capital Purposes				C 901,862	0	0	361,085	540,777	901,862

Liverpool City Council
Capital Budget Adjustments
For the period 1 July 2018 to 31 December 2018

Attachment 3

Summary	Original Budget	Revised Budget	Post Budget Resolutions	Deferred to 2019/20	Budget Variations	New Grants / Contribution	Council Contribution	Works In Kind	Transfers	New Requests	Total Request	Proposed Budget
City Community & Culture	1,156,210	1,842,073	685,863	0	0	30,453	30,453	0	0	213,333	274,239	2,116,312
City Corporate	28,006,697	35,043,412	7,036,715	(950,000)	0	0	0	0	0	1,292,000	342,000	35,385,412
City Economy & Growth	60,214,326	60,112,080	(102,246)	0	0	0	0	1,687,487	0	0	1,687,487	61,799,567
City Infrastructure & Environment	100,226,910	106,121,824	5,894,914	(2,019,658)	312,920	217,998	0	0	(45,000)	69,458	(1,464,282)	104,657,542
City Presentation	2,842,000	2,867,000	25,000	0	0	0	0	0	0	0	0	2,867,000
Office of the CEO	75,000	75,000	0	0	0	0	0	0	45,000	0	45,000	120,000
Capital Expenditure before Loans & Disposal of Assets	192,521,143	206,061,389	13,540,246	(2,969,658)	312,920	248,451	30,453	1,687,487	0	1,574,791	884,444	206,945,833
Loan Principal	7,803,176	7,803,176	0							(411,000)	(411,000)	7,392,176
Borrowings	(31,500,000)	(31,500,000)	0							0	0	(31,500,000)
Book Value of Assets Disposed	(3,526,875)	(3,526,875)	0							0	0	(3,526,875)
Total Capital Expenditure	165,297,444	178,837,690	13,540,246	(2,969,658)	312,920	248,451	30,453	1,687,487	0	1,163,791	473,444	179,311,134

Capital Budget Adjustments

Attachment 3

For the period 1 July 2018 to 31 December 2018

Summary	Project	Project Description	Comment	Requests	FUNDING					
					Grants & Contribution	S94	External Reserves	Internal Reserves	General Fund	Total Funding
Transfers	100095	Adult fiction	Reallocation of book acquisitions due to availability of S.711 funds	(33,252)	0	0	0		(33,252)	(33,252)
Transfers	100096	Adult non-fiction	Reallocation of book acquisitions due to availability of S.711 funds	(31,793)	0	0	0		(31,793)	(31,793)
Transfers	100098	Children's resources Fiction	Reallocation of book acquisitions due to availability of S.711 funds	(41,633)	0	0	0		(41,633)	(41,633)
Transfers	100325	Section 94 - Library Books	Additional allocation of S.711 funds for book acquisitions	213,333	0	213,333	0		0	213,333
New requests	100394	Liverpool Central Library	Allocation of funds for the ground floor to improve service and efficiency. With better seating and customer space, updated café, technology to improve staff workflows, and a new collection. This plan allows the library service to trial a new service model, as part of the planning for the new Library building in Scott Street.	213,333	0	0	0		213,333	213,333
Transfers	101208	Carnes Hill Library - Book Acquisition	Reallocation of book acquisitions due to availability of S.711 funds	(81,607)	0	0	0		(81,607)	(81,607)
Transfers	101440	HSC Collection	Reallocation of book acquisitions due to availability of S.711 funds	(25,048)	0	0	0		(25,048)	(25,048)
Transfers	102219	Library Website Upgrade	Local Priority Grant to be allocated for RFID return shelf	(52,500)	(52,500)	0	0			(52,500)
Transfers	102256	RFID Returns Shelf for Liverpool Central Library	RFID return shelf to be funded from Local Priority Grant	52,500	52,500	0	0			52,500
New Grants / Contributions	102259	Carnes Hill Precinct Outdoor Area Upgrade	Sitting and shading of the outdoor play area to be funded 50% from Dept of Community Development & Planning grants as part of Stronger Community Program	60,906	30,453	0	0		30,453	60,906
New requests	100948	33 Moore St Minor Refurbishment (LCC Accommodation)	Additional funding for 33 Moore Street relocation costs	500,000	0	0	0	300,000	200,000	500,000
New requests	101749	Project Development Agreement & UoW AFL	Additional contribution to UoW.	275,000	0	0	0		275,000	275,000
Deferred Projects	101750	Design and Documentation Stage of Liverpool Civic Place	Project will be deferred to 2019-20. Funding to be reallocated to projects 101786 & 100948.	(650,000)	0	0	0		(650,000)	(650,000)
New requests	101786	33 Moore St Sprinkler and Hydrant works	Additional funding for 33 Moore Street sprinkler system.	500,000	0	0	0		500,000	500,000
Transfers	101937	Infrastructure Upgrade - Surveillance Program	Transfer to project 102159.	(16,000)	0	0	0		(16,000)	(16,000)
Transfers	101946	City Commercial Core Masterplan	Transfer to projects 102167, 102168, 102170.	(300,000)	0	0	0		(300,000)	(300,000)
Transfers	102159	Infrastructure Switch Upgrade- Switch Replacement	Transfer from project 101937.	16,000	0	0	0		16,000	16,000
Transfers	102167	Hammondville Park Master Plan	Transfer from project 101946.	100,000	0	0	0		100,000	100,000
Transfers	102168	Casula Mall Master Plan	Transfer from project 101946.	100,000	0	0	0		100,000	100,000
Transfers	102170	Miller Master Plan	Transfer from project 101946.	100,000	0	0	0		100,000	100,000
Deferred Projects	102242	33 Moore St Fire Services Upgrade	Project will be partially deferred to 2019-20. Funding to be reallocated to project 100948.	(300,000)				(300,000)	0	(300,000)
New requests	102255	LEAP Efficiency in Procurement Program	Software acquisition to increase efficiency in Procurement	17,000	0	0	0		17,000	17,000
Transfers	100203	WM8-Water Cycle Area-Middleton Grange	Transfer from project 101889.	76,800	0	76,800	0		0	76,800
Transfers	101122	Prestons Industrial Drainage-Maxwells Ck Channel - MCD1	Transfer from project 101889.	25,000	0	25,000	0		0	25,000
Works in kind	101290	RMN8 - Main Neighbourhood (Park Frontage) - Edmondson Park	Works in kind agreement with the developer to build the road.	394,929	0	394,929	0		0	394,929
Works in kind	101299	RPS20 - Local road (Park Frontage) - Edmondson Park	Works in kind agreement with the developer to build the road.	575,532	0	575,532	0		0	575,532
Transfers	101885	Trunk Drainage Basin B5 - Austral	Transfer from project 101889.	2,000	0	2,000	0		0	2,000
Transfers	101888	Trunk Drainage Basin B29 - Austral	Transfer from project 101889.	20,040	0	20,040	0		0	20,040
Transfers	101889	Drainage Lands RC1-East Leppington	Transfer to projects 100203, 101122, 101885, 101888.	(123,840)	0	(123,840)	0		0	(123,840)
Transfers	101890	Land at Junction of Hinchinbrook/Cabramatta Creeks P27	Transfer to project 101891.	290,000	0	290,000	0		0	290,000
Transfers	101891	1-Maxwells Tributary North (10)-Edmondson Pk	Transfer from project 101890.	(290,000)	0	(290,000)	0		0	(290,000)
Works in kind	101905	RLR19 - Local Road (School/Park Frontage) - Edmondson Park	Works in kind agreement with the developer to build roads.	517,880	0	517,880	0		0	517,880
Works in kind	102196	Creek Crossing - BR10 - Austral	Works in kind agreement with the developer to build roads.	199,146	0	199,146	0		0	199,146
New requests	102206	Bernera Rd/Yarrunga St/Yato Rd, Prestons - Improvement works	One-off developer contribution transferred to Reserves towards future roadworks development.	0	221,926	0	(221,926)		0	0
New requests	102249	Roundabout 30 Seventeenth Ave Austral DA-695/2016	One-off developer contribution transferred to Reserves towards future roadworks development.	0	89,091	0	(89,091)		0	0
New requests	102250	Roundabout Lot 6 Ardennes Ave Edmondson Park	One-off developer contribution transferred to Reserves towards future roadworks development.	0	5,000	0	(5,000)		0	0
New requests	100621	Casula Parkland Corridor	Transfer grant funding to 102179 Casula Parkland - New amenities building.	(590,000)	0	0	(590,000)		0	(590,000)
Transfers	100659	Pavement Stabilisation & Strengthening	Program well underway. However, scope reduced to fund shortfalls in other parts of the program. Transfer to 101737.	(280,000)	0	0	0		(280,000)	(280,000)

Capital Budget Adjustments
For the period 1 July 2018 to 31 December 2018

Attachment 3

Summary	Project	Project Description	Comment	Requests	FUNDING					
					Grants & Contribution	S94	External Reserves	Internal Reserves	General Fund	Total Funding
New requests	101242	Bigge Park Precinct - City Centre Revitalisation	Project complete. Transfer from 101793 to cover final expenditure.	689,458	0	0	0		689,458	689,458
Deferred Projects	101370	Casula Powerhouse Arts Centre Upgrades	Lift procurement being finalised for fabrication, installation and commissioning over the next 18 months.	(280,000)					(280,000)	(280,000)
Transfers	101445	Road Resurfacing Program Rejuvenation	Budget shortfall due to increased scope of works. Budget transfer from 102143.	34,700	0	0	0		34,700	34,700
New requests	101528	Heritage Conservation Program	Transfer to 201510 in City Design to fund the Liverpool Pioneer Memorial Park Heritage Conservation Management Plan.	(30,000)	0	0	0		(30,000)	(30,000)
Transfers	101586	Stante Reserve - Design and Construction of Sports Field	Transfer from 101587 Cirillo Reserve to cover design process for Stante Reserve.	150,000	0	150,000	0		0	150,000
Transfers	101587	Cirillo Reserve - Design and Construction of Sports Field	Transfer to 101586 Stante Reserve to cover design costs.	(150,000)	0	(150,000)	0		0	(150,000)
Budget variation	101699	First Avenue - Culvert and Road Widening	Budget shortfall arising from Sydney Water requirements for its asset protection. Transfer from 101793 to cover expenditure.	330,200	0	0	0		330,200	330,200
Transfers	101727	Leisure Centre Upgrade Program - Whitlam Leisure Centre	Transfer from 101972 and 102098 to cover shortfall following tender process.	150,000	0	0	0		150,000	150,000
Transfers	101737	Cycleway - Elizabeth Street, Liverpool	Works complete. Transfer from 100659 to cover extensive utility adjustment works.	280,000	0	0	0		280,000	280,000
Transfers	101763	Bigge, Elizabeth & College St Streetscape - City Revitalisat	Works complete. Transfer from 102161 to cover additional works arising from Endeavour Energy's requirements and services adjustments for street lighting works.	105,794	0	0	0		105,794	105,794
Deferred Projects	101789	Library & Museum Rehabilitation Program	Lift procurement being finalised for fabrication, installation and commissioning over the next 18 months.	(220,000)					(220,000)	(220,000)
Transfers	101792	Building Renewal Program	Program to be staged to minimise disruptions to users. Transfer part of the budget to 102096	(230,000)	0	0	0		(230,000)	(230,000)
Deferred Projects	101793	Depot - New Truck Wash Bay	Budget transfer to 101242 Bigge Park Precinct - City Centre Revitalisation.	(689,458)					(689,458)	(689,458)
Deferred Projects	101793	Depot - New Truck Wash Bay	Budget transfer to 101699 First Avenue - Culvert and Road Widening.	(330,200)					(330,200)	(330,200)
Transfers	101956	Newbridge Road - City Entrance Upgrade	Transfer budget from 102105 and 102108 to cover scope changes.	33,612	0	0	0		33,612	33,612
Transfers	101957	Bigge/Elizabeth St Footpath, K & G Upgrade - Granite Paving	Works complete. Scope of works increased due to tree roots and services adjustments. Budget transfer from 102132.	202,726	0	0	0		202,726	202,726
Transfers	101972	Green Valley Community Centre Upgrade	Program to be staged to minimise disruptions to users. Transfer part budget to 102096 and 101727.	(210,000)	0	0	0		(210,000)	(210,000)
Transfers	101973	Junction Youth Centre Austral Upgrade	Program to be staged to minimise disruptions to users. Transfer part budget to 102096.	(70,000)	0	0	0		(70,000)	(70,000)
Transfers	102033	Bangalla Avenue, Chipping Norton -Balanada To Bungarra	Budget transfer to 102120. Savings due to reduced service adjustments.	(17,700)	0	0	0		(17,700)	(17,700)
Transfers	102054	Seton Rd, Moorebank FP - Heathcote to Iraking	Budget transfer to 102107. Savings due to reduced scope of work.	(22,321)	0	0	0		(22,321)	(22,321)
Transfers	102068	Wonga Rd, Lurnea FP - Shortland to Hillview	Budget shortfall due to increased cost to remove asbestos. Budget transfer from 102126, 102136 and 102138.	224,493	0	0	0		224,493	224,493
Deferred Projects	102095	Warren Serviceway Car Park - Lifts Renewal	Lift procurement being finalised for fabrication, installation and commissioning over the next 18 months.	(500,000)					(500,000)	(500,000)
Transfers	102095	Warren Serviceway Car Park - Lifts Renewal	Transfer \$45k to 102205 Installation of Billboards to enable upgrades and improvements to gateways to the LGA.	(45,000)					(45,000)	(45,000)
Transfers	102096	Bigge Park - New Amenities Building	Open tender submission above estimated budget. Budget transfer from 101972, 101973 and 101792.	400,000	0	0	0		400,000	400,000
New requests	102097	Bigge Park - New Café Store Building	Open tender submission below estimated budget. Budget transfer to 102179.	(200,000)	0	0	0		(200,000)	(200,000)
Transfers	102098	Boating Program Investigation	Investigation complete. Budget transfer to 101727.	(40,000)	(55,000)	0	0		15,000	(40,000)
Transfers	102105	Dunbier St, Lurnea FP - Between 35 Dunbier St to Reilly St	Budget transfer to 101956. Savings due to reduced service adjustments.	(14,590)	0	0	0		(14,590)	(14,590)
Transfers	102107	Brigantine St Chipping Norton FP Yachtsman Dr - Beachcomber	Budget shortfall due to footpath length increased. Budget transfer from 102054	22,321	0	0	0		22,321	22,321
Transfers	102108	Gill Ave, Liverpool FP - Between 52 Gill Ave to 126 Gill Ave	Budget transfer to 101956. Savings due to reduce service adjustments.	(19,022)	0	0	0		(19,022)	(19,022)
Transfers	102120	Hill Rd Lurnea - Pedestrian Crossing Raised Threshold	Budget shortfall due to utility adjustments. Budget transfer from 102033	17,700	0	0	0		17,700	17,700
Transfers	102121	Christiansen Blvd, Moorebank - Pedestrian Refuge	Budget transfer to 102223. Design changes resulted in reduced scope of works.	(16,400)	0	0	0		(16,400)	(16,400)
Transfers	102126	Falcon Circuit between Whitford to Falcon	Budget savings due to subgrade condition better than expected. Budget transfer 102068	(57,200)	0	0	0		(57,200)	(57,200)
Transfers	102128	Jamison Street between Adams to Blaxland Rd	Budget savings due to subgrade condition better than expected. Budget transfer 102133 and 102135.	(47,546)	0	0	0		(47,546)	(47,546)
Budget variation	102130	Wonga Road between Webster and Reilly (R2R)	Transfer R2R grant to cover additional expenditure arising from unsuitable subgrades.	38,350	38,350	0	0		0	38,350

Capital Budget Adjustments

Attachment 3

For the period 1 July 2018 to 31 December 2018

Summary	Project	Project Description	Comment	Requests	FUNDING					
					Grants & Contribution	S94	External Reserves	Internal Reserves	General Fund	Total Funding
New Grants / Contributions	102132	Anjou Circuit between Clementine and Toulouse	Project funded from new grant. Transfer general fund budget to 101957.	140,998	140,998	0	0		0	140,998
Transfers	102132	Anjou Circuit between Clementine and Toulouse	Transfer general fund budget to 101957.	(202,726)		0	0		(202,726)	(202,726)
Transfers	102133	Bigge Street between Elizabeth to Campbell (R2R)	Budget transfer from 102128. Increased scope of works due to subgrade condition.	34,230	0	0	0		34,230	34,230
Transfers	102134	Devonshire Road between Gurners to Exeter	Budget transfer from 102161 to fund increased pavement works.	20,000	0	0	0		20,000	20,000
Transfers	102135	Lancaster Avenue between Richard to Lancaster	Budget transfer from 102128. Minor increase in pavement works.	13,316	0	0	0		13,316	13,316
Transfers	102136	Joshua Moore Dr between Sarah Hollands & Cowpasture	Budget transfer to 102068. Minor savings from a large project.	(15,142)	0	0	0		(15,142)	(15,142)
Budget variation	102137	Lancaster Ave between Albemarle and Mortimer (R2R)	Budget adjustment to reflect savings from changes to scope.	(55,630)	(55,630)	0	0		0	(55,630)
Transfers	102138	Gabriella Avenue between Henry and Helena	Budget savings due to subgrade condition better than expected. Budget transfer to 102068.	(152,151)	0	0	0		(152,151)	(152,151)
Transfers	102142	Twenty Eighth Ave Austral - Thirteenth to Fifteenth (PSS)	Budget shortfall due to increased scope of works. Budget transfer from 102143.	34,550	0	0	0		34,550	34,550
Transfers	102143	Rossmore Ave West Rossmore - Closure to Church (PSS)	Budget transfer to 101445, 102142 and 102145. This project is deferred due to adjoining development works.	(126,020)	0	0	0		(126,020)	(126,020)
Transfers	102145	Fourteenth Avenue, Austral - Fourth to West End (PSS)	Budget shortfall due to increased scope of works. Budget transfer from 102143.	56,770	0	0	0		56,770	56,770
Transfers	102161	Greendale Road, Bringelly - Ch 3100 to Ch 3400	Budget savings due to subgrade condition better than expected. Budget transfer 101763 and 102134.	(125,794)	0	0	0		(125,794)	(125,794)
New requests	102179	Casula Parkland - New amenities building	Latent condition including excessive sewer line and pump requiring additional funding. Budget transfer from 102097.	200,000	(590,000)	0	590,000		200,000	200,000
New Grants / Contributions	102212	Design of Stormwater Basins 5, 14 and 29 at Austral and Leppington North	Grant from Department of Planning for the design of flood detention basins.	77,000	77,000	0	0		0	77,000
Transfers	102223	Footpath - Leadenham Place, Chipping Norton	Budget transfer from 102121.	16,400	0	0	0		16,400	16,400
Transfers	102205	Installation of Billboards	Budget transfer from 102095 to fund upgrades and improvements to gateways to the LGA.	45,000					45,000	45,000
Capital Expenditure before Loans & Disposal of Assets				E 884,444	(97,812)	1,900,820	(316,017)	0	(602,547)	884,444
										0
										0
Total Book Value of Assets Disposed				0	0	0	0	0	0	0
New requests	301114	Revenue and Treasury Operations	Delay in drawing down the Tcorp loan borrowings	(411,000)					(411,000)	(411,000)
Total Loan Borrowings & Repayments				(411,000)	0	0	0	0	(411,000)	(411,000)
Total Capital Expenditure				473,444	(97,812)	1,900,820	(316,017)	0	(1,013,547)	473,444
Summary:										
Deferred Projects				(2,969,658)						
Project brought forward				0						
Budget variation				312,920						
New Grants / Contributions				278,904						
Works in kind				1,687,487						
Transfers				0						
New requests				1,163,791						
Total Requests				473,444						

LIVERPOOL CITY COUNCIL GRANT / FUNDING APPLICATIONS
July 2018 - June 2019

Attachment 4

Group	Service Delivery Unit	Project	Funding Source	Funding Agency	Grant Sought (\$)	September Status	December Status
City Community and Culture	Casula Powerhouse Arts Centre	Creative Koori - employment (temporary position).	State	Create NSW	\$74,930	Pending	Pending
City Community and Culture	Casula Powerhouse Arts Centre	Next Steps - Western Sydney Strategic Partnership Grant	State	Create NSW	\$117,050	Pending	Pending
City Community and Culture	Casula Powerhouse Arts Centre	Giant Leap - Project Funding Grant	Federal	Australia Council	\$29,500	Unsuccessful	Unsuccessful
City Community and Culture	Casula Powerhouse Arts Centre	Giant Leap - Dobell Exhibition Grant	State	Museums and Galleries NSW	\$40,000	Pending	Unsuccessful
City Community and Culture	Community and Development Planning	Liverpool Youth Unemployment Café	Federal	Chris Hayes MP - Local Commitments	\$50,000	Pending	Pending
City Community and Culture	Community and Development Planning	Communication Boards	Federal	Chris Hayes MP - Stronger Communities	\$9,000	Pending	Pending
City Community and Culture	Community and Development Planning	Liverpool Youth Unemployment Café	Federal	Anne Stanley MP - Stronger Communities	\$20,000	Unsuccessful	Unsuccessful
City Community and Culture	Community and Development Planning	Installation of Shelters	Federal	Anne Stanley MP - Stronger Communities	\$20,000	Pending	Successful
City Community and Culture	Community and Development Planning	Inclusive Play Equipment	Federal	Anne Stanley MP - Stronger Communities	\$20,000	Pending	Successful
City Community and Culture	Events Management	Armistice Centenary: Digital Placemaking Trail	Federal	Department of Veterans Affairs	\$20,273	Successful	Successful
City Community and Culture	Libraries and Museum	Tech Savvy Seniors 2018/2019	Federal	State Library of NSW and Telstra	No dollar value, instead funding is in the form of provision of CALD tech trainers	Successful	Successful
City Community and Culture	Libraries and Museum	Seniors Festival 2019	State	NSW government - Department of Family and Community Services NSW (FACS)	\$3,000	Pending	Pending
City Economy and Growth	City Design and Public Domain	Monuments and Memorials Conservation Project	State	Office of Environment and Heritage	\$91,856	Successful	Successful
City Economy and Growth	City Design and Public Domain	Heritage Inventory Update	State	Office of Environment and Heritage	\$70,690	Successful	Successful
City Economy and Growth	City Design and Public Domain	5 Million Trees - Liverpool City Centre Urban Forest	State	Department of Planning and Environment	\$500,040		Pending
City Economy and Growth	City Economy	Western Sydney Parkland City Sensor Network - City Deal joint application - grant will be divided between councils	Federal	Department of Industry, Innovation and Science	\$700,000	Pending	Pending
City Economy and Growth	City Economy	Eat Your Heart Out 2019 and 2020	State	CreateNSW	\$75,000		Pending
City Infrastructure and Environment	City Environment	Bringing Back the Buzz	State	Environmental Trust	\$8,000	Successful	Successful

LIVERPOOL CITY COUNCIL GRANT / FUNDING APPLICATIONS
July 2018 - June 2019

Attachment 4

Group	Service Delivery Unit	Project	Funding Source	Funding Agency	Grant Sought (\$)	September Status	December Status
City Infrastructure and Environment	City Environment	Cumberland Plain Restoration Program for LI Cantello Reserve, Hammondville	State	Office of Environment and Heritage	In-kind with Greater Sydney Landcare Network group as the lead organisation EOI for \$2 million Grant	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	Cirillo Reserve - Community Sports Facility	State	NSW Government	\$120,000	Pending	Pending
City Infrastructure and Environment	Infrastructure Delivery	5 Million Trees - Apex Park Upgrade	State	Department of Planning and Environment	\$373,600		Pending
City Infrastructure and Environment	Infrastructure Delivery	5 Million Trees - Casula Parklands Project Area	State	Department of Planning and Environment	\$16,000,000	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	101698 - Bernera Rd Extension - Road Construction (Croasia Avenue)	State	Roads and Maritime Services (RMS)	\$286,800	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102130 - Wonga Road between Webster and Reilly (R2R)	Federal	Department of Infrastructure and Transport	\$404,200	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102133 - Bigge Street between Elizabeth to Campbell (R2R)	Federal	Department of Infrastructure and Transport	\$169,400	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102137 - Lancaster Ave between Albemarle and Mortimer (R2R)	State	Roads and Maritime Services (RMS)	\$621,000	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102140 - Kurrajong Rd between new ac to M5 & M5 to Napier (RMS Block)	State	Roads and Maritime Services (RMS)	\$140,000	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102146 - North & South Liverpool Rds & Meadows Rd, Heckenberg (Blackspot)	State	Roads and Maritime Services (RMS)	\$240,000	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102147 - Memorial Av & Castlereagh St Liverpool - MIST - Blackspot (Blackspot)	State	Roads and Maritime Services (RMS)	\$105,800	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102148 - Beech Rd and Barcelona Drive, Prestons - Modfly Roundabout (Blackspot)	State	Roads and Maritime Services (RMS)	\$75,000	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	120149 - Compasure Rd and Kurrajong Road, Games Hill - Modfly Inle (Blackspot)	State	Roads and Maritime Services (RMS)	\$531,600	Successful	Successful
City Infrastructure and Environment	Infrastructure Delivery	102150 - Newbridge Road, Chipping Norton - Governor Macquarie Drive (Active Transport)	State	Roads and Maritime Services (RMS)	\$204,565	Unsuccessful	Unsuccessful
City Infrastructure and Environment	Infrastructure Delivery	Hume Highway, Warwick Farm - Stage 2 - Construction - Priority Cycleway	State	Roads and Maritime Services (RMS)	\$174,492	Unsuccessful	Unsuccessful
City Infrastructure and Environment	Infrastructure Delivery	Remembrance Av, Warwick Farm - Construction - Priority Cycleway	State	Roads and Maritime Services (RMS)	\$120,780	Unsuccessful	Unsuccessful
City Infrastructure and Environment	Infrastructure Delivery	Jedda Road, Prestons - Connecting Centres (Cycling) Infrastructure	State	Roads and Maritime Services (RMS)		Unsuccessful	Unsuccessful

LIVERPOOL CITY COUNCIL GRANT / FUNDING APPLICATIONS
July 2018 - June 2019

Attachment 4

Group	Service Delivery Unit	Project	Funding Source	Funding Agency	Grant Sought (\$)	September Status	December Status
City Infrastructure and Environment	Infrastructure Delivery	Governor Macquarie Drive, Chipping Norton - Development - Connecting Centres (Cycling) Infrastructure	State	Roads and Maritime Services (RMS)	\$54,000	Unsuccessful	Unsuccessful
City Infrastructure and Environment	Technical Support	Liverpool Overland Flow Path Study for Rural Catchment Areas	State	Office of Environment and Heritage	\$110,000	Pending	Successful
City Presentation	City Works	Community Recycling Centre Communication and Education Plan 2017-19 (18-19 installment)	State	Environmental Protection Agency	\$10,000	Successful	Successful
City Presentation	City Works	Contamination Rescution Programme (Better Waste and Recycling Fund)	State	Environmental Protection Agency	\$215,986	Successful	
City Presentation	City Works	5 Million Trees - Street Tree Program	State	Department of Planning and Environment	\$5,000		Pending
					\$21,550,082		

LIVERPOOL CITY COUNCIL GRANTS RECEIVED
July 2018 - June 2019

Attachment 5

Group	Service Delivery Unit	Project	Programme	Funding Source	Funding Agency	Grant Approved	Received as at 31/12/2018	Comments
City Community & Culture	Castala Powerhouse Arts Centre	NSW Seniors Festival	Program funding	State	Department of Family Services, Ageing, Disability and Home Care		\$840	
City Community & Culture	Children's Services	Children's Services Administration	Traineeship incentives under the Smart and Skilled Trainee program	State	NSW Department of Education and Training		\$24,545	
City Community & Culture	Children's Services	Inclusion Support - Hinchbrook CCC		Federal	Department of Education, Employment and Workplace Relations		\$820	
City Community & Culture	Children's Services	Inclusion Support - Warwick Farm CCC		Federal	Department of Education, Employment and Workplace Relations		\$2,346	
City Community & Culture	Children's Services	Inclusion Support - Watlie Grove CCC		Federal	Department of Education, Employment and Workplace Relations		\$9,706	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Cecil Hills Children's Centre	Childcare Benefit	Federal	Department of Education, Employment and Workplace Relations		\$232,890	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Cecil Hills Children's Centre	Early Childhood Educational and Care Grants Program	State	NSW Department of Education and Training		\$23,762	
City Community & Culture	Children's Services	Family and Children's Services Planning - salary subsidy		State	NSW Department of Education and Training		\$46,027	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Hinchbrook Multipurpose Children's Centre	Childcare Benefit	Federal	Department of Education, Employment and Workplace Relations		\$385,813	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Hinchbrook Multipurpose Children's Centre	Early Childhood Educational and Care Grants Program	State	NSW Department of Education and Training		\$41,455	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Holsworthy Children's Centre	Childcare Benefit	Federal	Department of Education, Employment and Workplace Relations		\$252,096	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Holsworthy Children's Centre	Early Childhood Educational and Care Grants Program	State	NSW Department of Education and Training		\$28,234	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Prestons Children's Centre	Childcare Benefit	Federal	Department of Education, Employment and Workplace Relations		\$247,396	

LIVERPOOL CITY COUNCIL GRANTS RECEIVED
July 2018 - June 2019

Attachment 5

Group	Service Delivery Unit	Project	Programme	Funding Source	Funding Agency	Grant Approved (\$)	Received as at 31/12/2018 (\$)	Comments
City Community & Culture	Children's Services	Children's Services Program (CSP) - Preston's Children's Centre	Early Childhood Educational and Care Grants Program	State	NSW Department of Education and Training		\$25,621	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Warwick Farm Children's Centre	Childcare Benefit	Federal	Department of Education, Employment and Workplace Relations		\$252,346	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Warwick Farm Children's Centre	Early Childhood Educational and Care Grants Program	State	NSW Department of Education and Training		\$26,674	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Watlie Grove Children's Centre	Childcare Benefit	Federal	Department of Education, Employment and Workplace Relations		\$349,454	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Watlie Grove Children's Centre	Early Childhood Educational and Care Grants Program	State	NSW Department of Education and Training		\$26,312	
City Community & Culture	Children's Services	Children's Services Program (CSP) - Casula Preschool	Early Childhood Educational and Care Grants Program	State	NSW Department of Education and Training		\$207,477	
City Community & Culture	Community & Development Planning	Community 2168	Program funding	Other	South Western Sydney Local Health District		\$29,545	
City Community & Culture	Community & Development Planning	Community 2168	Program funding	State	Department of Family Services, Ageing, Disability and Home Care		\$38,182	
City Community & Culture	Community & Development Planning	2168 Strong Children and Families	Program Funding	Other	Mission Australia		\$74,951	
City Community & Culture	Community & Development Planning	Community Services Admin	Salary funding	State	Department of Family and Community Services, Ageing, Disability and Home Care		\$19,866	
City Community & Culture	Events Management	Armistice Centenary		Federal	Department of Veterans' Affairs		\$45,546	Digital Place Making project and Armistice Day 2018
City Community & Culture	Libraries and Museum	City Library		Other	University of Wollongong Library		\$50,591	Library Services to South Western Sydney Campus
City Corporate	Financial Services	Accounting Administration	Local Government Infrastructure Scheme Interest subsidy	Federal	Department of Premier and Cabinet, Division of Local Government		\$249,026	
City Corporate	Financial Services	Financial Assistance Grants	Road component (20%)	Federal	Department of Premier and Cabinet, Division of Local Government		\$573,868	

LIVERPOOL CITY COUNCIL GRANTS RECEIVED
July 2018 - June 2019

Attachment 5

Group	Service Delivery Unit	Project	Programme	Funding Source	Funding Agency	Grant Approved (\$)	Received as at 31/12/2018 (\$)	Comments
City Corporate	Financial Services	Financial Assistance Grants	General purpose (80%)	Federal	Department of Premier and Cabinet, Division of Local Government		\$1,581,807	
City Corporate	Financial Services	Rates	Pensioner Rates Subsidy	Federal	Department of Premier and Cabinet, Division of Local Government		\$857,328	
City Economy & Growth	City Design and Public Domain	Heritage Near Me - Monuments & Memorials Conservation		State	NSW Office of Environment and Heritage		\$49,123	
City Economy & Growth	City Economy	Business Events	Program funding	State	NSW Department of Industry, Skills and Regional Development		\$5,000	
City Economy & Growth	Planning and Transport Strategy	Austral Bus Depot Strategic Layout Design		State	Department of Planning and Environment		\$240,000	
City Economy & Growth	Planning and Transport Strategy	Comprehensive Review of Liverpool LEP		State	Department of Planning and Environment		\$250,000	
City Economy & Growth	Planning and Transport Strategy	Developer Contributions under VPA		Other	PSRE Prestons Pty Ltd		\$131,797	Berneria Rd/Varrungia St/Vato Rd, Prestons - Improvement works
City Economy & Growth	Planning and Transport Strategy	Developer Contributions under VPA		Other	Burton & Field Pty Ltd		\$89,091	Roundabout 30 Seventeenth Ave Austral DA- 695/2016
City Economy & Growth	Planning and Transport Strategy	Developer Contributions under VPA		Other	Edmondson Garage Pty Ltd		\$5,000	Roundabout Lot 6 Ardennes Ave Edmondson Park
City Economy & Growth	Planning and Transport Strategy	Slow Down	Program funding	State	Roads and Maritime Services		\$5,000	
City Economy & Growth	Planning and Transport Strategy	Choose Right Buckle Right	Program funding	State	Roads and Maritime Services		\$4,500	
City Economy & Growth	Planning and Transport Strategy	Graduated Licensing Scheme	Program funding	State	Roads and Maritime Services		\$3,000	
City Economy & Growth	Planning and Transport Strategy	Road Safety	Program funding	State	Roads and Maritime Services		\$55,000	
City Economy & Growth	Planning and Transport Strategy	Traffic Planning and Policy	Bike Week 2018	State	Roads and Maritime Services		\$1,445	
City Infrastructure & Environment	Infrastructure Delivery	Road Resurfacing Programs Resealing		State	Roads and Maritime Services		\$86,902	Bus Weight Tax
City Infrastructure & Environment	Infrastructure Delivery	Road Resurfacing Programs Resealing		Other	Daico Pty Ltd		\$13,870	One-off contribution
City Infrastructure & Environment	Infrastructure Delivery	Berneria Rd Extension - Road Construction (Croatis Avenue)		State	Dendel Pty Ltd and Rockfort Group		\$6,885,791	
City Infrastructure & Environment	Infrastructure Delivery	Berneria Rd Extension - Road Construction (Croatis Avenue)		Other	RGM Civil Pty Ltd		\$10,055	
City Infrastructure & Environment	Infrastructure Delivery	Kurrajong Rd between new ac to M5 & M5 to Naper (RMS Block grant)		State	Roads and Maritime Services		\$164,000	
City Infrastructure & Environment	Infrastructure Delivery	Brickmakers Creek Channel Improvement - Elizabeth Street to Arapou Circuit between Clemantine and Toulouse		State	Office of Environment and Heritage		\$6,667	
City Infrastructure & Environment	Infrastructure Delivery	Brickmakers Creek Channel Improvement - Elizabeth Street to Arapou Circuit between Clemantine and Toulouse		Federal	Department of Infrastructure and Regional Development		\$140,998	

LIVERPOOL CITY COUNCIL GRANTS RECEIVED
July 2018 - June 2019

Attachment 5

Group	Service Delivery Unit	Project	Programme	Funding Source	Funding Agency	Grant Approved	Received as at 31/12/2018	Comments
City Infrastructure & Environment	Infrastructure Delivery	Bridge Street between Elizabeth to Campbell (R2R)		Federal	Department of Infrastructure and Regional Development		\$369,970	
City Infrastructure & Environment	Infrastructure Delivery	Lancaster Ave between Albemarle and Mortimer (R2R)		Federal	Department of Infrastructure and Regional Development		\$113,770	
City Infrastructure & Environment	Technical Support	Edmondson Ave Strategic Design		Other	Camden Council		\$105,611	
City Infrastructure & Environment	Technical Support	Edmondson Ave Strategic Design		State	Department of Planning and Environment		\$1,800,000	
City Infrastructure & Environment	Technical Support	Georges River Flood Study		State	Office of Environment and Heritage		\$14,867	
City Infrastructure & Environment	Technical Support	Design of Stormwater Basins 5, 14 and 29 at Austral and		State	Department of Planning and Environment		\$38,500	
City Presentation	City Presentation Office	East Coast Low Event - Storm Repair		State	Roads and Maritime Services		\$114,248	
City Presentation	City Works	Traffic Facilities Maintenance-RMS		State	Roads and Maritime Services		\$162,000	
City Presentation	Operational Facilities	Mechanical Services	Alternative Fuel scheme	Federal	Australian Taxation Office		\$50,266	
City Presentation	Operational Facilities	Rural Fire Service		State	NSW Rural Fire Service		\$170,000	
City Presentation	City Works	Community Recycling Centre		State	NSW Environment Protection Authority		\$10,000	
City Presentation	City Works	Waste Planning & Policy	Better Waste and Recycling grant	State	NSW Environment Protection Authority		\$217,215	
City Presentation	City Works	Waste Planning & Policy	Pensioner Rates Subsidy - Domestic Waste	Federal	Department of Premier and Cabinet, Division of Local Government		\$285,776	
							\$17,110,085	

Grants and Contributions 31 December 2018

\$19,337,570

Less:

Adjustment outstanding grants invoices
Reversal prior year accrual
Works in Kind\$0
\$79,545
\$2,207,030

Actual grants received

\$17,110,085

Liverpool City Council
Quarter 2 Review 2018/19
For the period 1 July 2018 to 30 June 2019
Forecast Cash and Investments

Attachment 6

	1 July 2018 Opening Balance	Original Budget	Budgeted Movements			Q2 Review Recommend Changes	30 June 2019 Projected Closing Balance
			Resolution	Q1	Annual Revised Budget		
Externally Restricted							
S94 Contributions	145,719,379	(2,074,747)	(1,533,951)	(189,319)	(3,798,017)	(1,900,820)	140,020,542
City Development Fund	2,233,497	(371,948)	0	0	(371,948)	0	1,861,549
Domestic Waste Reserve	15,682,514	1,998,013	0	2,050,500	4,048,513	0	19,731,027
Environment Levy	4,148,028	(186,543)	0	0	(186,543)	0	3,961,485
Stormwater Reserve	258,062	431	(57,081)	0	(56,650)	0	201,412
Edmondson Park Reserve	2,588,802	102,961	0	0	102,961	0	2,691,763
Contribution Reserve	1,336,323	0	0	(329,000)	(329,000)	0	1,323,340
Grants Reserve	18,472,116	(500,000)	(2,180,069)	(179,498)	(2,859,567)	0	15,612,549
Better Waste & Recycling Reserve	351,058	(39,655)	0	(25,000)	(64,655)	0	286,403
Grants Reserve - Operating	1,588,147	(100,000)	0	(712,080)	(812,080)	0	776,067
Collingwood House Restoration Works Rese	230,000	0	0	(90,000)	(90,000)	0	140,000
Total Externally Restricted	192,607,925	(1,171,488)	(3,771,101)	525,603	(4,416,986)	(1,584,803)	186,606,136
Internally Restricted							
Employee Leave Entitlement Reserve	3,060,115	0	0	0	0	561,085	3,621,200
Insurance Reserve	1,796,043	0	0	0	0	0	1,796,043
Parking Strategy Reserve	1,500,000	(1,500,000)	0	0	(1,500,000)	0	0
Moorebank Voluntary Acquisition Reserve	904,249	(500,000)	0	0	(500,000)	0	404,249
General Property Reserve	3,588,829	(2,776,811)	(397,962)	0	(3,174,773)	(200,000)	214,056
Loan Reserve	5,888,799	0	(5,884,720)	0	(5,884,720)	0	4,079
TCorp Loan Surplus Funds	0	600,000	0	0	600,000	0	600,000
Total Internally Restricted	16,738,035	(4,176,811)	(6,282,682)	0	(10,459,493)	361,085	6,639,627
Total Restricted	209,345,960	(5,348,299)	(10,053,783)	525,603	(14,876,479)	(1,223,718)	193,245,763
Unrestricted Cash	48,000,572	(17,808,403)	(4,136,476)	(85,737)	(22,030,616)	1,554,324	27,524,280
Total Cash and Investments	257,346,532						220,770,043

Key Performance Indicators Budget Review Statement**Attachment 7**

Council is committed to maintaining critical financial performance indicators within acceptable benchmarks.

Current and targeted benchmarks are:

	Performance Indicator	2017/18 Actual	2018/19 Original Budget	2018/19 Budget Review Sept	2018/19 Budget Review Dec	Benchmark	Description
1	Operating Performance Ratio Benchmark: Greater than or equal to 0% - average over 3 years	1.70%	2.30%	2.20%	2.40%	≥0%	The Operating Performance Ratio measures Council's achievement of containing operating expenditure within operating revenue.
2	Own Source Operating Ratio Benchmark: Greater than 60% - average over 3 years	54.9%	55.9%	56.1%	56.1%	>60%	This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.
3	Building and Infrastructure Renewals Ratio Benchmark: Greater than 100% - average over 3 years	104.4%	106.9%	106.9%	106.9%	>100%	This indicator is used to assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

Performance Indicator	2017/18 Actual	2018/19 Original Budget	2018/19 Budget Review Sept	2018/19 Budget Review Dec	Benchmark	Description
4 Infrastructure Backlog Ratio Benchmark: Less than 2%	2.7%	2.0%	2.0%	2.0%	<2%	This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.
5 Asset Maintenance Ratio Benchmark: Greater than 100% - average over 3 years	110%	113%	113%	113%	>100%	This ratio compares actual against required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure backlog growing.
6 Debt Service Ratio Benchmark: Greater than 0% and less than or equal to 20% - average over 3 years	4.6%	4.7%	4.7%	4.6%	>0% & ≤20%	This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.
7 Real Operating Expenditure Benchmark: A decrease in Real Operating Expenditure per capita over time	633.00	668.00	681.00	678.00	Decrease per capita over time	This indicator measures productivity changes over time based on the movement in real per capita expenditure.

Liverpool City Council
Quarterly Budget Review Statement
For the period 01/07/18 to 31/12/18
Consultancy & Legal Expenses

Attachment 8

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	334,479	Y
Legal Fees	422,674	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

10 Year Waste & Resource Recovery strategy	25,875
Technology One consultancy on Corporate Reporting	13,453
Investigations of management options for Council Leisure Centres - study finalisation	9,760
Job evaluations & remuneration advice	9,620
Aquatic & Leisure Centre strategy	8,857
Creative associate fee for Armistice Centenary	5,578
Demographic advisory services - Liverpool LGA population briefing paper	5,400
ePlanning portal technical support	3,520
City Activation strategy workshop	3,500
Camp management plan - Cabramatta Creek	1,800
Input cadastral data for Bathurst Street and Northumberland carpark	450
Consultation on chicken - set up and environment requirements for Bellbird Café	125
Total	87,938

Liverpool City Council

Attachment 9

Contracts Budget Review Statement
For the period 01/10/18 to 31/12/18

Contracts Listing - contracts entered into during the quarter

Contractor Awarded To	Contract detail and purpose Summary	Contract Value	Start Date	Duration of Contract Duration	Budgeted (Y/N) Budget	Comments
Integral Electrical Craig & Rhodes (Storm Consulting)	PO2741 Electrical Connection at 1 Horton Park Road, Liverpool PO2747 Design of Stormwater Basins 5, 14 and 29 at Austral and Leppington North	248,500 77,209	30-Nov-18 09-Nov-18	4 weeks 5 months	Y Y	
Australian Security Technology Growth Civil Landscapes	PO2752 Supply and installation of Electronic Key Management PO2753 Landscape works to improve the City Entrance Presentation	48,739 97,070	10-Nov-18 04-Oct-18	3 months 6 months	Y Y	
CTCS Pty Limited Tom Stoddart Pty Ltd ILD Consulting Pty Ltd Moorebank Veterinary Clinic GroupGSA	PO2764 Riparian Plan of Management PO2768 Council Owned Bus Shelter Supply PO2769 Population Forecasting PO2778 Veterinary Services for Liverpool Animal Shelter PO2780 Purchase of 3.5 ton Excavator and Equipment PO2791 Liverpool Pioneers Memorial Park Conservation Management Plan	110,000 84,365 118,360 130,000 49,929 74,576	03-Dec-18 06-Dec-18 16-Oct-18 23-Nov-18 08-Nov-18 06-Dec-18	1 year 5 months 4 Years 2 years One off 6 months	Y Y Y Y Y Y	
Biosis Pty Ltd	PO2792 T5 95 New Holland Tractor	81,174	21-Nov-18	One off	Y	
Camden Machinery & Tractors Longwell Hydraulics Pty Ltd Tivett Automotive Retail Pty Ltd Northern Fencing Specialists	PO2797 High Pressure Washer Unit PO2798 Workshop 4WD Isuzu Ute PO2799 Supply and install Decorative Fencing and Bolland at Casula Parklands PO2810 Renovation works at Cecil Hills childcare centre and Hobsworthy childcare centre	69,577 63,055 116,387 81,488	21-Dec-18 04-Dec-18 06-Nov-18 17-Dec-18	One off One off 34 weeks 2 weeks	Y Y Y Y	
Leve88 Projects Pty Ltd	PO2810 Renovation works at Cecil Hills childcare centre and Hobsworthy childcare centre	81,488	17-Dec-18	2 weeks	Y	
Sharp Corporation of Australia Pty Ltd Group GSA Pty Ltd	S17263 Multifunction Print Devices S17273 Development of Detailed Design - Cirillo Reserve	354,370 261,059	30-Nov-18 16-Oct-18	4 years with 1 year extension 12 weeks	Y Y	
RK Media Pty Ltd T/A Leonard's Advertising Valoigne (Auss) Pty Ltd Thomas Durvea Logistics Pty Ltd Callex Australia Petroleum Pty Ltd	S17271 Newspaper Advertising S17278 Lubricants and Vehicle Care Products VP2744 CCTV Server and Storage Upgrade VP2750 Bulk Diesel Fuel	132,602 132,602	31-Oct-18 28-Nov-18 05-Oct-18 21-Dec-18	3 years with 2 years extension 3 years with 2 years extension 3 months 3 years with 2 years extension	Y Y Y Y	Schedule of Rates Schedule of Rates Schedule of Rates Schedule of Rates
Gilbert & Roach Pty Ltd Konatsu Gilbert & Roach Pty Ltd JCB Construction Equipment Australia Asset Group Services Pty Ltd	VP2762 New Parks Crew Cab Tipper Truck VP2780 Purchase of 3.5 ton Excavator and Equipment VP2781 PLANT 76 TIPPER TRUCK VP2782 Wheeled Excavator with Fall Mower Attachment WT2745 Hydraulic Connection at 1 Horton Park Road, Liverpool WT2761 Automated Amenities Building at Macleod Park WT2765 New Parks Amenities Building at Casula Parkland, Casula	98,553 109,000 191,759 277,530 157,325 193,989 383,400	02-Oct-18 23-Nov-18 21-Nov-18 03-Dec-18 03-Dec-18 10-Dec-18 10-Dec-18	One off One off One off One off 10 weeks 8 weeks	Y Y Y Y Y Y Y	Schedule of Rates Schedule of Rates Schedule of Rates Schedule of Rates Schedule of Rates Schedule of Rates Schedule of Rates

1. Contracts listed are those entered into during the quarter being reported.

2. Contracts for employment are not required to be included.

Liverpool City Council
 Quarter 2 Review 2018/19
 For the period 1 July 2018 to 30 June 2019
 Detail Reserve Movement

Attachment 10

		2018-19 Forecast	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Current Review	2018-19 Proposed Budget
City Development Fund						
Opening Balance		2,233,497	2,233,497	2,233,497		2,233,497
<i>Operating</i>						
<i>Revenue</i>		1,658,238	1,658,238	1,658,238	0	1,658,238
	City Development Fund Receipts/Interest	1,658,238	1,658,238	1,658,238	-	1,658,238
<i>Expenditure</i>		2,030,186	2,030,186	2,030,186	0	2,030,186
	Facade Upgrade	80,000	80,000	80,000	-	80,000
	CBD Wi-Fi Data Fees	31,308	31,308	31,308	-	31,308
	CBD CCTV Operation & Maintenance	105,500	105,500	105,500	-	105,500
	City Activation	100,000	100,000	100,000	-	100,000
	Urban Screen Content Management	137,500	137,500	137,500	-	137,500
	Eat Your Heart Out	150,000	150,000	150,000	-	150,000
	Loan Repayment Funding	1,425,878	1,425,878	1,425,878	-	1,425,878
Projected Closing Balance		1,861,549	1,861,549	1,861,549	0	1,861,549

Liverpool City Council
Quarter 2 Review 2018/19
For the period 1 July 2018 to 30 June 2019
Detail Reserve Movement

Attachment 10

	2018-19 Forecast	2018-19 Original Budget	2018-19 Revised Budget	2018-19 Current Review	2018-19 Proposed Budget
Environment Levy					
Opening Balance	4,148,028	4,148,028	4,148,028		4,148,028
Operating					
Revenue	1,869,738	1,869,738	1,869,738	0	1,869,738
Environment Levy Receipts/Interest	1,869,738	1,869,738	1,869,738	-	1,869,738
Expenditure	1,028,281	1,036,281	1,036,281	0	1,036,281
Bush Regeneration	412,913	429,913	429,913	-	429,913
Natural Environment Implementation	522,095	513,095	513,095	-	513,095
Floodplain & Water Management	40,620	40,620	40,620	-	40,620
Environment Restoration Plan Delivery	52,653	52,653	52,653	-	52,653
Capital Expenditure	395,635	1,020,000	1,020,000	0	1,020,000
Bush Regeneration Program	45,635	820,000	820,000	-	820,000
Environmental Education Centre	150,000	-	-	-	-
Environmental Education Centre Design	200,000	200,000	200,000	-	200,000
Projected Closing Balance	4,593,850	3,961,485	3,961,485	0	3,961,485

CORP 03

Investment Report January 2019

Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources
File Ref	022902.2019
Report By	John Singh - Revenue Accountant
Approved By	Vishwa Nadan - Chief Financial Officer

EXECUTIVE SUMMARY

This report details Council's Investment portfolio.

At 31 January 2019, Council held investments with a market value of \$263 million.

The portfolio yield to the end of January 2019 is 60 basis points above the AusBond Bank Bill index.

	AusBond Bank Bill Index (BBI)
Benchmark	1.95%
Portfolio yield	2.55%
Performance above benchmarks	0.60%

Return on investment for January 2019 was \$1.2 million higher than budget, however, the favorable variance is expected to be around \$700k at 30 June 2019.

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

Council's portfolio also fully complies with limits set out in its investment policy. NSW TCorp however has recommended that Council progressively reduce its exposure to lower rated financial institutions to below 25% of its investment portfolio by 2021.

RECOMMENDATION

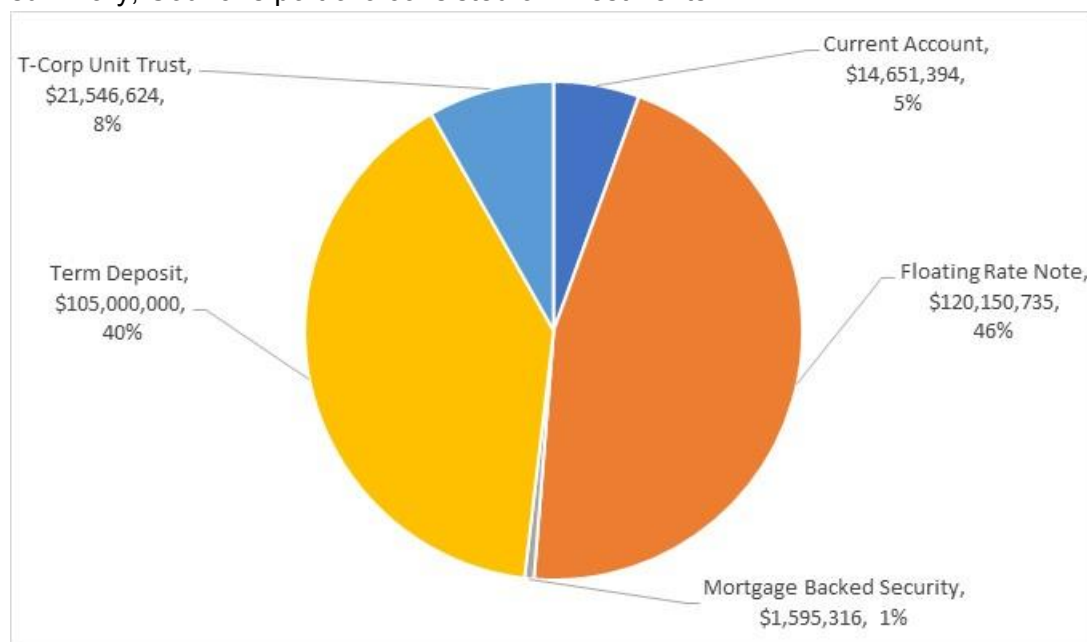
That Council receives and notes this report.

REPORT

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 31 January 2019, Council held investments with a market value of \$263 million. 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:



The ratio of market value compared to face value of various debt securities is shown in the table below.

Asset Class	Jan-19	Jun-18
Senior Debts (FRN's ,TCD's & FRB)*	99.96%	100.22%
MBS (Reverse Mortgage Backed Securities)	59.61%	59.26%
T-Corp Unit Trusts	102.60%	101.26%

*Definition of terms

- *Transferrable Certificate of Deposit (TCD)* - 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).
- *Fixed Rate Bond (FRB)* – returns Fixed Coupon (interest) Rate and is tradeable before maturity.

Council is fully compliant with the requirements of the Ministerial Investment Order including the grandfathering provisions. The grandfathering 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.

NSW TCorp has recommended that Council progressively reduce its exposure to lower rated financial institutions to below 25% by 2021. Council staff are working with investment advisors to meet this requirement.

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 Minimum	Term to Maturity Policy Limit Maximum	Complies to Investment Policy' "Yes/No"
Current Account	14,651,394	5.57%			
Term Deposits < 1 Yr	66,000,000	25.10%			
T-Corp Unit Trust	21,546,624	8.19%			
Tradeable securities	120,150,735	45.69%			
Portfolio % < 1 Yr - (Short term liquidity)	\$222,348,753	84.56%	40%	100%	Yes
Term Deposit > 1 Yr < 3Yrs	27,000,000	10.27%	0%	60%	Yes
Term Deposit > 3 Yrs	12,000,000	4.56%	0%	25%	Yes
Grand Fathered Securities	1,595,316	0.61%	N/A	N/A	Yes
Portfolio % Medium term liquidity)	\$40,595,316	15.44%			Yes
Total Portfolio	\$262,944,069	100.00%			

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

Issuer	Security Rating	Market Value	% Total Value	Maximum Institutional Policy Limit % holdings	Complies to Investment Policy' "Yes/No"
AMP Bank Ltd	A	18,602,427	7.07%	25%	Yes
ANZ Banking Group Ltd	AA-	13,471,085	5.12%	25%	Yes
Auswide Bank Ltd	BBB	4,001,240	1.52%	15%	Yes
Bank Australia Ltd	BBB	3,502,520	1.33%	15%	Yes
Bank of China/Sydney	A	2,000,440	0.76%	25%	Yes
Bank of Nova Scotia	A+	5,491,340	2.09%	25%	Yes
Bank of Queensland Ltd	BBB+	23,522,540	8.95%	15%	Yes
Bendigo & Adelaide Bank Ltd	BBB+	497,230	0.19%	15%	Yes
Commonwealth Bank of Australia Ltd	AA-	39,064,923	14.86%	35%	Yes
Credit Union Australia Ltd	BBB	2,001,380	0.76%	15%	Yes
Emerald Reverse Mortgage Trust (Class A)	AA	870,316	0.33%	35%	Yes
Emerald Reverse Mortgage Trust (Class C)	Fitch A	725,000	0.28%	2%	Yes
G&C Mutual Bank Limited	BBB	1,000,000	0.38%	15%	Yes
Heritage Bank Ltd	BBB+	3,502,415	1.33%	15%	Yes
HSBC Sydney Branch	A+	2,984,670	1.14%	25%	Yes
Members Banking Group Ltd t/a RACQ Bank	BBB+	1,000,640	0.38%	15%	Yes
Members Equity Bank Ltd	BBB	1,599,680	0.61%	15%	Yes
National Australia Bank Ltd	AA-	40,941,080	15.57%	35%	Yes
Newcastle Permanent Building Society Ltd	BBB	9,526,535	3.62%	15%	Yes
NSW Treasury Corporation	AA	21,546,624	8.19%	35%	Yes
P&N Bank Ltd	BBB	5,000,000	1.90%	15%	Yes
Police Credit Union	Not Rated	2,000,000	0.76%	2%	Yes
Qbank	BBB	1,001,070	0.38%	15%	Yes
Rabobank Australia Ltd	A+	7,000,000	2.66%	25%	Yes
Rabobank Nederland Australia Branch	A+	2,010,480	0.76%	25%	Yes
Suncorp Bank	A+	3,025,180	1.15%	25%	Yes
Teachers Mutual Bank Ltd	BBB	2,103,045	0.80%	15%	Yes
Westpac Banking Corporation Ltd	AA-	44,952,210	17.10%	35%	Yes
Portfolio Total		\$262,944,069	100.00%		

Overall Portfolio Credit Framework compliance to Investment Policy

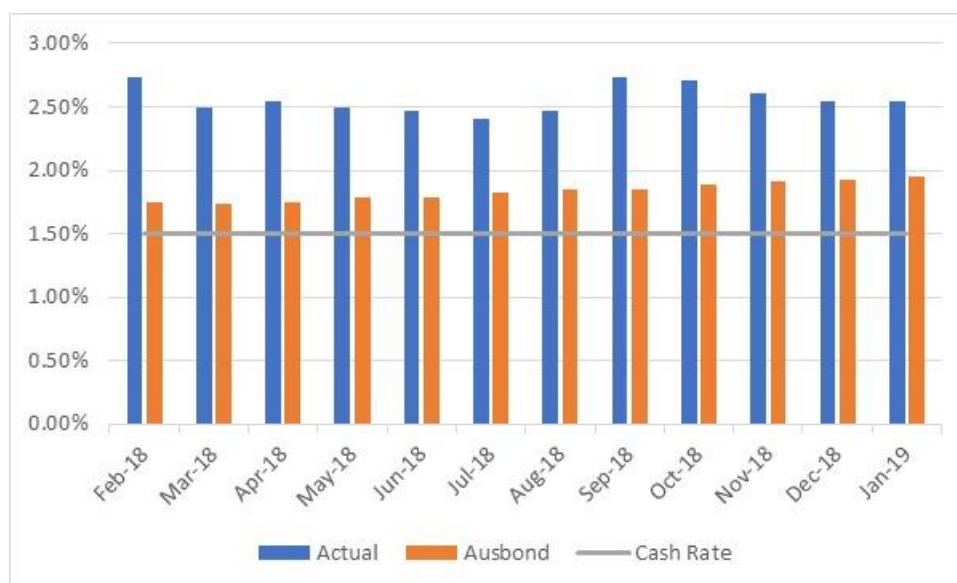
Credit Rating	Market Value	% Portfolio	Maximum Policy Limit	Complies to Investment Policy' "Yes/No"
AA Category -T Corp	21,546,624	8.19%	100%	Yes
AA Category	139,299,613	52.98%	100%	Yes
A Category or Below	41,839,537	15.91%	60%	Yes
BBB Category	58,258,295	22.16%	40% - 45%	Yes
Unrated	2,000,000	0.76%	5% - 10%	Yes
Total Portfolio	\$262,944,069	100.00%		

Portfolio Performance against relevant market benchmark.

Council's Investment Policy prescribes AusBond Bank Bill Index (ABBI) as a benchmark to measure return on cash and fixed interest securities. The ABBI represents average daily yield of a parcel of bank bills. Historically there has been a positive correlation between changes in the cash rate and the resulting impact on the ABBI benchmark.

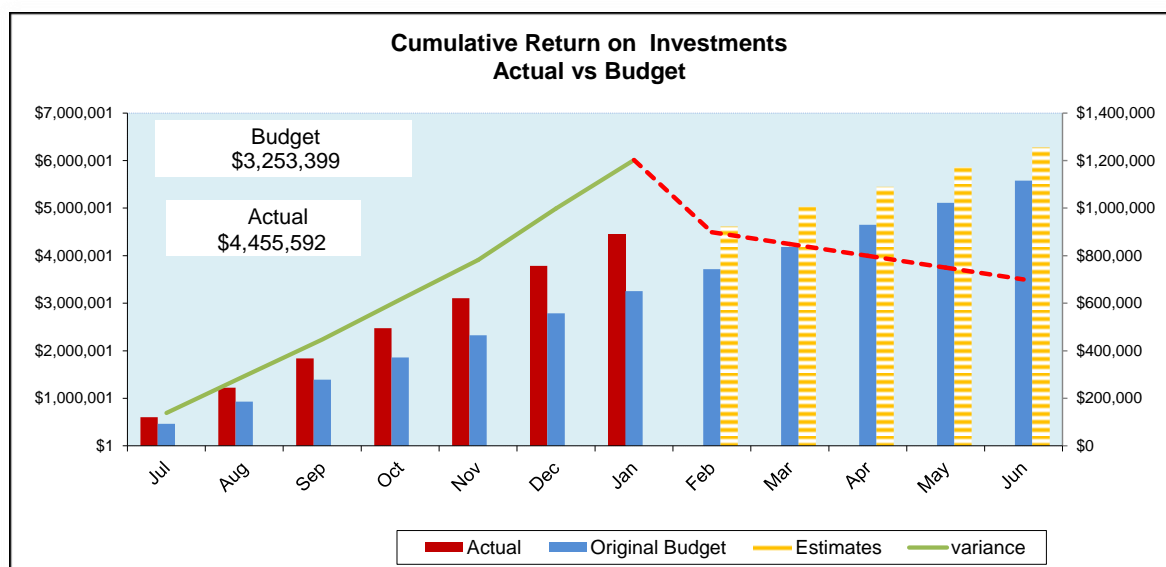
The portfolio yield to 31 January 2019 exceeded the AusBond Bank Bill index by 60 basis points (2.55% against 1.95 %).

Council continues to achieve a solid outcome despite ongoing margin contraction and significantly lower market term deposit yields. Comparative yields for the previous months are charted below:



Performance of Portfolio Returns against Budget

Council's investment income for January 2019 exceeded budget by \$1.2 million mainly due to higher actual monthly average portfolio holdings compared to budgeted monthly average portfolio holdings for the period. This significantly favorable budget variance is expected to moderate in later months leading to end of financial year as expenditure on capital works ramps up. Based on current projections, investment income is expected to be \$700k higher than budget at year end.



Investment Portfolio at a Glance

Portfolio Performance	✓	The portfolio yield to 31 January 2019 exceeded the AusBond Bank Bill index by 60 basis points (2.55% against 1.95%).
Annual Income vs. Budget	✓	Council's investment interest income exceeded budget by \$1.2 million as at 31 January 2019 mainly due to higher actual monthly average portfolio holdings compared to budgeted monthly average portfolio holdings.

Investment Policy Compliance

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

Economic Outlook – Reserve Bank of Australia

The Reserve Bank has left the official cash rate on hold at 1.5 per cent in its 5 February 2019 meeting. The current 1.5 per cent cash rate is at a historically low level and impacts returns on investment.

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.

Independent verification by Head of Audit, Risk and Improvement (HARI)

Council requested an on-going independent review of its investment portfolio by Audit Risk and Improvement Committee (ARIC) or its representative under delegated authority. The ARIC has agreed for its Chairperson to provide a certificate on a quarterly basis – confirmation on investment to November 2018 is provided as an attachment to this report.

CONSIDERATIONS

Economic	Council's investment interest income exceeded budget by \$1.2 million as at 31 January 2019 mainly due to higher actual monthly average portfolio holdings compared to budgeted monthly average portfolio holdings.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	Council is fully compliant with the requirements of the Local Government Act 1993 – Investment Order (authorized investments) and with reporting requirements under Clause 212 of the Local Government (General) Regulation 2005.

ATTACHMENTS

1. Investment Portfolio - January 2019
2. ARIC Certification of Investment Portfolio



Portfolio Valuation As At 31 January 2019

Fixed Interest Security	Security Rating	Face Value Current	Market Value	Total Value	Running Yield
Current Account					
AMP Notice Account	S&P ST A1	269,604.71	269,604.71	0.10%	2.30%
AMP Business Saver	S&P ST A1	317,421.72	317,421.72	0.12%	1.80%
CBA Business Saver	S&P ST A1+	12,894,870.34	12,894,870.34	4.90%	1.50%
CBA General Account	S&P ST A1+	1,169,497.30	1,169,497.30	0.44%	1.40%
		14,651,394.07	14,651,394.07	5.57%	
Fixed Rate Bond					
AMP 2.99 07 Dec 2020 Fixed	S&P A	5,000,000.00	5,025,650.00	1.91%	2.99%
		5,000,000.00	5,025,650.00	1.91%	
Floating Rate Deposit					
Westpac 1.05 18 Aug 2022 1826DAY FRD	S&P AA-	6,000,000.00	6,000,000.00	2.28%	2.99%
		6,000,000.00	6,000,000.00	2.28%	
Floating Rate Note					
AMP 1.08 10 Sep 2021 FRN	S&P A	5,000,000.00	4,989,750.00	1.90%	3.07%
ANZ 0.75 16 Jul 2021 FRN	S&P AA-	3,500,000.00	3,495,905.00	1.33%	2.81%
ANZ 0.9 09 May 2023 FRN	S&P AA-	3,000,000.00	2,988,060.00	1.14%	2.84%
ANZ 1.03 06 Dec 2023 FRN	S&P AA-	7,000,000.00	6,987,120.00	2.66%	3.01%
Auswide 1.15 13 Jul 2020 FRN	Moodys Baa2	2,000,000.00	2,002,560.00	0.76%	3.21%
Auswide 1.1 06 Nov 2020 FRN	Moodys Baa2	2,000,000.00	1,998,680.00	0.76%	3.04%
BAL 1.3 30 Aug 2021 FRN	S&P BBB	1,500,000.00	1,502,520.00	0.57%	3.25%
BOC 1.03 17 Apr 2021 FRN	S&P A	2,000,000.00	2,000,440.00	0.76%	3.09%
BNS 0.92 08 Sep 2022 FRN	S&P A+	3,000,000.00	2,996,790.00	1.14%	2.91%
BONA 0.98 07 Sep 2023 FRN	S&P A+	2,500,000.00	2,494,550.00	0.95%	2.97%
BOQ 1.05 12 Feb 2020 FRN	Fitch A-	2,000,000.00	2,005,300.00	0.76%	2.99%
BOQ 1.17 26 Oct 2020 FRN	Fitch A-	1,500,000.00	1,506,600.00	0.57%	3.24%
BOQ 1.48 18 May 2021 FRN	Fitch A-	1,000,000.00	1,010,640.00	0.38%	3.42%
BENAU 1.05 25 Jan 2023 FRN	Moodys A3	500,000.00	497,230.00	0.19%	3.13%
CBA 1.15 18 Jan 2021 FRN	S&P AA-	3,000,000.00	3,026,340.00	1.15%	3.21%
CBA 0.8 25 Apr 2023 FRN	S&P AA-	3,000,000.00	2,981,130.00	1.13%	2.88%
CBA 0.93 16 Aug 2023 FRN	S&P AA-	7,500,000.00	7,471,425.00	2.84%	2.87%
CBA 1.13 11 Jan 2024 FRN	S&P AA-	9,500,000.00	9,521,660.00	3.62%	3.19%
CUA 1.25 06 Sep 2021 FRN	S&P BBB	2,000,000.00	2,001,380.00	0.76%	3.23%
HBS 1.23 29 Mar 2021 FRN	Moodys Baa1	3,500,000.00	3,502,415.00	1.33%	3.32%
HSBCSyd 0.8 07 Dec 2022 FRN	S&P AA-	3,000,000.00	2,984,670.00	1.14%	2.79%
RACB 1.1 11 May 2020 FRN	Moodys Baa1	1,000,000.00	1,000,640.00	0.38%	3.04%
ME Bank 1.27 16 Apr 2021 FRN	S&P BBB	1,600,000.00	1,599,680.00	0.61%	3.33%
NAB 0.9 16 May 2023 FRN	S&P AA-	2,000,000.00	1,991,960.00	0.76%	2.84%
NAB 0.93 26 Sep 2023 FRN	S&P AA-	12,000,000.00	11,949,120.00	4.54%	3.02%
NPBS 1.35 07 Apr 2020 FRN	S&P BBB	4,000,000.00	4,014,440.00	1.53%	3.41%
NPBS 1.65 24 Jan 2022 FRN	S&P BBB	2,000,000.00	2,019,880.00	0.77%	3.73%
NPBS 1.4 06 Feb 2023 FRN	S&P BBB	1,500,000.00	1,492,215.00	0.57%	3.34%

Fixed Interest Security	Security Rating	Face Value Current	Market Value	Total Value	Running Yield
Qld Police 1.5 14 Dec 2021 FRN	S&P BBB-	1,000,000.00	1,001,070.00	0.38%	3.52%
RABOBK 1.08 03 Mar 2022 FRN	S&P A+	2,000,000.00	2,010,480.00	0.76%	3.04%
SunBank 1.38 12 Apr 2021 FRN	S&P A+	2,000,000.00	2,025,520.00	0.77%	3.44%
SunBank 0.97 16 Aug 2022 FRN	S&P A+	1,000,000.00	999,660.00	0.38%	2.91%
TMB 1.37 02 Jul 2021 FRN	S&P BBB	2,100,000.00	2,103,045.00	0.80%	3.45%
Westpac 0.83 06 Mar 2023 FRN	S&P AA-	5,000,000.00	4,971,050.00	1.89%	2.81%
Westpac 0.95 16 Nov 2023 FRN	S&P AA-	6,000,000.00	5,973,360.00	2.27%	2.89%
Westpac 1.14 24 Apr 2024 FRN	S&P AA-	4,000,000.00	4,007,800.00	1.52%	3.22%
		115,200,000.00	115,125,085.00	43.78%	
Mortgage Backed Security					
ERM 0.45 21 Aug 2051 2006-1 A MBS	S&P AAA	1,176,102.68	870,315.99	0.33%	2.39%
ERM 1.2 21 Aug 2056 2006-1 C MBS	S&P A	1,000,000.00	455,000.00	0.17%	3.14%
ERM 0.95 21 Jul 2057 2007-1 C MBS	Fitch A	500,000.00	270,000.00	0.10%	3.02%
		2,676,102.68	1,595,315.99	0.61%	
Term Deposit					
AMP 2.8 02 Apr 2019 218DAY TD	S&P ST A1	3,000,000.00	3,000,000.00	1.14%	2.80%
AMP 2.75 16 Apr 2019 183DAY TD	S&P ST A1	5,000,000.00	5,000,000.00	1.90%	2.75%
BAL 2.95 10 Jul 2019 370DAY TD	S&P BBB	2,000,000.00	2,000,000.00	0.76%	2.95%
BOQ 3.4 11 Feb 2019 1462DAY TD	S&P ST A2	3,000,000.00	3,000,000.00	1.14%	3.40%
BOQ 4.25 22 Aug 2019 1826DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	0.76%	4.25%
BOQ 4.25 03 Sep 2019 1826DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	0.76%	4.25%
BOQ 4.35 05 Sep 2019 1826DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	0.76%	4.35%
BOQ 4.25 Nov 2019 1826DAY TD	Moodys A3	3,000,000.00	3,000,000.00	1.14%	4.00%
BOQ 3.05 19 Aug 2020 1461DAY TD	Moodys A3	1,000,000.00	1,000,000.00	0.38%	3.05%
BOQ 3.07 Sep 2020 1462DAY TD	Moodys A3	1,000,000.00	1,000,000.00	0.38%	3.00%
BOQ 3.07 Sep 2020 1463DAY TD	Moodys A3	1,000,000.00	1,000,000.00	0.38%	3.00%
BOQ 3.6 08 Feb 2021 1462DAY TD	Moodys A3	2,000,000.00	2,000,000.00	0.76%	3.60%
BOQ 3.75 07 Feb 2022 1826DAY TD	Moodys A3	2,000,000.00	2,000,000.00	0.76%	3.75%
CBA 2.72 27 Aug 2019 732DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	0.76%	2.72%
G&C MB 3.6 30 Mar 2020 1827DAY TD	S&P BBB-	1,000,000.00	1,000,000.00	0.38%	3.60%
NAB 2.71 04 Apr 2019 156DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	1.90%	2.71%
NAB 2.71 02 May 2019 160DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	1.90%	2.71%
NAB 2.72 16 May 2019 182DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	0.76%	2.72%
NAB 2.72 05 Jun 2019 282DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	1.90%	2.72%
NAB 2.73 13 Jun 2019 219DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	0.76%	2.73%
NAB 2.77 27 Jun 2019 210DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	1.90%	2.77%
NAB 2.8 11 Jul 2019 365DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	1.14%	2.80%
NPBS 2.9 30 Aug 2019 1094DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	0.76%	2.90%
P&NB 3.7 12 Feb 2020 1827DAY TD	S&P BBB	3,000,000.00	3,000,000.00	1.14%	3.70%
P&NB 3.14 Aug 2020 1460DAY TD	S&P BBB	2,000,000.00	2,000,000.00	0.76%	3.00%
PCUSA 3.2 16 Aug 2021 1463DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	0.76%	3.20%
RABO 4.3 21 Aug 2019 1826DAY TD	Moodys ST P-1	2,000,000.00	2,000,000.00	0.76%	4.30%
RABO 4.3 27 Aug 2019 1827DAY TD	Moodys ST P-1	3,000,000.00	3,000,000.00	1.14%	4.30%
RABO 3.38 29 Aug 2022 1826DAY TD	Moodys Aa3	2,000,000.00	2,000,000.00	0.76%	3.38%
Westpac 2.65 28 Feb 2019 365DAY TD	S&P ST A1+	8,000,000.00	8,000,000.00	3.04%	2.65%
Westpac 3.05 28 Sep 2020 1095DAY TD	S&P AA-	4,000,000.00	4,000,000.00	1.52%	3.05%
Westpac 3.05 28 Sep 2020 1096DAY TD	S&P AA-	4,000,000.00	4,000,000.00	1.52%	3.05%
Westpac 2.88 14 Dec 2020 1096DAY TD	S&P AA-	3,000,000.00	3,000,000.00	1.14%	2.88%
Westpac 3.21 Dec 2020 1097DAY TD	S&P AA-	3,000,000.00	3,000,000.00	1.14%	3.00%

Fixed Interest Security	Security Rating	Face Value Current	Market Value	Total Value	Running Yield
Westpac 3.32 31 Aug 2022 1826DAY TD	S&P AA-	2,000,000.00	2,000,000.00	0.76%	3.32%
		99,000,000.00	99,000,000.00	37.65%	
F1 Total		242,527,496.75	241,397,445.06	91.81%	

Security Type	Face Value Current	Market Value	
Unit Trust			
NSWTC IM Cash Fund UT	20,000,000.00	20,483,518.57	7.79%
NSWTC IM Short Term Income Fund UT	1,000,000.00	1,063,105.18	0.40%
Security Type Total	21,000,000.00	21,546,623.75	8.19%
F1 Total	242,527,496.75	241,397,445.06	91.81%
Portfolio Total	263,527,496.75	262,944,068.81	100.00%



CERTIFICATE OF INVESTMENT CONFIRMATION

Investment Month	September- November 2018
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This is to certify that the face value of all investments purchased between the period 1 September to 30 November 2018 which is included in the "Portfolio Valuation report 30 November 2018" which was tabled to the Liverpool City Council, Ordinary Council meeting on the 12 December 2018 have been validated against external third party documents by the Head of Audit, Risk and Improvement to confirm their existence.

All Floating Rate Note sales from the period 1 September to 30 November 2018 have been agreed to bank certificates and corresponding deposits in Liverpool City Council's General Fund bank account statement.

The Head of Audit, Risk and Improvement has therefore recommended that I, Chair of the Audit, Risk and Improvement Committee, issue the Certificate of Investment Confirmation for the month end November 2018.

Chair Audit, Risk and Improvement Committee

A handwritten signature in black ink, appearing to read "Andrew McLeod".

Andrew McLeod
Date: 08/02/2019

CORP 04**Legal Services Policy**

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	030125.2019
Report By	Michael Knight - Acting General Counsel
Approved By	Chris White - Director City Corporate

EXECUTIVE SUMMARY

Council's Legal Services Policy was last reviewed and adopted on 29 July 2015.

The Policy has been reviewed and updated to incorporate legislative changes since July 2015 and other improvements.

Approval of the reviewed updated policy (**Attachment 1**) is recommended.

RECOMMENDATION

That Council approve and adopt the Legal Services Policy, included as **Attachment 1**.

REPORT

On 12 December 2018 a revised Legal Services Policy was considered by Council. At that time Council resolved as follows:

That Council defer the item for clarification on the following matters in clauses 4.1.7 and 4.6.2b of the Legal Services Policy:

- *4.1.7: Amend Clause 4.1.7 so that LSU solicitors are not required to be members of the NSW Law Society; and*
- *4.6.2b: The implications of changing all instances of the word "may" to "must" in this clause and possible alternative wording that specifies under which circumstances legal advice may or may not be shown to Councillors.*

In response, a revised draft Legal Services Policy is included as **Attachment 1** to this report.

Law Society Membership:

Staff have reconsidered the requirement of the amended policy in regard to Law Society membership.

Noting recent changes to professional standards rules that no longer require legal practitioners in NSW to be members of the Law Society, this requirement has been removed from the revised draft attached.

Access to Legal Advice:

On 6 February 2019 a revised Councillor Access to Information and Interaction with Staff Policy was considered by Council. Council resolved as follows:

That Council endorse the Councillor Access to Information and Interaction with Staff Policy with restrictions lifted on obtaining legal advice.

Attached and marked **Attachment 1** is a track changed version of the proposed Legal Services Policy considered by Council on 12 December 2018. The changes give effect to the Council resolutions referred to in this report. It is noted that the revised Legal Services Policy omits all provisions relating to Councillors' access to legal advice as provisions relating to such access will be included in the Councillor Access to Information and Interaction with Staff Policy.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Deliver services that are customer focused. Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	<i>Legal Profession Uniform Law Application Act 2014 No 16</i> <i>Legal Profession Uniform Law (NSW) No 16a</i>

ATTACHMENTS

1. Revised Draft Legal Services Policy - February 2019
2. Legal Services Policy Adopted by Council 29 July 2015



LEGAL SERVICES POLICY

Adopted: December 2018

TRIM: 331961.2018



1. PURPOSE

- 1.1 This policy sets out the arrangements for the control, coordination, management and provision of legal services for and on behalf of Liverpool City Council.
- 1.2 This policy applies to the Mayor, Councillors, members of Council staff and any other persons acting for or on behalf of, or in the name of, the Council irrespective of any delegation or authority issued in the name of any position title or individual member of Council staff.

2. LEGISLATIVE REQUIREMENTS

Evidence Act 1995
Government Information (Public Access) Act 2009
Legal Profession Uniform Law (NSW)
Legal Profession Uniform Regulations 2015
Legal Profession Uniform Law Australian Solicitors' Conduct Rules 2015
Legal Profession Uniform General Rules 2015
Local Government Act 1993
Privacy and Personal Information Protection Act 1998
Revised Professional Conduct and Practice Rules 1995 (Solicitors' Rules)

3. DEFINITIONS

Active Legal Matters Register means a register or list of all legal matters, their status and costs which is subject to audit by NSW Audit.

Council means Liverpool City Council.

CEO means the Chief Executive Officer of Council.

CFO means the Chief Financial Officer of Council.

Civic Risk Mutual Panel means a panel of legal practitioners engaged by Civic Risk Mutual in accordance with a Deed of Agreement.

Client means the member of Council staff or other person acting for or on behalf of, or in the name of the Council, who is seeking legal services.

Code of Conduct means the Code of Conduct adopted by Council in accordance with the Model Code of Conduct prescribed by the Office of Local Government pursuant to the *Local Government Act 1993*

Code of Conduct Procedures means a set of procedures to deal with Code of Conduct issues and adopted by Council in accordance with the Model Code of Conduct Procedures prescribed by the Office of Local Government pursuant to the *Local Government Act 1993*

Deputy General Counsel means Council's Deputy General Counsel.

General Counsel means Council's General Counsel and Manager Governance, Legal Services and Procurement

LSU means Council's Legal Services Unit.

Legal Services Provider means a provider of legal services external to Council and includes a firm of solicitors or a barrister.

Model Litigant Policy means the Model Litigant Policy adopted by the Department of Justice NSW from time to time.

Procurement Standards means the procurement standards endorsed under Council's adopted Procurement Policy.

4. POLICY

4.1 The role of LSU

4.1.1 The General Counsel has primary responsibility for the control, coordination, management and provision of all legal advice and other legal services for and on behalf of Council.

4.1.2 LSU, through its in-house solicitors, is committed to providing professional legal advice and support to all areas of Council and ensuring that the legal service needs of Council are met in a timely and cost-effective manner, which facilitates outcomes in the best interests of Council.

4.1.3 LSU provides frank, fearless and independent legal advice and services that take into account the overall interests and business of Council.

4.1.4 LSU seeks to provide practical solutions to legal issues and to minimise the risk of claims and litigation against Council.

4.1.5 LSU will also strive to preserve and protect the reputation of Council in the community and its standing as a progressive local authority.

4.1.6 The role of LSU includes, but is not limited to:

- a) advising on specific compliance, organisational governance, risk and legislative requirements;
- b) representing Council in alternative dispute resolution, litigation and claims management;

- c) providing legal advice, including the interpretation and application of legislation and Council's policies and procedures;
- d) reporting on Council's legislative compliance and its claims and contingent liabilities;
- e) responding to court proceedings where Council is a party to those proceedings such as a statement of claim or an appeal summons;
- f) facilitating responses to requests from third parties under statutory authority;
- g) appearing as Prosecutor;
- h) advocacy and submissions to government or statutory agencies;
- i) seeking to recover reasonable professional costs and disbursements;
- j) providing periodic training to staff as required regarding compliance and legislative updates;
- k) reviewing, advising, negotiating and drafting contracts, agreements, and any other document required to give effect to the business and interests of Council, including but not limited to conveyancing and leasing; and
- l) tracking, monitoring and reporting on all external legal expenditure.

4.1.7 All LSU solicitors are admitted to practice in New South Wales and hold current practising certificates ~~and are members of the NSW Law Society (being the co-regulator of all solicitors in NSW).~~

4.1.8 As well as being required to act in accordance with Council policies and procedures, LSU solicitors are officers of the Supreme Court of NSW and their practice and ethical standards must also be in accordance with the *Legal Profession Uniform Law (NSW)*, the *Legal Profession Uniform Regulations 2015* and the *Revised Professional Conduct and Practice Rules 1995 (Solicitors' Rules)* issued by the Law Society of New South Wales and as amended from time to time.

4.1.9 The General Counsel may from to time issue guidelines and procedures to assist with the implementation of this policy and the control, coordination, management and provision of legal services for Council.

4.1.10 Any legal services or advice requested from LSU, or from a Legal Services Provider engaged on behalf of Council, must relate to the business and interests of Council.

4.1.11 LSU cannot provide legal services or advice of a personal nature to the Mayor, Councillors or members of Council staff.

4.2 Requests for legal services

4.2.1 All requests for legal services must be in writing to the General Counsel or Deputy General Counsel. The General Counsel may develop a form (including an electronic form) to be used when requesting legal services. All such requests are to be approved by, and copied to, the relevant Manager (or, in the case of requests by Managers, the relevant Director) of the requesting business unit/division.

4.2.2 For the avoidance of any doubt, LSU encourages staff to discuss any legal concern and sees value in managing organisational risk in providing opportunities to make preliminary general enquiries without the need to initiate a formal request for legal services. In these circumstances a request for legal services may or may not result from an initial conversation. Please refer to clause 4.3.2.

4.2.3 All requests for legal services must include detailed information about the matter or transaction (including a copy of all relevant documents) to LSU at the time a request for services is made. The following information is required before LSU can commence work:

- a) a summary of what the matter or transaction is about and, if a contract, details of what has already been negotiated with the other party;
- b) evidence that the matter or transaction has first been authorised by the person(s) with appropriate authority;
- c) the name of the person who will be instructing the LSU;
- d) all documents (including approvals) and background information relating to the matter or transaction, including all relevant evidence, plans and/or photographs, and any additional documents requested by LSU; and
- e) any other information requested by LSU.

4.2.4 The General Counsel or Deputy General Counsel shall acknowledge receipt of a request for legal services within 48 hours. That receipt is to include an estimate of the time required to provide the service and whether any further information is required.

- 4.2.5 Requests for legal services and any subsequent information provided will be referred to and accepted by LSU as "instructions".
- 4.2.6 The General Counsel, in consultation with the referring person, will determine whether the work is to be undertaken by LSU or through the use of a Legal Services Provider.

4.3 When to contact LSU

- 4.3.1 Instructions received by LSU are normally dealt with in order of receipt, but receive priority according to the level of importance and genuine urgency. Accordingly, it is important to involve LSU as early as possible in any transaction or matter where legal advice or services are required, including where:
 - a) there is an actual or potential dispute including an imminent or actual threat to commence litigation;
 - b) it is proposed to procure goods or services for Council. If a transaction involves a tender with a specified timeframe, that timeframe should take into account any need for LSU to provide or seek certain advices, to review material and to prepare and settle documentation (such as draft contracts);
 - c) Council is considering a proposal(s) from a third party such as a planning agreement or other agreement; or
 - d) A communication is received from a solicitor or barrister.
- 4.3.2 Requests for legal advice through ad-hoc telephone calls and personal attendances on LSU solicitors (including the General Counsel and Deputy General Counsel) and their responses are intended to provide commentary and general information only. They should not be relied upon as specific legal advice unless notified otherwise. Formal legal advice should be sought in particular transactions or on matters of interest arising from such communications in accordance with clause 4.2.

4.4 External legal referrals and witnesses

- 4.4.1 Unless otherwise stated in this Policy, the General Counsel is responsible for the control, coordination and management of all Legal Services Providers (including various prosecution agencies such as the NSW Police Force, Environmental Protection Authority and the NSW National Parks and Wildlife Service) and the legal requests referred to those providers. This is to:
 - a) avoid conflicts of interest;

- b) ensure consistency and quality of service;
 - c) maintain client legal privilege; and
 - d) maximise value from Council's expenditure on Legal Services Providers.
- 4.4.2 Other than the CEO (who may do so only in accordance with 4.4.5 and 4.4.6) Council staff must not directly engage a Legal Services Provider. For the avoidance of any doubt this applies to the initial engagement of a Legal Services Provider as Council staff may from time to time be requested to correspond with and provide instructions directly to a Legal Services Provider in certain circumstances for the purpose of efficiencies.
- 4.4.3 The General Counsel must consult with the referring officer before selecting a Legal Services Provider. The General Counsel, however, retains sole discretion as to the selection of this provider and the terms on which such referral of legal work will be made.
- 4.4.4 Legal Service Providers will be engaged in accordance with the Procurement Standards as adopted by Council.
- 4.4.5 The CEO may, at his/her sole discretion, directly engage a Legal Services Provider for work that is of a sensitive or urgent nature. Sensitive or urgent matters include but are not limited to:
- a) Industrial relations or staff matters (which may include seeking advice from LGNSW)
 - b) Public Interest Disclosures
 - c) Suspected breaches or privacy legislation, corrupt conduct or breaches of the Code of Conduct
- 4.4.6 For the purpose of clause 4.4.5, the CEO may direct the Director of City Corporate, the Internal Ombudsman or the Manager People and Organisational Development to directly engage a Legal Services Provider.
- 4.4.7 All engagements of a Legal Services Provider under clause 4.4.5 must be notified to the General Counsel including the name of any Legal Services Provider together with estimated costs. These details will be included in the Active Legal Matters Register and may be reported in the annual report and/or to any auditors as required by the *Local Government Act 1993*.
- 4.4.8 The General Counsel is responsible for the control, coordination and management of all expert witnesses. Council staff must not directly engage witnesses – doing so will jeopardise any claim for client legal privilege over communications with that expert/witness.

4.5 Client legal privilege

- 4.5.1 Legal communication attracts client legal privilege. Client legal privilege may be waived (or lost) by inadvertent or actual disclosure of the advice or the existence of the advice to a third party.
- 4.5.2 Client legal privilege is recognised in many circumstances, including (relevantly for Council) as a basis for:
- a) closing a Council meeting to exclude members of the public under section 10A of the *Local Government Act 1993*;
 - b) withholding documents under the *Evidence Act 1995* and the *Government Information (Public Access) Act 2009*; and
 - c) withholding documents from production under a subpoena or notice to produce, whether or not Council is a party to the legal proceedings.
- 4.5.3 As a general rule, Council is entitled to claim client legal privilege for any communications between lawyers (including LSU lawyers) and members of Council staff or witnesses, provided those communications are for the dominant purpose of seeking or receiving legal advice or services, or where those communications relate to litigation that has already commenced or is anticipated.
- 4.5.4 All Councillors and members of Council staff must treat all communications between them and LSU (and any Legal Services Provider) as strictly private and confidential, and only disclose them to others within the Council on a "strictly need to know" basis. Legal advice should not, under any circumstances, be forwarded or even referred to in any published documents or written or verbal communications with anyone outside Council other than in cases of necessity, or for periodical confidential reporting to Council. Disclosing even the most general information about the legal advice may compromise its privileged status.
- 4.5.5 Communications from LSU to or from Legal Services Providers should not be disclosed to anyone outside Council, without first obtaining the written approval of the General Counsel or Deputy General Counsel.

~~4.6 Access to legal advice by Mayor and Councillors~~

- ~~4.6.1 In determining a right of access to legal advice, a distinction must be made between the right to read relevant legal advice and the right to have a copy.~~
- ~~4.6.2 In regard to access to legal advice, the Mayor and Councillors:~~

~~a) must have access to all legal advice relevant to a matter before Council upon which a decision is to be made, but they may not retain written copies of such advice. All copies of advice circulated during a briefing or Council meeting must be returned at the end of that briefing or meeting to the CEO or General Counsel;~~

~~b) may, on request to the CEO, have access (for reading only) to any legal advice on any other matter not involving matters referred to in subclause a) above. In making that request, the Councillor shall state the particular advice requested and the purpose of that request. If such advice exists, the CEO may provide access to that advice to the Councillor (and other Councillors in accordance with the Code of Conduct);~~

~~4.6.3 Where the Mayor and Councillors are privy to legal advice, they have a special duty to avoid any disclosure to any party, including any constituent who may have made representation to them. Where the Mayor or a Councillor has chosen to take an advocacy role for any party (other than Council), the Mayor or the Councillor should:~~

~~a) declare these circumstances, including, for example, where any representations are made to them by a Council adversary in litigation;~~

~~b) complete and lodge a declaration of interest form; and~~

~~c) disqualify themselves from receiving any legal advice, in any form, obtained by Council on the matter.~~

~~4.6.4 Potential recipients of copies of legal advice must have regard to actual or potential conflicts of interest and must not obtain access to legal advice in respect of which they have a conflict of interest.~~

4.74.6 Notification of matters to the Mayor and Councillors

~~4.7.14.6.1~~ The General Counsel will keep the Mayor and Councillors apprised of the progress and outcome major or significant litigation or transactions by providing quarterly reports to Council for consideration in confidential session.

~~4.7.24.6.2~~ All insured litigation, managed by the Civic Risk Mutual Panel, is dealt with through the Civic Risk Mutual Board. Councillors who are members of the Board will receive information through the Board and must adhere to the Board's fiduciary obligations.

4.84.7 Legal advice to be followed – Model litigant

~~4.8.14.7.1~~ Other than as set out in 4.8.2 and 4.8.3, legal advice provided by the LSU or by a Legal Services Provider is to be followed by Council.

It is noted that pursuant to section 731 of the *Local Government Act* 1993, Councillors and staff are not liable personally for anything done in good faith.

4.8.24.7.2 LSU and Council acknowledge the obligation to act as a model litigant in relation to civil claims and civil litigation in accordance with the Model Litigant Policy adopted by Department of Justice NSW. The obligation to act as a model litigant requires more than merely acting honestly and in accordance with the law and court rule. It also goes beyond the requirement for lawyer to act in accordance with their ethical obligations. Essentially it requires council to act with complete propriety, fairly and in accordance with the highest professional standards.

4.8.34.7.3 Council staff who do not wish to follow the advice provided by LSU or by a Legal Services Provider may request that the General Counsel seek a second opinion from another Legal Services Provider. After discussing the matter with the referring officer, the General Counsel may seek a second opinion from a Legal Services Provider in accordance with 4.4 (External legal referrals and witnesses).

4.8.44.7.4 The CEO, or the Council by resolution, may (in writing) authorise Council staff to not act in accordance with advice provided by LSU or by a Legal Services Provider and, in that case, the CEO will inform the General Counsel of his/her decision and the reasons for making that decision.

4.94.8 **Review of legal services**

4.9.14.8.1 Council staff may request that the General Counsel review specific legal services provided by LSU or a Legal Services Provider.

4.9.24.8.2 Requests for review must be in writing and contain sufficient information and supporting documents to enable the General Counsel to review the services provided.

4.9.34.8.3 The General Counsel must acknowledge receipt of a request for review within 48 hours and must respond to the request with 14 days (or such other reasonable time having regard to the request and the circumstances).

4.104.9 **Breaches of this policy**

4.10.14.9.1 A breach of this policy will be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures and in the case of staff, will consider the relevant provisions of the Award, relevant policies and/or enterprise/industrial agreements.

AUTHORISED BY

Council

EFFECTIVE FROM| 28 February ~~13 December~~ 20198**DEPARTMENT RESPONSIBLE**

City Corporate (Governance, Legal & Procurement)

REVIEW DATE| February ~~December~~ 20221**REFERENCES**

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Model Litigant Policy – NSW Department of Justice

<https://www.justice.nsw.gov.au/legal-services-coordination/Pages/info-for-govt-agencies/model-litigant-policy.aspx>
VERSION

Version	Amended by	Changes made	Date	TRIM Number
1	Council	Original adoption	23 December 2013	270066.2013
2	Council	Complete review	29 July 2015	126646.2015
3	Council	Complete review	<u>28 February</u> December 201 <u>9</u> 8	<u>033829.2019</u> 331961.2018



LEGAL SERVICES POLICY

Adopted: 29 July 2015

TRIM: 126646.2015



LEGAL SERVICES POLICY

1. PURPOSE

- 1.1 This policy sets out the arrangements for the control, coordination, management and provision of legal services for and on behalf of Liverpool City Council.
- 1.2 This policy applies to the Mayor, Councillors, members of Council staff and any other persons acting for or on behalf of, or in the name of, the Council irrespective of any delegation or authority issued in the name of any position title or individual member of Council staff.

2. LEGISLATIVE REQUIREMENTS

Evidence Act 1995
Government Information (Public Access) Act 2009
Legal Profession Act 2004
Legal Profession Regulation 2005
Legal Profession Uniform Law 2015
Local Government Act 1993
Privacy and Personal Information Protection Act 1998
Revised Professional Conduct and Practice Rules 1995 (Solicitors' Rules)

3. DEFINITIONS

Council means Liverpool City Council.

CEO means the Chief Executive Officer of Council.

CFO means the Chief Financial Officer of Council.

MG&LS means Council's General Counsel and Manager Governance and Legal Services.

LS means Council's Legal Services Unit.

Legal provider means a provider of legal services external to Council and includes a firm of solicitors or a barrister.

Referring person means the member of Council staff or other person acting for or on behalf of, or in the name of the Council, who is seeking legal services.

4. POLICY

4.1 The role of LS

- 4.1.1 The MG&LS has primary responsibility for the control, coordination, management and provision of all legal advice and other legal services for and on behalf of Council.

LEGAL SERVICES POLICY

- 4.1.2 LS, through its in-house solicitors, is committed to providing independent and professional legal advice and support to all areas of Council and ensuring that the legal service needs of Council are met in a timely and cost-effective manner, which facilitates outcomes in the best interests of Council.
- 4.1.3 LS seeks to provide practical solutions to legal issues and to minimise the risk of claims and litigation against Council.
- 4.1.4 LS will also strive to preserve and protect the reputation of Council in the community and its standing as a progressive local authority.
- 4.1.5 The role of LS includes, but is not limited to:
- a) Advising on specific compliance and legislative requirements
 - b) Alternative dispute resolution, litigation and claims management
 - c) Legal advice, including the interpretation and application of the Council's legislation, policies and procedures
 - d) Reporting on Council's legislative compliance and its claims and contingent liabilities
 - e) Responding to court proceedings such as a statement of claim or an appeal notice, orders such as subpoenas and requests from third parties under legislative authority.
- 4.1.6 All LS solicitors are admitted to practice in New South Wales and hold current practising certificates.
- 4.1.7 As well as being required to act in accordance with Council policies and procedures, LS solicitors are officers of the Supreme Court of NSW and their practice and ethical standards must also be in accordance with the *Legal Profession Act 2004*, the *Legal Profession Regulation 2005* and the *Revised Professional Conduct and Practice Rules 1995 (Solicitors' Rules)* issued by the Law Society of New South Wales and as amended from time to time.
- 4.1.8 The MG&LS may from time to time issue guidelines and procedures to assist with the implementation of this policy and the control, coordination, management and provision of legal services for Council.
- 4.1.9 Any legal services or advice requested from LS, or from legal providers engaged on behalf of Council, must relate to the business and interests of Council.
- 4.1.10 LS provides independent legal advice and services that take into account the overall interests and business of Council.

LEGAL SERVICES POLICY

4.1.11 LS cannot provide legal services or advice of a personal nature to the Mayor, Councillors or members of Council staff.

4.2 Legal service requests

4.2.1 All requests for legal services must be in writing to the MG&LS. All such requests are to be approved by, and copied to, the relevant Manager (or, in the case of requests by Managers, the relevant Director) of the requesting business unit/division.

4.2.2 All requests for legal services must include detailed information about the matter or transaction (including copies of all relevant documents) to LS at the time a request for services is made. The following information is required before LS can commence work:

- a) A summary of what the matter or transaction is about and, if a contract, details of what has already been negotiated with the other party;
- b) Evidence that the matter or transaction has first been authorised by the person(s) with appropriate authority;
- c) The name of the person who will be instructing the LS;
- d) All documents (including approvals) and background information relating to the matter or transaction, including all relevant evidence, plans and/or photographs, and any additional documents requested by LS; and
- e) Any other information requested by LS.

4.2.3 The MG&LS, in consultation with the referring person will determine whether the work is to be undertaken by LS or through the use of a legal service provider.

4.3 When to contact LS

4.3.1 Instructions received by LS are normally dealt with in order of receipt, but receive priority according to the level of importance and genuine urgency. Accordingly, it is important to involve LS as early as possible in any transaction or matter where legal advice or services are required, including where:

- a) There is an actual or potential dispute including an imminent or actual threat to commence litigation; or
- b) It is proposed to procure goods or services for Council. If a transaction involves a tender with a specified timeframe, that timeframe should take into account any need for LS to provide or

LEGAL SERVICES POLICY

seek certain advices, to review material and to prepare and settle documentation (such as draft contracts).

4.4 External legal referrals

4.4.1 The MG&LS has overall responsibility for the control, coordination and management of all legal providers and the legal requests referred to those providers to:

- a) Avoid conflicts of interest;
- b) Ensure consistency and quality of service;
- c) Maintain legal professional privilege; and
- d) Maximise value from Council's expenditure on external legal services.

4.4.2 Where it is determined that work is to be undertaken by a legal provider, the MG&LS will consult with the referring officer as to the selection of the legal provider. The MG&LS, however, retains sole discretion as to the selection of this provider and the terms on which such referral of legal work will be made.

4.4.3 Council normally obtains most of its external legal services from a Recognised Contractor List (a panel of legal providers appointed by Council following a tender process). This panel is not an exclusive arrangement and, subject to the agreement of the CFO or the CEO and appropriate terms of engagement being established, legal services may be sourced from other legal providers where circumstances demand (such as the need for a specialist in a particular area of the law).

4.4.4 The CEO may, at his/her sole discretion, directly engage a legal provider for work that is of a sensitive or urgent nature.

4.5 Legal professional privilege

4.5.1 Legal advice attracts legal privilege. Legal privilege may be waived (or lost) by inadvertent or actual disclosure of the advice or the existence of the advice to a third party.

4.5.2 Legal privilege is recognised in many circumstances, including as a basis for:

- a) Closing a Council meeting to exclude members of the public under section 10A of the Local Government Act 1993;
- b) Withholding documents under the *Evidence Act* 1995 and the Government Information (Public Access) Act 2009; and

LEGAL SERVICES POLICY

- c) Withholding documents from production under a subpoena or notice to produce, whether or not Council is a party to the legal proceedings.

4.5.3 As a general rule, Council is entitled to claim legal professional privilege for any communications between lawyers (including LS lawyers) and members of Council staff, provided those communications are for the dominant purpose of seeking or receiving legal advice or services, or where those communications relate to litigation that has already commenced or is anticipated.

4.5.4 All Councillors and members of Council staff must treat all communications between them and LS (and any external lawyers) as strictly private and confidential, and only disclose them to others within the Council on a "strictly need to know" basis. Legal advice should not, under any circumstances, be referred to in any published documents other than in cases of necessity, or for periodical confidential reporting to Council.

4.5.5 Communications from LS to or from external lawyers should not be disclosed to anyone outside Council, without first obtaining the approval of the MG&LS.

4.6 Access to legal advice

4.6.1 In determining a right of access to legal advice, a distinction must be made between the right to read relevant legal advice and the right to have a copy.

4.6.2 In regard to access to legal advice, the Mayor and Councillors:

- a) Must have access to all legal advice relevant to a matter before Council upon which a decision is to be made, but they may not retain written copies of such advice. All copies of advice circulated during a briefing or Council meeting must be returned at the end of that briefing or meeting to the CEO, CFO, or MG&LS;
- b) May, on request to the CEO, have access (for reading only) to any legal advice on any other matter not involving matters referred to in subclause a) above. In making that request, the Councillor shall state the particular advice requested and the purpose of that request. If such advice exists, the CEO may provide access to that advice to the Councillor (and other Councillors in accordance with the Code of Conduct);

4.6.3 Where the Mayor and Councillors are privy to legal advice, they have a special duty to avoid any disclosure to any party, including any constituent who may have made representation to them. Where the

LEGAL SERVICES POLICY

Mayor or a Councillor has chosen to take an advocacy role for any party (other than Council), the Mayor or the Councillor should:

- a) Declare these circumstances, including, for example, where any representations are made to them by a Council adversary in litigation;
- b) Complete and lodge a declaration of interest form; and
- c) Disqualify themselves from receiving any legal advice, in any form, obtained by Council on the matter.

4.6.4 Potential recipients of copies of legal advice must have regard to actual or potential conflicts of interest and must not obtain access to legal advice in respect of which they have a conflict of interest.

4.7 Notification of matters to the Mayor and Councillors

4.7.1 The MG&LS will keep the Mayor and Councillors apprised of the progress and outcome major litigation by providing quarterly reports to Council for consideration in confidential session.

4.7.2 All insured litigation, managed by the Westpool Panel, is dealt with through the Westpool Board. Councillors who are members of the Board will receive information through the Board and must adhere to the Board's fiduciary obligations.

4.8 Breaches of this policy by Councillors

4.8.1 A breach of this policy by the Mayor or any Councillor will be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.

4.9 Breaches of this policy by members of Council staff

4.9.1 A breach of this policy by members of Council staff will be dealt with in accordance with any relevant staff agreements, awards, industrial agreements, contracts and Council policies, including the Code of Conduct and Code of Conduct Procedures.

LEGAL SERVICES POLICY

AUTHORISED BY

Council

EFFECTIVE FROM

29 July 2015

DEPARTMENT RESPONSIBLE

Corporate Services (Governance and Legal Services)

REVIEW DATE

29 July 2017

REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

VERSION

Version	Amended by	Changes made	Date	TRIM Number
1	Council	Original adoption	23 December 2013	270066.2013
2	Council	Complete review	29 July 2015	126646.2015

CORP 05

Zero Based Budget

Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population
File Ref	032438.2019
Report By	Vishwa Nadan - Chief Financial Officer
Approved By	Chris White - Director City Corporate

EXECUTIVE SUMMARY

On 21/11/18 Council resolved relevantly as follows:

That Council directs the CEO to provide a report to Council with a report listing Council departments where it would be reasonable to do a zero budget for the 2019/20 financial year. That report to also include a timeframe for zero budgeting for the remaining Council departments.

Council staff support the principle of zero-based budgeting, subject to the completion of a Council-wide Service Review Program which is already underway.

This report identifies an indicative timeline for a progressive migration to a zero-based budget.

RECOMMENDATION

That Council receives and notes the report concerning zero-based budgeting.

REPORT

On 21/11/18 Council resolved relevantly as follows:

That Council directs the CEO to provide a report to Council with a report listing Council departments where it would be reasonable to do a zero budget for the 2019/20 financial year. That report to also include a timeframe for zero budgeting for the remaining Council departments.

Council staff support the principle of zero-based budgeting, subject to the completion of a Council-wide Service Review Program which is already underway.

This report identifies an indicative timeline for a progressive migration to a zero-based budget.

Service Reviews

The necessary prerequisites to formulating a zero-based budget are as follows:

1. Council must map all relevant services it delivers;
2. Council must identify the cost of delivery of these services;
3. Council must establish a desired service level (quantity and quality) to deliver in each case.

Once these prerequisites are met, it becomes possible to engineer a zero-base budget process that links each service to the cost of delivery and the desired service level.

When this matter last came before Council in 2018, staff identified that a service review project was currently underway, which (when completed) will meet the requirements of (1) and (2) above.

Depending on the nature of service in question, establishing a service level may require anything from a simple internal process (for internal services such as IT, Human Resources, etc), to a more consultative process for ratepayer-facing services (such as public spaces and infrastructure maintenance, community facilities, compliance, etc).

2019/20 Budget

With this in mind, and for 2019/20 financial year, staff have reviewed in detail the following services and anticipates that the budget for these services will be formulated on agreed level of services:

- Childcare Services
- City Economy & Growth Directorate
- Corporate Communications
- Financial Services
- Governance, Legal & Procurement
- Work Health & Safety

As a result, these services will effectively form a trial of the above processes underpinning the development of a zero-based budget.

2020/21 and Beyond

The Service Review Program is currently at the initial stages of cataloguing all of Council's internal and external services. The next step will be to cost these services, using a risk-based approach to prioritise the order in which services are progressed for review.

The prioritised services catalogue is expected to inform and support decisions in a zero-based budget formulation process

At this stage, given expected progress on the service review and cataloguing project, it is envisaged that Council will be able to initiate zero-based budgeting for the 2020/21 financial year for a number of key service areas, with a view to a Council-wide zero-based budget being in place with 3-4 years.

As noted above, it is likely that internal services, and services based on future capital works delivery, will be the first to meet the zero-based budget prerequisites. This is due to these services either having clearly-defined service levels (such as capital works, which operates to a forward-looking 10 year program), or having straightforward internal processes for establishing service levels to internal clients (for example, Human Resources or Information Technology).

CONSIDERATIONS

Economic	Zero-based budgeting, once implemented, will result in a robust process to carefully scrutinize expenditure on an annual basis, delivering value for ratepayers and residents of the City.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership considerations.
Legislative	There are no legislative considerations.

ATTACHMENTS

Nil

PRES 01

Replacement of bins in Macquarie Mall

Strategic Direction	Strengthening and Protecting our Environment Manage the community's disposal of rubbish
File Ref	026018.2019
Report By	Rebecca Scarpin - Manager, Waste and Cleansing
Approved By	Peter Patterson - Director City Presentation

EXECUTIVE SUMMARY

At the Council meeting of 12 December 2018 Council resolved the following:

- *Replace rubbish bins in the mall that have been damaged by the butting of cigarette butts on their tops with a suitable material not susceptible to butt damage*
- *Investigate costs for installing butt bins with suitable signage alongside rubbish bins to stop future damage of the rubbish bins and a report on these costs to be submitted to Council*

Officers have determined that the cost to both replace existing bins and install butt bins, with appropriate signage, is **\$23,221 (inc. GST)**

The report provides an explanation of the items and a breakdown of the costs.

RECOMMENDATION

That Council receives and notes the costs outlined in this report.

REPORT

At the Council meeting of 12 December 2018 Council resolved the following:

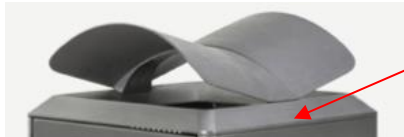
- *Replace rubbish bins in the mall that have been damaged by the butting of cigarette butts on their tops with a suitable material not susceptible to butt damage*
- *Investigate costs for installing butt bins with suitable signage alongside rubbish bins to stop future damage of the rubbish bins and a report on these costs to be submitted to Council*

There are currently seven general waste and seven recycling bins in Macquarie Mall, which appear as pairs, totaling 14 bins.

Officers have sought a quote from the suppliers of the current bins for the replacement of bin lids and roofs, which bear the brunt of cigarette butt damage. To maximize cost savings, the body of the bins can be retained, as they are still in good condition. Since the bins are a proprietary design, supplied by a single company, Council was unable to procure quotes from other suppliers for the replacement roofs and lids.

From Supplier A, who is a sole supplier, Council has sought quotes for replacement roofs and lids for all 14 bins, as well as cigarette butt bins to be installed on the side of each pair of bins (seven pairs). Council also sought quotes from two suppliers for the production and change-over of decals which are wrapped around the bins. These will be designed by Council and contain appropriate messaging regarding general, recycling and cigarette butt litter. A costing from the preferred supplier (Supplier B) is presented here.

The breakdown of all costs is as follows:

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE	COST
	SUPPLIER A Lid roof <ul style="list-style-type: none"> • Powder-coated in a textured finish which is scratch and vandal resistant 	14	\$520	\$7,280
	SUPPLIER A Bezel lid <ul style="list-style-type: none"> • Powder-coated in a textured finish, which is scratch and vandal resistant 	14	\$390	\$5,460
	SUPPLIER A Ash box <ul style="list-style-type: none"> • 3L capacity • Stainless steel finish • Bin-mounted • Installation not included, can be completed by Council staff 	7	\$550	\$3,850
	SUPPLIER B Vinyl decal to 4 sides of the bins <ul style="list-style-type: none"> • Printing vinyl • Stripping existing and applying new vinyl • To be designed by Council with messaging about general, recycling and cigarette butt litter 	14	\$322.86	\$4,520
	Subtotal			\$21,110
	GST			\$2,111
	Total including GST			\$23,221

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	Raise community awareness and support action in relation to environmental issues.
Social	There are no social and cultural considerations.
Civic Leadership	Act as an environmental leader in the community. Undertake communication practices with the community and stakeholders across a range of media. Foster neighbourhood pride and a sense of responsibility.
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

Nil

CTTE 01

Minutes of the Liverpool Pedestrian, Active Transport and Traffic Committee Meeting

Strategic Direction	Generating Opportunity Advocate for, and develop, transport networks to create an accessible city
File Ref	025057.2019
Report By	Charles Wiafe - Service Manager Traffic and Transport
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO

EXECUTIVE SUMMARY

This report presents the minutes of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 23 January 2019. The Committee considered nine (9) agenda items and six (6) general business items.

RECOMMENDATION

That Council adopts the following recommendations of the Committee:

1. Item 1 – Lucas Avenue, Moorebank, proposed pedestrian crossing facility
Installation of a pedestrian refuge in Lucas Avenue, Moorebank. Location of the pedestrian refuge is to be decided in consultation with the Nuwarra Public School.
2. Item 2 – Moore Street, Liverpool, changes to the existing bus transit lane
 - ‘No Right Turn’ restriction for westbound traffic on Moore Street at Bigge Street intersection.
 - Extension of the existing 10m ‘No Stopping’ restriction to 20m and additional 10m ‘No Parking’ restriction on Moore Street on the westbound approach to its intersection with Bathurst Street.
3. Item 3 – Proposed RMS pinch point program works in the Liverpool LGA
 - The sign and linemarking scheme of the proposed intersection improvements as indicated in Attachments 3.1 to 3.10 of the minutes:

- Hoxton Park Road/Whitford Road/Spire Court intersection, Hinchinbrook, with:
 - a) Installation of edgeline marking along the western side of Whitford Road, between Hoxton Park Road and Topnot Avenue to demarcate the traffic lane and kerbside parking lane.
 - b) Installation of '50' numerical pavement marking near the proposed speed limit sign.
- 4. Item 4 – Mannow Avenue and Second Avenue, West Hoxton – Proposed roundabout

Installation of a roundabout at the intersection of Mannow Avenue and Second Avenue, West Hoxton.
- 5. Item 5 – Memorial Avenue, Liverpool – Traffic management changes
 - The installation of:
 - a) A 0.5m wide median island along Memorial Avenue between Copeland Street and Bathurst Street;
 - b) Pedestrian refuges on Castlereagh Street approaches to Memorial Avenue; and
 - c) Installation of a raised threshold at the existing marked pedestrian crossing across the left-turn slip lane off Copeland Street.
 - The RMS be requested to install a 'Bus Zone' along the eastern side of the Hume Highway, south of Memorial Avenue.
 - The existing 'Bus Zone' on Memorial Avenue, west of Castlereagh Street, be removed following decommissioning of the existing bus stop.
- 6. Item 6 - Speeding Concerns in the Liverpool LGA
 - Installation of a raised threshold across Flynn Avenue between Monkton Avenue and Bonython Avenue.
 - Undertake speed classification along Walder Road and Feodore Drive and investigate the need for additional traffic calming devices.
 - The NSW Police Force be requested to undertake appropriate enforcement of speeding along Feodore Drive, Flynn Avenue, Walder Road and the surrounding streets.
- 7. Item 7 - Items approved under Delegated Authority

Notes the minor traffic facilities approved under delegated authority.

8. Item 8 - Kingsbury Road and Peronne Road, Edmondson Park - Proposed Intersection Treatment

- Notes the intersection change approved under delegated authority.
- Undertakes traffic surveys along both streets to consider the need for traffic calming devices, including a roundabout.

9. Item 9 - Liverpool Pedestrian, Active Transport and Traffic Committee Charter update

Notes the updated Liverpool Pedestrian, Active Transport and Traffic Committee Charter.

REPORT

This report presents the minutes of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 23 January 2019. The Committee considered nine (9) agenda items, and three (3) general business items.

General Business Items

- GB1 Mill Road, Liverpool – Request for full-time ‘2P’ parking restriction; seek delegated approval.
- GB2 Ernest Avenue, Chipping Norton – Request for mobility parking; shopping centre management to address.
- GB3 Green Valley Road and Lord Howe Drive, Green Valley – Speeding concerns; investigate by installing a VMS.
- GB4 Gallop Street and Nicholls Street, Warwick Farm – On-street parking is affecting bus movements; seek delegated approval for ‘No Stopping’ restriction.
- GB5 Sandringham Drive, Cecil Hills - On-street parking is affecting bus movements; details of design investigation will be reported at a future meeting.
- GB6 Kelsey Street, Middleton Grange – Bus companies seeking clarification on correspondence from Thomas Hassall Anglican College claiming that Liverpool Council rangers will be issuing infringement notices to bus drivers that operate via Kelsey St, Middleton Grange; Council to organise meeting with the school and bus companies to address this issue.

Budget impact of matters arising from the minutes

Item	Description	Funding and Indicative Cost
1	Lucas Avenue, Moorebank Proposed pedestrian crossing facility	Council's Minor Traffic Facilities Program - \$25,000
2	Moore Street, Liverpool Changes to the existing bus lane	RMS Bus Route Improvement Program
3	Proposed RMS Pinch Point Program Works in the Liverpool LGA	RMS Pinch Point Program
4	Mannow Avenue and Second Avenue, West Hoxton - Proposed roundabout	Western Sydney Parkland Trust
5	Memorial Avenue, Liverpool Traffic management changes	Federal Blackspot Funds
6	Speeding Concerns in the Liverpool LGA	Council's Minor Traffic Facilities Program - \$30,000
7	Items approved under Delegated Authority	NIL
8	Kingsbury Road and Peronne Road, Edmondson Park - Proposed intersection Treatment	RMS Traffic Facilities Grant
9	Liverpool Pedestrian, Active Transport and Traffic Committee Charter update	NIL

CONSIDERATIONS

Economic	Provide efficient parking for the City Centre. Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.
Environment	Promote an integrated and user friendly public transport service. Support the delivery of a range of transport options.
Social	Support access and services for people with a disability. Improve road and pedestrian safety.
Civic Leadership	Actively advocate for federal and state government support, funding and services.
Legislative	NSW Roads Act 1993 NSW Road Rules NSW Road Transport (Safety & Traffic Management) Act 1999

	Roads and Maritime Service's Traffic Management and Road Design Guidelines Australian Standards Austroads Technical Guidelines
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ATTACHMENTS

1. Minutes of the Liverpool Pedestrian, Active Transport and Traffic Committee - 23 January 2019 (Under separate cover)

CTTE 02

**Minutes of the Civic Advisory Committee
Meeting held 1 February 2019**

Strategic Direction	Leading through Collaboration Increase community engagement
File Ref	029712.2019
Report By	George Georgakis - Manager Council and Executive Services
Approved By	Kiersten Fishburn - Chief Executive Officer

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Civic Advisory Committee Meeting held on 1 February 2019.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Civic Advisory Committee Meeting held on 1 February 2019;
2. Endorse the recommendations in the Minutes; and
3. Adopt the amended Civic Advisory Committee Charter attached to the report.

REPORT

The Minutes of the Civic Advisory Committee held on 1 February 2019 are attached for the information of Council.

The Minutes identify a number of actions that require Council staff to undertake, including the following which will have a financial impact on Council;

- *"The Committee recommends that the Order of Liverpool Awards be held in conjunction with the Gift of Time Volunteers event and Liverpool's Birthday, and the Citizenship Ceremony be held as a separate event".*

The minutes of the Committee's previous meeting held on 26 October 2018 made recommendations which raised potential changes to the Charter and role of the Civic Advisory Committee, and to the scope of the Civic Events.

These recommendations were:

MOTION::

1. *That the Order of Liverpool Awards together with Liverpool's birthday, be conducted as a separate event;*
2. *That the Order of Liverpool Awards event have an enhanced budget allocation; and*
3. *That Council ensures the former recipients are invited to attend the event.*

MOTION: *That Council ensure that the civic list is updated and current as needed (in conjunction with the above motion).*

MOTION: *The Committee recommends that the Civic Advisory Committee charter membership also include a representative from the Armed Service and from the Liverpool District and Historical Society.*

As the recommendations raised potential changes to the Charter and role of the Committee and to the scope of the Civic Events, in the Council report submitted to the 21 November 2018 meeting, it was recommended (and adopted by Council) that a review be undertaken and Council resolved to direct the CEO to undertake a review of the Committee's Charter and of the civic events.

This was communicated to the Committee at their meeting on 1 February 2019. The Committee was advised that options being considered to be submitted to Council included:

- Hosting the Order of Liverpool Awards event in conjunction with the Gift of Time Volunteers Dinner;
- Leave the Order of Liverpool Awards event as is, hosted in conjunction with Liverpool's Birthday and the Citizenship Ceremony; or
- Host the event separately as a stand-alone event.

The matter and options were discussed at the Committee meeting on 1 February 2019 and the Committee recommended that:

"The Order of Liverpool Awards event be held in conjunction with the Gift of Time Volunteers event and Liverpool's birthday, and the Citizenship Ceremony be held as a separate event".

Council staff support this recommendation. It is noted that there would be an increase in overall budget in the order of \$5,000 to achieve this.

The Committee also discussed the composition of the Civic Advisory Committee and recommended that:

“The Committee is satisfied with the Civic Advisory Committee Charter as it currently stands, incorporating the resolution that was passed by this Committee previously which referred to the recommendation of the following external membership to be included:

- *Liverpool and District Historical Society;*
- *Armed Services; and*
- *Liverpool Hospital”.*

Council staff also support this recommendation.

Further, the following additional change is proposed to the Charter;

- Clause 7.5 currently states:

“The Committee will be chaired by the Mayor. In the absence of the Mayor, the Deputy Mayor shall preside at the meeting”.

It is recommended that the above Clause be changed to:

“The Committee will be chaired by the Mayor or the Mayor’s representative.”

It is also recommended that the amendments to the Charter be adopted. The Committee’s Charter is contained within the Civic Awards Policy (Annexure D) and is attached to this report.

CONSIDERATIONS

Economic	There are cost implications of combining the Order of Liverpool Awards events in conjunction with the Gift of Time Volunteers dinner. The additional costs, in the order of \$5,000 can be absorbed from within existing events budgets.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	<p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Facilitate the development of community leaders.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p>
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

1. Minutes of the Civic Advisory Committee Meeting held on 1 February 2019
2. Civic Advisory Committee's Charter (which is contained in Annexure D of the Civic Awards Policy)



This meeting was recorded for minute taking purposes

MINUTES FROM CIVIC ADVISORY MEETING 1 February 2019

COUNCILLORS:

Clr Geoff Shelton
Clr Peter Harle
Clr Karress Rhodes

Chairperson

COMMITTEE MEMBERS:

Colin Harrington
Stephen Dobell-Brown
Alf Vella
Geoff Neville
Peter Fraser
Bob Brassell
June Young

Former Mayor
Former Councillor
Former Councillor
Former Councillor
Former Councillor (**arrived at 2:29pm**)
Former Council Civic Officer
Community Representative

COUNCIL ATTENDEES:

Alyson Infanti
Jessica Blake
George Georgakis
Rose Koch

Civic/Citizenship Coordinator
Civic & Citizenship Admin
Manager Council & Executive Services
Committees Officer (**minutes**)

INVITEES:

Captain Kyle Tilse
Clara McGuirk

Holsworthy Army Barracks
Events Officer

APOLOGIES:

Wendy Waller
Thomas Wheeler
Glen Op Den Brouw
Antonio Pascale
Margaret Favelle
Craig Donarski
Noel Short
Jeanette Jackson

Mayor
Heritage Officer
City of Liverpool & District Historical Society
Former Councillor
Rotary International
Director Casula Powerhouse Arts Centre
Former Mayor
Quota International

OPEN

Meeting opened at 2:07 pm

1. WELCOME & OPENING BY CHAIRPERSON

Clr Shelton welcomed the Committee and acknowledged the traditional custodians of the land.

2. APOLOGIES

Clr Shelton acknowledged all apologies as displayed in page 1 of the minutes and the following motion was moved:

Moved: June Young **Seconded:** Stephen Dobell-Brown

MOTION: Apologies to be noted and accepted by the Committee.

On being put to the meeting, the motion was declared carried

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES FROM 26 OCTOBER 2018

Clr Shelton advised that the minutes from the previous meeting had been submitted to the 21 November 2018 Council Meeting. Stephen Dobell-Brown noted that a sentence on page 4 of the minutes was to be corrected as shown below with the correction shown in bold:

“Council’s Heritage Officer to provide information and report back to the next meeting in relation to the plaque that was placed at Lighthouse Bridge in **approximately mid-1950s**”.

Moved: Stephen Dobell-Brown **Seconded:** Bob Brassell

MOTION: That the minutes from the Civic Advisory meeting on 26 October, 2018 be adopted with the above changes.

On being put to the meeting, the motion was declared carried

5. UPDATE ON STATUS FROM PREVIOUS MEETING

In the absence of the Heritage Officer, the Civic/Citizenship Coordinator reported on the progress of the following motions and action items from the 26 October meeting:

Item 5: Centenary of ANZAC

It was advised that CPAC’s Public Art Officer is currently on leave and is being updated on the work she is required to do for the Centenary of ANZAC. The Director of CPAC and the Public Art Officer will report on the progress of this project and their meeting with The Hon. Craig Kelly MP at the next Committee meeting.

Clr Rhodes sought specification on whether the grant funding was received for public art or a memorial for the ANZAC event.

Action item: Public Art Officer and Director of CPAC to provide further information on the purpose of the grant fund for the Centenary of ANZAC and provide an update on the progress of this project.

Item 6: Cenotaph at Berryman Reserve

Council's Civic/Citizenship Coordinator advised that there is no budget to allow placement for an eternal flame for the cenotaph for this year and that this will be considered for next year's budget.

Bob Brassell commented on the poor conditions of the plants at the location of the Cenotaph at Berryman Reserve and recommended that more greenery additions and plants tolerating high temperatures be considered. The Civic/Citizenship Coordinator advised this will be communicated to the Artist and the relevant staff that can investigate options.

Action Item: LCC staff to advise the Public Art Officer (in consultation with the Artist) to investigate alternative options for healthy plantation at the location of the Cenotaph at Berryman Reserve.

Item 6: Lamp received in 1960

It was reported that Council's Heritage Officer is in the process of making enquires for a preferable location to place the 150th anniversary lamp. It was advised the new Council building at Scott Street, Liverpool is the preferred location.

Item 6: Plaque at Lighthouse Bridge, Liverpool

It was reported that the plaque at Lighthouse Bridge will be installed as part of a Master Plan with more information to unveil in future.

Item 6: Safety bollard to prevent damage from car coming off the road at the location of the Cenotaph at Berryman Reserve

It was reported that the safety bollard had not been budgeted and that the Director of City Presentation will require to liaise with stakeholders from Remembrance Drive. This has been allocated for the Director to resolve, with appropriate budgeting to be taken into consideration.

Item 6: Plaques at Macquarie Mall and former Court House

It was reported that the Heritage Officer is in discussion with Council's outdoor crew to ensure the plaques at Macquarie Mall are made more secure.

In response to Peter Fraser's query at the previous meeting on the whereabouts of the plaque at the former Court House with Alderman's names, it was reported the Heritage Officer had not been able to locate this plaque. He has requested a photo to assist in the investigation.

Clr Shelton advised that there may have been confusion with the former Court House at George Street prior to the renovations that took place, and with the former Court House that is currently at Bigge Street. Once Mr Fraser entered the meeting at 2:29 pm, he had confirmed this plaque was located at the Bigge Street location and was last seen in the 1990s.

Clr Rhodes noted she had seen a recent plaque at the Bigge Street location in 2010, however this did not include the Alderman's names and that she would investigate.

Action Item: Civic/Citizenship Coordinator to investigate with Mr Fraser and Council's Heritage Officer to locate the whereabouts of the plaque with the Alderman's names at the former Liverpool Court House at Bigge Street, in addition to obtaining a photograph to assist with the investigation.

Item 8: General Business

Manager Council Executive Services provided an update on the following motions (as shown below) carried at the 26 October 2018 Civic Advisory meeting in relation to the Order of Liverpool Awards and Civic Advisory Committee External Membership.

MOTION: *This Committee recommends:*

1. That the Order of Liverpool Awards together with Liverpool's birthday, be conducted as a separate event;

2. That the Order of Liverpool Awards event have an enhanced budget application; and
3. That Council ensures the former recipients are invited to attend the event.

MOTION: That Council ensure that the civic list is updated and current as needed (in conjunction with the above motion).

MOTION: The Committee recommends that the Civic Advisory Committee charter membership also include a representative from the Armed Service and from the Liverpool District and Historical Society, to which Cllr Shelton declared a conflict of interest as a member of the Historical Society.

The Manager Council & Executive Services advised that the Committee's minutes from the 26 October 2018 meeting, in conjunction with a Council report had been submitted to the 21 November 2018 Council meeting.

He advised that as the above motions raise potential changes to the Charter and role of the Civic Advisory Committee, and to the scope of the Civic Events, the report recommended that a review be undertaken. As such, he advised that the report had recommended that Council:

1. Receives and notes the Minutes of the Civic Advisory Committee Meeting held on 26 October 2018; and
2. Directs the CEO to undertake a review of the Charter of the Civic Advisory Committee and of the civic events.

It was noted that the above two points were adopted by Council at the 21 November 2018 Council meeting.

It was advised that the recommendations involving the merging of the Order of Liverpool Awards with Liverpool's Birthday only as well as the requested changes to the Civic Advisory Committee charter will require further consideration and analysis, and that a report would be submitted to Council for its consideration on the options available. Further, the Manager Council & Executive Services advised that once the Charter had been determined, expressions of interest would be advertised for community members.

The Manager Council & Executive Services advised the following options are in consideration for the Order of Liverpool Awards:

- To host the Order of Liverpool Awards event in conjunction with the Gift of Time Volunteers dinner;
- Leave the Order of Liverpool Awards event as is, hosted in conjunction with Liverpool's Birthday and the Citizenship Ceremony; or
- Host the event separately as a stand-alone event.

Civic Advisory Committee's Charter

It was advised that a report would be submitted to Council for a decision.

Cllr Shelton sought feedback from the Committee on whether they felt any changes were required to the Committee's Charter:

Moved: Colin Harrington **Seconded:** Alf Vella

MOTION: This Committee is satisfied with the Civic Advisory Committee Charter as it currently stands, incorporating the resolution that was passed by this Committee previously which referred to the recommendation of the following external membership to be included:

- Liverpool District and Historical Society;
- Armed Service; and

- Liverpool Hospital.

On being put to the meeting, the motion was declared carried
The motion was voted unanimously

6. NOMINATIONS OF BENEFICIARIES FOR FUNDS RAISED FROM THE 2019 LIVERPOOL CITY COUNCIL CHARITY BALL

Council's Events Officer reported on the organisations who applied to be beneficiaries of the funds to be raised from the 2019 Liverpool City Council Charity Ball.

Highlights:

- Eight nominations were received from organisations vying to be recipients;
- The nominees were:
 - Autism Advisory Committee;
 - Bonnie Support Services;
 - Core Community Services;
 - Ingham Institute for Applied Medical Research;
 - KARI Foundation;
 - Sunnyfield;
 - The Shepherd Centre for Deaf Children; and
 - Western Sydney Migrant Resource.

Bonnie Support Services were ineligible as they are out of the Liverpool local government area. A summary of the other nominees are provided below:

Autism Advisory and Support Service (AASS)

AASS provide support and therapies to children and adults with Autism and their families and the greater community. From the initial diagnosis, families are referred to AASS by local medical professionals, schools and other parents.

They also provide individual and group therapy, and support to other service providers.

They propose that the funds go towards their core services, essentially provide assessments to vulnerable families in financial distress. Most families cannot afford this expense which means the child is delayed in receiving important early intervention. They hope to take a minimum of 1 child per week off the local area health service wait list with these funds and offer a multi discipline assessment for the child and holistic support for the family

Core Community Services

Core Community Services have been providing Community Services in the Liverpool LGA for over and 2 years. Providing an inclusive, positive space at the Hub where residents can find ongoing support and assisting residents through ongoing information, referral, case management and crisis services. Establishing ongoing community/social groups such as playgroups, walking groups and cultural groups.

They propose to use funds from the Charity Ball to purchase a number of age appropriate toys and creative resources for their Community Playgroup at the Hub in Miller. The weekly playgroup is run by volunteers and services for a number of high risk families from low socio economic

areas in Miller and the surrounding areas. The playgroup supports over 10 families by providing a safe, accessible environment that encourages social engagement.

Ingham Institute for Applied Medical Research

The Ingham Institute for Applied Medical Research is consistently delivering several evidence based health research programs and treatments aimed towards improving health for everyone within the Liverpool LGA.

These include providing locals with access to 300+ Clinical trials for improving health treatments, establishment of Australia's first MRI-Linac Accelerator based in Liverpool Hospital, Maternity Nurses home visiting to assist families with infant care and childhood development, as well as various community mental health programs supporting suicide prevention and depression. Their charity also works in close partnership with the Liverpool Refugee & Migrant Interagency Committee to help engage with and provide better health solutions for (Culturally and Linguistically Diverse) CALD community members.

The Ingham Institute for Applied Medical Research would utilise all funds for the purpose to support two Liverpool based student programs, our Making the Connection Event and the Ingham Institute Student Work Experience program.

Both of these highly focused student programs provide great opportunity however, are heavily based on funding that is inconsistent, unstable and limited.

With financial support we could efficiently and effectively plan operations, simplify our execution process and enhance our delivery in 2019 for both programs.

Kari Foundation

Since KARI was established in 1999, it has developed an innovative approach to showcasing Aboriginal Excellence, Culture and Community Achievement. KARI has been developing and running new programs for numerous years with expert experience working with government, industry, employers, education and training providers and family and community to successfully execute programs and needs social of these organisations.

Funds would help deliver the KARI Lead with Culture Program, project works with disengaged indigenous youth connecting them to their culture and empowering them to be proud, confident and active members of the community. This successful project is a partnership between the industry, employers, education and training providers, family and community and KARI. These programs are directly linked to the needs and consultation with the community groups like the Liverpool Elders Group.

Sunnyfield Disability Services

Sunnyfield's core business is to support and enrich the lives of people with disability by creating choice, opportunities and skills for life, through providing accommodation and clinical services, community participation, assistance with daily life and supported employment.

Sunnyfield is a disability services provider of choice that has begun to engage with the Liverpool community to provide services for people with a disability, specifically from CALD backgrounds. The focus for Sunnyfield directly aligns with Council's Disability Inclusion Action Plan, specifically strategies 1.1, 1.3, 2.2 and 4.4. Services will be tailored to accommodate cultural requirements for the Arabic, Indian, Chinese and Vietnamese communities, including translated collateral material, multi-lingual staff and cultural ambassadors from within these communities.

Sunnyfield are seeking funding for indoor/outdoor sports equipment, sports wheelchairs and a trailer to help transport our equipment. Being able to offer a variety of activities and move around the community is key to our programs success. Every activity that enhances the well-being and assimilation of people with disability in the community helps reduce attitudinal barriers of exclusion and creates a more vibrant and inclusive Liverpool society.

The Shepherd Centre for Deaf Children

The Shepherd Centre is a non-profit organisation specialising in helping children who are deaf or have hearing loss. Their early intervention programs enable children with hearing loss to develop clear spoken language. We have centres located at Newtown, Liverpool, Wollongong and Macquarie University. Their immediate goal, is to ensure all the children accessing our service achieve their therapy goals and have the spoken language, listening and social skills they need to thrive in life.

Funds received would be used to implement a program called Sound Start. Sound Start will provide tailored support to the children with hearing loss who are transitioning to schools within Liverpool area. It will focus on increasing their resilience, confidence and will help them build their social skills as well. The program will provide individual support for children with hearing loss to improve their listening and speaking skills, provide group programs for children with hearing loss so they can socialise together and build their confidence and provide training for educators.

Western Sydney Migrant Resource Centre (MRC)

Western Sydney MRC works with newly arrived migrants, refugees and diverse communities by building their capacity to take part in local life in Liverpool and reach their full potential, through programs and casework; alongside emergency relief; employment programs; supported playgroups; youth work; English language development programs; high school homework support; aged care respite and a growing service offering to people with a disability.

Western Sydney MRC seeks to refurbish the ground floor of the centre to expand our community hub offering to include a community drop in/hang out space, provide Liverpool community and ethno-specific community groups access to rooms for events and activities, expanding co-located hub service offering and increasing program offering. They aim to create a space that serves the whole Liverpool community and brings together multiple Liverpool services and offerings under one roof. The refurbishment will allow us to maximise and transform existing space to meet the need of the Liverpool community to access services, run programs and activities and connect with each other.

Council's Events Officer advised the Committee that:

- Nominees are subjected to eligibility criteria such as registration with ACNC, based within the Liverpool LGA, intended use of funds and contributions to the local government area;
- The Events Officer in consultation with the Director of Community & Culture, Council's CEO, Grants and Donations Project team and Civic/Citizenship Coordinator had recommended Ingham Institute of Applied Medical Research as the beneficiary;

- Ingham's proposition of using the funds involve the implementation of two school programs that will be accessible by the entire Liverpool LGA and will reach thousands of local students, therefore aligning with Council's goals and strategic plan in developing world class medical facilities; and
- The second recommendation of the selected beneficiary was the KARI Foundation, where it was proposed the funding would assist with their "Lead the Culture Program", which works with disengaged youths while connecting and empowering them.

Moved: Stephen Dobell-Brown **Seconded:** Colin Harrington (Pro Forma)

MOTION: This Committee recommends that the KARI Foundation be the recipient of the funding raised by the 2019 Liverpool City Council Charity Ball.

On being put to the meeting, the motion was declared lost

Moved: June Young **Seconded:** Geoff Neville

MOTION: This Committee recommends that the Ingham Institute for Applied Medical Research be the recipient of the funding raised by the 2019 Liverpool City Council Charity Ball.

On being put to the meeting, the motion was declared carried

7. GENERAL BUSINESS

Item 6.1: The Order of Liverpool Awards held in conjunction with the Gift of Time Volunteers Dinner

Mrs Young noted that to have a joint event for the Order of Liverpool Awards and the Gift of Time, the latter would be required to be moved to a later date, as it is normally held prior to the Order of Liverpool Awards.

Moved: June Young **Seconded:** Alf Vella

MOTION: This Committee recommends that the Order of Liverpool Awards be held in conjunction with the Gift of Time Volunteers event and Liverpool's Birthday, and the Citizenship Ceremony be held as a separate event.

On being put to the meeting, the motion was declared carried

Item 6.2: Congratulations to LCC staff

Mr Harrington congratulated the staff that organised the Citizenship Ceremony on Australia Day 2019.

Moved: Colin Harrington **Seconded:** Alf Vella

MOTION: This Committee would like to congratulate the staff that had organised the Citizenship Ceremony along with the distribution of the Australia Day Awards on 26 January, 2019 for their terrific efforts in creating a successful event.

On being put to the meeting, the motion was declared carried

Item 6.3: Congratulations to members at external organisations

Moved: June Young **Seconded:** Alf Vella

MOTION: Liverpool City Council to write a congratulatory letter to Grace Father from Autism Advisory & Support Service and Sean Langshaw from Disability Southwest for receiving an Order of Australia Award.

On being put to the meeting, the motion was declared carried

Item 6.4: Queries relating to Holsworthy Army Barracks

Mr Dobell-Brown queried whether the roads at Anzac, Cambridge and Moorebank Avenues are owned by the army, bearing in mind the increase of heavy traffic which may impact on any maintenance carried out by the Army.

Action Item: Captain Kyle Tilse advised this query would be taken on notice.

Clr Shelton advised Captain Tilse that representatives from the Holsworthy Army Barracks in the past had shared updates and briefings with the Committee relating to *Per- and Poly-fluorinated Alkyl Substances* (PFAS). Captain Tilse advised his manager was unable to attend this meeting and that they will have further information to report at a future meeting.

Action Item: Captain Kyle Tilse advised this query would be taken on notice.

Item 6.5: Loss of equipment at Rose Street Depo

Mr Fraser reported items that were missing from Rose Street Depo on account of road works to Hoxton Park Road from 15-20 years ago. These items were relating to a nature reserve where a fence was removed. Mr Fraser advised he had asked the staff at Rose Street Depot who were unaware of the whereabouts of the fence which was removed and asked if staff could investigate on what had happened to the fence.

Action Item: LCC staff took this question on notice.

CLOSE

Meeting closed at 3:52 pm



CIVIC AWARDS POLICY

Adopted: xxxx 2019

TRIM: 032996.2019



CIVIC AWARDS POLICY

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CIVIC AWARDS POLICY**A. AUSTRALIA DAY AWARDS****1. BACKGROUND**

- 1.1 The Australia Day Awards are presented annually to local citizens and groups who have made outstanding contributions to the community.
- 1.2 The Awards are provided by the National Australia Day Council and are administered by local councils throughout Australia on their behalf.

2. PURPOSE OF AUSTRALIA DAY AWARDS

- 2.1 To recognise outstanding contributions by local citizens and groups of the City of Liverpool to their community.
- 2.2 The Australia Day Awards are presented in the following categories:
 - a) Citizen of the Year
 - b) Young Citizen of the Year
 - c) Fraser Environment Award
 - d) Sports Award
 - e) Macquarie Award
 - f) Health Award
 - g) Senior Citizen Award
 - h) Small Business Award
 - i) Cultural and Arts Awards

3. ROLE OF CIVIC ADVISORY COMMITTEE

- 3.1 The Civic Advisory Committee (the Committee) will assess nominations received by Council for the Australia Day Awards. The Civic Advisory Committee Charter is attached to this Policy (Annexure A).
- 3.2 The Committee has authority to review and make recommendations to Council for the Australia Day Awards for each category from the nominations received.

4. ELIGIBILITY CRITERIA

- 4.1 Nominations must be submitted on Council's official nomination form.
- 4.2 Nominees cannot apply on their own behalf.
- 4.3 Nominations must be received by the advertised date. (Nominations will not be accepted after this time.)
- 4.4 Nominations must include the name and contact number of one independent referee that can provide supporting evidence for the nomination.

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- 4.5 A nominator is not permitted to nominate a person for more than one category in the same year.

- 4.6 Nominations must also meet the requirements of the respective award:

a) Citizen of the Year

This award is given to an Australian citizen, 24 years or over on 26 January of the year of the awards ceremony. They must either live, work or study within the City of Liverpool and have either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

Note: The Citizen of the Year will be invited to attend major receptions as a guest of Council.

b) Young Citizen of the Year

This award is given to an Australian citizen, 23 years or under on 26 January of the year of the awards ceremony. They must either live, work or study within the City of Liverpool and have either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

c) Fraser Environment Award

This award recognises the work of an individual, group or organisation that has devoted time, energy and passion to the City of Liverpool environment. This contribution can occur in the year prior to the award being presented or as recognition of a longstanding commitment or service to the City of Liverpool environment. Large funded organisations are excluded.

d) Sports Award

This award recognises the work of an individual or group that has devoted time, energy and passion to sporting pursuits within the City of Liverpool. This contribution can occur as an athlete, volunteer, supporter or anyone who has links to the various sporting groups and clubs within the City of Liverpool. The individual or group must have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

e) Macquarie Award

In addition to the above awards, the Mayor will select no more than two recipients for Macquarie Awards which are given for the purpose of recognising an individual or group who have made a significant contribution to servicing the needs of and/or advancing the City of Liverpool.

f) Health Award

A professional working in the local health industry encompassing the areas of medicine, nursing, allied health or health research who has made a significant achievement during the current year, and/or given outstanding service to the local community over a number of years in the field of health. Nominees must:

- i. Be an Australian citizen or permanent resident;

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- ii. Reside or work in the City of Liverpool; and
- iii. Demonstrate their achievements to health research in Liverpool and the translation of research into better outcomes for patients and the community.

g) Senior Citizen Award

This award is given to an Australian Citizen, 60 years or over on 26 January of the year of the Awards ceremony. They must either live, work or study within the City of Liverpool and have either made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

h) Small Business Award

This award is given to a small business (employing 20 people or less) in the Liverpool area that has attained significant growth and is able to demonstrate the specific strategies and processes implemented to achieve sustainable growth in the current year.

i) Cultural and Arts Awards

This award recognises the work of an individual, group or organisation that has devoted time, energy and passion to the arts and culture in the City of Liverpool. This contribution can occur in the year prior to the award being presented or as recognition of a long standing commitment or service to the arts and culture in the City of Liverpool.

5. TIMELINE FOR AWARDS**5.1 July:**

- a) Award nominations open
- b) Advertising to invite nominations

5.2 September

- a) Nominations Close
- b) Civic Advisory Committee meets to discuss nominees and select recipients
- c) If no nominations are received for a particular category, this Policy allows for an opportunity to further canvas nominations.

5.3 December:

- a) Report to Council listing nominees and proposed recipients of Awards.

5.4 January:

- a) Awards are presented on Australia Day on 26 January each year.

6. SCORING OF RECIPIENTS

- 6.1 Each Australia Day Award Candidate will be scored according to set criteria.
- 6.2 These scores are tallied and provide an overall assessment for each candidate.

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- 6.3 The candidate with the highest score for each category is to be the recommended recipient.
- 6.4 In the event of a tie, a vote will be cast by the panel to determine the recipient.
- 7. MOVEMENT BETWEEN AWARDS**
- 7.1 Movement within Awards has a three year minimum period. For example, a recipient of an Award for a particular category is not eligible for the award in the same category for three years.

CIVIC AWARDS POLICY**B. ORDER OF LIVERPOOL AWARDS****8. BACKGROUND HISTORY OF THE ORDER OF LIVERPOOL**

8.1 This policy relates to Liverpool City Council's Order of Liverpool Awards, previously known as the Heritage Awards.

8.2 The Mayoral Report (6 February 1979) called for a Special Meeting held on 15 May 1979, which approved and resolved the purpose and aims of the Award Criteria.

8.3 Name:

The name "Heritage Award" expresses a tribute to the founders and pioneers of the City of Liverpool. It was proposed and adopted that the recipients of the Heritage Awards be organised into a formal Order to be known as "The Order of Liverpool".

8.4 Design:

The insignia of the Order shall be derived from the Arms of the City of Liverpool, being the winged ox (or bull) symbol of St. Luke and the crosslet of Governor Macquarie.

This insignia has reference to:

- a) The Liverpool founding by Governor Macquarie;
- b) The Church of St. Luke and the fact that part of the City is in the Parish of St. Luke;
- c) The sculpture in the grounds of St. Luke's, which is a landmark in the City.

8.5 Symbol:

The crosslet from the crest of our City and the arms of Governor Macquarie, representing our founding and historic heritage.

9. PURPOSE OF THE ORDER OF LIVERPOOL AWARDS

9.1 The purpose is to recognise the achievement of excelling in and/or contributions to all forms of human endeavour which have enhanced the quality of life in the City of Liverpool. The following Order of Liverpool Awards are presented annually:

- a) Companion of the Order of Liverpool (CLO)
- b) Officer of the Order of Liverpool (OLO)
- c) Member of the Order of Liverpool (MLO)

10. ELIGIBILITY CRITERIA

10.1 Nominations must be submitted on Council's official nomination form.

CIVIC AWARDS POLICY

- 10.2 Nominees cannot apply on their own behalf.
- 10.3 Nominations must be received by the advertised date. Nominations will not be accepted after this time.
- 10.4 Nominations must include the name and contact number of one referee that can provide supporting evidence for the nomination.
- 10.5 Persons who reside outside of the Liverpool Local Government Area but contribute to the Liverpool community can be nominated as "honorary members" of the Order of Liverpool.
- 10.6 Posthumous awards will be considered providing the date of the nominee's death occurred within the 12 months following the previous closing date of the Awards.
- 10.7 Nominee's contributions to the Liverpool community must be predominantly voluntary and not solely as a result of paid employment.

11. TIMELINE FOR AWARDS

- 11.1 **May**
Award nominations open
- 11.2 **August**
Applications close: The Civic Advisory Committee meets to discuss nominees and select recipients.

The Civic Advisory Committee Charter is attached to this Policy (see Annexure A).
- 11.3 **September**
First Council meeting in September: Report to Council listing nominees and proposed recipients of Awards
- 11.4 **November**
Awards are announced on 7 November each year. (This is the date Liverpool was founded by Governor Lachlan Macquarie in 1810.)

12. DATE OF AWARDS

- 12.1 Awards are presented on Australia Day, 26 January, each year.

13. AWARD NOMINATIONS AND DETERMINATION OF RECIPIENTS

- 13.1 All nominations received are assessed by the Civic Advisory Committee. A

CIVIC AWARDS POLICY

report is then prepared for consideration and resolution by Council.

- 13.2 The awards recognise outstanding achievements and contributions to the Liverpool community which have enhanced the quality of life in the City of Liverpool.

14. ASSESSMENT OF NOMINATIONS

- 14.1 Nominations will be assessed on:

- a) Voluntary community service contribution;
- b) Duration of service to the community; the recipient is expected to have at least five years of voluntary service before they are considered eligible for consideration;
- c) Involvement and commitment to the Liverpool community;
- d) Outstanding achievements.

15. WHAT NOMINATIONS SHOULD INCLUDE

- 15.1 Nominations should include:

- a) Details of voluntary community service (including membership of organisation and positions held etc.)
- b) Duration of community service
- c) Details of involvement and contribution to the Liverpool community
- d) Details of outstanding achievements
- e) Reasons for nomination
- f) Name and contact details of one additional referee which may be contacted by the Committee to validate the application and to provide further information.

16. SCORING OF RECIPIENTS

- 16.1 Each Order of Liverpool candidate will be scored according to set criteria.
- 16.2 These scores are tallied and provide an overall assessment for each candidate. The panel must reach consensus as to who will be awarded each award.
- 16.3 When the Committee makes recommendations for the appointment of nominees into the Order of Liverpool, they will need to appoint no more than the number allocated under each Award.
- 16.4 As a guide, the Committee should consider the top three scores for consideration of the Companion of the Order of Liverpool Award; the following six scores for consideration of an Officer of the Order of Liverpool Award; and the remaining scores for the Member of the Order of Liverpool Award.

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- 16.5 In the event of a tie, a vote will be cast by the Committee to determine the recipients.

17. AWARD CATEGORIES

- 17.1 The following appointments can be made:

a) **Companion of the Order of Liverpool (CLO)**

Appointment as Companions or Honorary Companions for the Order of Liverpool shall be made for extraordinary and pre-eminent achievement of service to the City of Liverpool.

The Committee may appoint no more than three persons in any calendar year. This includes Councillors and Honorary members.

b) **Officer of the Order of Liverpool (OLO)**

Appointment as Officers or Honorary Officers for the Order of Liverpool shall be made for eminent achievement and merit of a high degree of service to the City of Liverpool.

The Committee may appoint no more than six persons in any calendar year. This includes Councillors and Honorary members.

c) **Member of the Order of Liverpool (MLO)**

Appointment as Members or Honorary Members for the Order of Liverpool shall be made for distinguished service of a high degree to the City of Liverpool.

The Committee may appoint no more than six persons in any calendar year. This includes Councillors and honorary members.

18. MOVEMENT BETWEEN AWARDS

- 18.1 A new Award recipient can receive a Companion of the Order of Liverpool Award without receiving a Member of the Order of Liverpool Award.
- 18.2 A previous recipient of the Member of the Order of Liverpool Award can be nominated for an Officer of the Order of Liverpool Award and Companion of the Officer of Liverpool Award.
- 18.3 A previous recipient of the Officer of the Order of Liverpool Award can only be nominated for a Companion of the Order of Liverpool Award.

CIVIC AWARDS POLICY**19. AWARDS PRESENTATION CEREMONY: 26 JANUARY**

19.1 **Location:** Australia Day Ceremony

19.2 **Invitation List:** Previous Award winners from the past two years, current recipients and their families (up to six people), group winners (maximum of 10 attendees, with two people to accept the award on behalf of the group) and the Civic List.

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C. CIVIC AND CEREMONIAL FUNCTIONS AND REPRESENTATION**20. PURPOSE OF CIVIC AND CEREMONIAL FUNCTIONS**

- 20.1 Civic and ceremonial functions and events foster relationships with the community and Council, recognise and celebrate individual and community achievements, and promote a proud and harmonious City.
- 20.2 This policy outlines the civic and ceremonial functions and events that will be hosted by Council and the representation role of the Mayor, Deputy Mayor and elected representatives at these functions and events.

21. LEGAL REQUIREMENTS

- 21.1 **Civic and ceremonial function** refers to an official event held for celebratory, ritual or commemorative purposes.
- 21.2 **Mayoral representation** refers to occasions when the Mayor represents or is requested to represent the City of Liverpool as the Mayor at events and functions.
- 21.3 Section 226 of the *Local Government Act* 1993 provides that the role of the Mayor is to carry out the civic and ceremonial functions of the Mayoral Office.
- 21.4 Section 231 of the *Local Government Act* 1993 provides that the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the Office of Mayor.

22. LIVERPOOL CITY COUNCIL CIVIC AND CEREMONIAL FUNCTION

- 22.1 To foster relationships with the community and Council, recognise and celebrate individual and community achievements, and promote a proud and harmonious City; Council will host the following civic and ceremonial functions as well as other specific functions and receptions from time to time as the need arises. The Chief Executive Officer (CEO) shall have delegated authority to determine the format and all other arrangements of functions, receptions and ceremonies in liaison with the Mayor or the Mayor's representative.
- 22.2 **Citizenship Ceremonies**
Citizenship ceremonies will be conducted monthly (or as requested by the Mayor) in accordance with the Australian Citizenship Ceremonies Code. Following each Citizenship Ceremony an alcohol free reception will be held for all candidates and their guests. Other invitees shall include, but is not limited to, all current Councillors and State and Federal Members of Parliament.

CIVIC AWARDS POLICY**22.3 Order of Liverpool Awards**

The Order of Liverpool Awards are presented annually by Council to recognise the achievement of excellence in and/or contributions to all forms of human endeavour which have enhanced the quality of life in Liverpool City, or if Council acting as a committee of the whole so decides, to humanity at large.

22.4 Australia Day Civic Ceremony and Awards

Council hosts annual Australia Day celebrations and activities for the purpose of developing national pride and spirit. The Australia Day Awards are presented annually to local citizens and groups who have made outstanding contributions to the community. The awards are provided by the National Australia Day Council and are administered by local councils throughout Australia on their behalf.

22.5 Christmas in the Mall

A Christmas Tree Lighting ceremony is held in Macquarie Mall in Liverpool central business district at the end of November each year. The ceremony symbolises the beginning of the Christmas festive season.

22.6 Sister City Delegations

Council has a Sister City relationship with Toda City in Japan. Sister City relationships promote international exchange and cooperation including economic growth, cultural interests, environmental issues and increased tourism. Council shall be represented at delegations to and from Toda by the Mayor and the CEO and two other delegates as determined by Council.

Council also has a Sister City relationship with Liverpool (United Kingdom), Liverpool (New York) and Calabria (Italy).

22.7 Inter-Council Delegations and Sister City Relationships

Council has an inter-council relationship with the Shire of Narromine in rural NSW to share knowledge, skills and resources that achieve improved outcomes for both organisations. Council will be represented at delegations to and from the Shire of Narromine by the Mayor and or the CEO and other delegates as determined by Council or the CEO.

22.8 Ministerial and other Official Government Delegations and other Community Stakeholders

Council may host visits to Liverpool by State and Federal Government Ministers and other official government delegations and other community stakeholders, to ensure that the City's profile is enhanced and that appropriate focus is provided to the City's strategic objectives. The Mayor, in consultation with the CEO, may determine to host a Ministerial Visit. The CEO will determine a program that fulfils the objective of the visit and showcases the City of Liverpool.

CIVIC AWARDS POLICY**22.9 Official Council Openings and Launches**

The Mayor will host receptions with light refreshments to commemorate official openings and launches of Council services, parks, facilities, exhibitions and other events as determined by the CEO. The invitation list shall be at the discretion of the Mayor and CEO, but is to include all current Councillors, and State and Federal Members of Parliament.

22.10 Mayoral Seniors Concerts

Two Mayoral Seniors Concerts are usually held every year to recognise and celebrate the contribution that seniors make to the local community.

22.11 Civic Mayoral Receptions

The Mayor, in consultation with the CEO, may host receptions with refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the City, exchange students and visitors from other local authorities from Australia and overseas. The invitation list shall be at the discretion of the Mayor and CEO, but is to include all current Councillors and State and Federal Members of Parliament.

22.12 Civic functions may also be conducted for:

- a) Community Acknowledgement: Exceptional voluntary service by groups and individuals, over and above Civic Recognition Awards.
- b) Commemorative: Events that impact on the local community as well as recipients of awards or prizes from the City.
- c) Celebratory: Exceptional achievement in local residents who are recipients of awards such as Australia Day Honours, Queens Honours, Bravery Awards as well as recognising local sporting achievements.
- d) Invitations shall include all current Federal and State Members of Parliament.

22.13 School Visits

From time to time, Council may facilitate and host tours of the Civic Centre or visit schools to contribute to the education of students and promote awareness and understanding of the role of local government. The Mayor may attend these visits at their discretion.

22.14 Staff Annual Awards and Recognition

Council will hold an annual staff awards and recognition ceremony to reward innovation, excellence and progress in service planning and delivery to the local community. The CEO shall preside over the event and determine an appropriate format. The Mayor and Councillors shall be invited to present awards as determined by the CEO.

CIVIC AWARDS POLICY**22.15 Interfaith Dinners and Leadership in Multiculturalism**

Council acknowledges the strength of our multicultural communities and recommits Liverpool City to activities that strengthen our multicultural community including two interfaith dinners, Christmas celebrations, Australia Day celebrations and other festivities as agreed by the CEO and Mayor, from time to time, that strengthen our community harmony.

22.16 Liverpool's Birthday

On 7 November each year, Council holds an annual function to celebrate Liverpool's Birthday. This function is usually in Macquarie Mall or outside venue and it is celebrated with members of the local community. This celebration is usually joined by a Citizenship ceremony to showcase Liverpool with new recipients of Australian Citizenship. Schools are invited to attend this event which includes a birthday cake which is shared with the local community to celebrate.

22.17 ANZAC Day and Remembrance Day

ANZAC Day and Remembrance Day each year are supported financially by Council as part of civic support to set up for both events.

22.18 Mayoral Ball

An annual Mayoral Charity Ball to be held in August of each year as a highlight of the Liverpool calendar and a showcase of our community's worthy causes and talent.

23. CEREMONIAL REQUESTS TO THE MAYORAL OFFICE

23.1 From time to time, requests are received for the Mayoral Office to preside at or represent the Council at public ceremonial functions and events.

23.2 The following protocols will apply when requests are received:

- a) The Mayor will review all requests, in consultation with the CEO, to preside at and represent Council at a public ceremonial function and event.
- b) Over the course of a Mayoral term requests should, to the extent that it is possible, be fairly and equitably accepted across a range of representative and interest groups.
- c) Mayoral representation is in accordance with clause 4.3 of this policy.

24. MAYORAL REPRESENTATION

24.1 It is the role of the Mayor to carry out the civic and ceremonial functions of the Mayoral Office. The Mayor may choose to wear the Mayoral robe and chains when representing the Office of the Mayor.

24.2 If the Mayor is unavailable, the following protocols apply:

- a) In the first instance, the Deputy Mayor is to be requested to undertake the civic and ceremonial functions of the Mayoral office as the Mayor's

CIVIC AWARDS POLICY

representative. This acknowledges the importance for the role of Deputy Mayor in local government and is supported by the legislation. The Deputy Mayor may choose to wear the Deputy Mayor robe when making representations on behalf of the Office of the Mayor;

- b) In situations where the Deputy Mayor is also unavailable, the Mayor can request that another Councillor undertake the civic and ceremonial functions of the Mayoral Office as the Mayor's representative;
- c) The choice of Councillor must be based on an assessment of which particular Councillor would be best placed to represent Council in view of the nature of the particular request and the respective areas of interest and expertise of individual Councillors.
- d) Over the course of a Mayoral term requests should, to the extent that it is possible, be fairly and equitably spread amongst all of the Councillors.

CIVIC AWARDS POLICY**AUTHORISED BY**

Council Resolution

EFFECTIVE FROM

xxxx2019

DEPARTMENT RESPONSIBLE

Office of the CEO (Council and Executive Services)

REVIEW DATE

xxxx2021

Version	Amended by	Date	TRIM Number
1	Council resolution	30 October 2013	182547.2013-001 and 280465.2013
2	Council resolution	29 October 2014	242780.2014 and 237146.2014
3	Council resolution	25 February 2015	004174.2015 and 004089.2015
4	Council resolution	29 April 2015	107541.2015
5	Council resolution	17 June 2015	156045.2015
6	Council resolution	3 February 2016	004433.2016
7	Council resolution	27 April 2016	158436.2016
8	Council resolution	27 July 2016	214048.2016
9	Council resolution	30 August 2017	215697.2017
10	Council resolution	xxxx2019	032996.2019

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Mayor and Councillors

Chief Executive Officer

Corporate Services (Governance, Legal and Procurement)

REFERENCES

Liverpool City Council: Civic Advisory Committee Charter

Liverpool City Council: Code of Conduct

Liverpool City Council: Civic and Ceremonial Functions and Representation Policy

CIVIC AWARDS POLICY

D. ANNEXURE A – CIVIC ADVISORY COMMITTEE CHARTER



CIVIC ADVISORY COMMITTEE CHARTER

Adopted: xxxx 2019



CIVIC AWARDS POLICY**1. NAME**

Civic Advisory Committee

2. INTERPRETATION

For the purpose of this Charter:

- a) "Act" means the *Local Government Act 1993*.
- b) "CEO" means Council's Chief Executive Officer.
- c) "Committee" means the Civic Advisory Committee.
- d) "Council" means the Liverpool City Council.
- e) "Member" means a member of the Committee.

3. STATUS OF COMMITTEE

Advisory Committee of Council established by 25 February 2015

4. MISSION

This Committee has been established:

- a) To highlight the wonderful work that is being done by members of the Liverpool Local Government Area;
- b) To promote mechanisms that serve to acknowledge the contributions of members of the Liverpool Local Government Area to the City of Liverpool and to humanity as a whole.

5. PURPOSE

The purpose of the Committee is to:

- a) To provide advice to the Mayor and Council on civic functions;
- b) To ensure continuity with Council's civic program beyond electoral or staffing cycles;
- c) To be an avenue for continued community representation;
- d) To encourage continued involvement from former elected officials in the civic duties of Council
- e) To encourage continued involvement from former elected officials in the civic duties of Council.

CIVIC AWARDS POLICY**6 FUNCTIONS****6.1 The functions of the Committee are to:**

- a) Seek nominations or nominate worthy people and organisations for the:
 - 1) Order of Liverpool Awards;
 - 2) Australia Day Awards;
 - 3) Queen's Honours;
 - 4) Other relevant awards.
- b) Score and provide advice to Council on nominees for Council awards.
- c) Recommend a calendar of civic events to the Mayor, including:
 - 1) Civic receptions;
 - 2) Mayoral Balls and other fundraising initiatives;
 - 3) School and community engagement;
 - 4) Other activities which lift civic pride within the community.
- d) Provide advice to the Mayor when requested;
- e) Proactively promote Council's civic awards and functions to the wider community.

7. MEMBERSHIP**7.1 Councillor representation:**

The Mayor and Councillors

7.2 Council staff representation:

The CEO (or the delegate of the CEO)

- a) Staff representatives are not permitted to vote on matters arising from this committee.

7.3 Other Members

Other members shall include:

- a) Former Mayors and Councillors of Council;
- b) Current and former civic officers of Council;
- c) Five community representatives (appointed by Council for a two year term with an option for Council to extend their terms for a further two years) with two general community representatives and one representative from the three major service clubs (Lions Club, Quota and Rotary International); and
- d) A representative from:
 - i) the Holsworthy Army Barracks;
 - ii) Liverpool Hospital; and
 - iii) Liverpool and District Historical Society

CIVIC AWARDS POLICY**7.4 Support staff**

Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

7.5 Chairperson and Deputy Chairperson

The Committee will be chaired by the Mayor or the Mayor's representative.

7.6 Other Office Bearers

There are no other office bearers on this Committee.

8. COMMITTEE DELEGATIONS

8.1 The Committee is an advisory Committee of Council.

8.2 The Committee can make recommendations to the Council on all relevant business presented before it. Recommendations of the Committee will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council. It is confirmed that Council will make the final decision on the Order of Liverpool Awards.

8.3 Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant senior officer of Council, and any action or decision not to act will be reported to the Committee on a regular basis.

8.4 However, where Council allocates funding for specific tasks associated with the work of the Committee, the Committee can oversee the implementation of the content of the particular Council decision about such expenditure.

9. TERM OF OFFICE

9.1 Community representatives who are members of the Committee will be appointed by Council for a term of two years with the option of Council to appoint any community representative for a further term of two years.

9.2 Appointments of community representatives to the Committee will be made by Council no later than 30 September every two years. However, the term of the initial community representatives will be from March 2015 to September 2016.

9.3 Non-attendance at meetings

9.3.1 Ongoing membership of the Committee is subject to regular attendance and reasonable apologies.

9.3.2 A Committee member should notify the Committee Chairperson of their planned absence from a meeting.

CIVIC AWARDS POLICY

- 9.3.3 Any Committee member knowing that they will be absent for three or more consecutive meetings should notify the Committee Chairperson in writing of the planned absence.
- 9.3.4 In the event of a member, who is a community representative, being absent for three or more consecutive meetings without an apology and without the approval of the Committee, the Committee can vote on whether to declare the community representative member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.
- 9.4 **Casual vacancies**
Should a vacancy occur during the term of appointment of a community representative, it will be filled by following the normal process for appointments by Council.
- 9.5 **Resignation from Committee**
Any Committee member wishing to resign from the Committee shall do so in writing to the Committee Chairperson.

10. QUORUM AND RECOMMENDATIONS

- 10.1 The quorum for a meeting of the Committee will be a minimum of two Councillors and at least five other Committee members. Staff Representatives cannot be considered to form part of the Quorum.
- 10.2 In the absence of a quorum 15 minutes after the advertised start of the meeting, the Committee members present may discuss the agenda items, although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.
- 10.3 Wherever possible, recommendations of the Committee 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.

11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 Meetings of the Committee are normally not open to members of the public because meetings may involve the consideration of personal matters concerning particular individuals (other than Councillors). This procedure is in accordance with section 10A(2)(a) of the Act.
- 11.2 Representatives of organisations or the general community may be invited by the Mayor to address the Committee on matters on the agenda.

CIVIC AWARDS POLICY

- 11.3 Relevant community members may be invited to participate in meetings from time to time, as determined by the Committee.

12. TIMETABLE FOR MEETINGS

- 12.1 The Committee shall meet every three months (or as required), at a time and date determined by the Mayor.
- 12.2 A meeting will be limited to a maximum of two hours' duration, unless the Committee resolves to extend the length of the meeting to a particular time for the completion of business.
- 12.3 Extraordinary meetings may be called by the Mayor in consultation with the CEO (or delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 Committee meetings can only be held if five ordinary days' notice has been given to all members, including Councillors.

13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Committee must observe the provisions of any other relevant Council policies and procedures.
- 13.3 Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 13.4 The minutes of each Committee meeting will be submitted to the next available meeting of Council.

14. INSURANCE COVER

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

CIVIC AWARDS POLICY**15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

- 15.1 All members of the Committee 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 Committee.
- 15.2 Should a member of the Committee 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 Procedures.
- 15.3 A breach of the Code of Conduct may result in the particular Committee member concerned being excluded from membership of the Committee.
- 15.4 If a Committee member has a pecuniary interest in any matter with which the Committee is concerned, and is present at a meeting of the Committee 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.
- 15.5 A member of the Committee who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Committee 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.
- 15.6 A Committee 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 Committee 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 debate or vote on the issue, as per the provisions in Clause 4.29 of the Council's Code of Conduct.
- 15.7 Committee members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form 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.

CIVIC AWARDS POLICY**16. CONFIDENTIALITY AND MANAGING PRIVACY**

- 16.1 Committee members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Committee 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.
- 16.2 The *Privacy and Personal Information Protection Act 1998* and Council's Privacy Management Plan deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 16.3 Should a Committee member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

17. MEDIA PROTOCOL

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

18. REVIEW OF THE COMMITTEE AND THIS CHARTER

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

QWN 01

**Question with Notice - Cllr Kaliyanda - Single Use
Plastics Reduction**

Strategic Direction	Strengthening and Protecting our Environment Manage the community's disposal of rubbish
File Ref	026486.2019

QUESTION WITH NOTICE

Please address the following:

Does Council:

1. **Include the reduction of single use plastics, such as straws, balloons and plastic bags, within its waste education program?**

Council's waste education programs focus on household waste, particularly the waste hierarchy- Reduce, Reuse, Recycle. Waste reduction is discussed as the most desirable waste management action, encouraging waste avoidance of as much waste as possible, including but not limited to single use plastics.

In 2018 over 2,100 residents participated in a waste education workshop/event.

2. **How does this program interact with local businesses in the area, particularly those within the hospitality sector?**

Council endorses the Bin Trim Program, a free education program for local businesses under the Environmental Protection Agency. The Bin Trim program provides free help and support to NSW businesses to maximise their recycling and minimise their waste to landfill and may also help save time and money, while considering the environment. This program educates local business on reuse and recycling.

3. **Have a policy or focus of reducing use of these plastics during Council run or sponsored events?**

There has been a cross-departmental working group running since late last year on the issue of single-use plastics.

We are looking at how the organisation can reduce the use of plastic. The initial focus is internal – with a view to a more outward focus once our own plastic is reduced.

Recently, we have been successful in encouraging staff to supply their own dishware for barbecue events held at Moore Street and Rose Street locations.

We are also looking at how we can encourage staff to reduce plastic use daily through container re-use, plus how we can manage sustainable procurement (ie responsibly sourced items)

Currently, the working group is discussing policy development in this area.

4. Actively seek funding that could assist in reducing our waste footprint?

Council actively seeks funding to assist with waste reduction. A good example being the Love Food Hate Waste program funded by the Environmental Protection Agency. This education program focuses on reducing food waste, encourages environmentally friendly food storage and promotes avoidance of single-use plastics; i.e. cling-wrap and ziplock bags.

ATTACHMENTS

Nil

QWN 02**Question with Notice - Cllr Hagarty - Small
Streets**

Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	036986.2019

QUESTION WITH NOTICE

Background

Liverpool has many small suburban streets. When vehicles park on the verge in these streets they are fined. When they park in these small streets, occasionally garbage trucks are unable to pass.

Please address the following:

What is the minimum width a street needs to be for a garbage truck to pass:

- With no cars parked in it?
- If a car is parked on one side?
- If cars are parked on either side?

A response to these questions will be provided in the 27th March 2019 Council Meeting Business Papers.

ATTACHMENTS

Nil

NOM 01

Personnel Matters – Council In Closed Session

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	028916.2019
Author	Tony Hadchiti - Councillor

NOTICE OF MOTION

That Council under Section 10A (2)(a) of The Local Government Act 1993 go into closed session at the conclusion of other items to discuss personnel matters concerning particular individuals (other than Councillors).

CHIEF EXECUTIVE OFFICER'S COMMENT

The Chief Executive Officer will provide a verbal update to Council on senior staff performance.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

Nil

NOM 02**Clean Air For Liverpool**

Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	036947.2019
Author	Nathan Hagarty - Councillor

BACKGROUND

Earlier this month Doctors for the Environment (DEA) released a report entitled 'Clean Air for New South Wales: 2018 Update'.

The report found that fine and coarse particle air pollution was getting worse across the State. Liverpool was the worst place in New South Wales for fine particle air pollution, measuring 10.1 micrograms per cubic metre of air.

Fine particle air pollution is linked to heart disease, stroke, diabetes, low birth weight for babies, and restricted lung growth in children.

NOTICE OF MOTION

That Council:

1. Report back within 6 months on the most effective ways to:
 - Monitor and report on air quality in the Liverpool LGA.
 - Improve air quality in the Liverpool LGA.
 - Fund these activities (e.g. State or Federal funding).
2. Write to the relevant State and Federal Ministers expressing Council's concerns about the report's findings and seek responses to the report's recommendations, namely:
 - Modernising coal power stations to require the capture of sulphur dioxide and nitrogen dioxide.
 - Better pollution checks to remove high air pollution emitting vehicles from our roads.

- Higher fees for the existing Load Based Licensing system for industry, so that they better reflect the health costs imposed on the community.
- Restrictions on the installation and use of wood fired heaters in urban areas.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	<p>Manage the environmental health of waterways.</p> <p>Manage air, water, noise and chemical pollution.</p> <p>Enhance the environmental performance of buildings and homes.</p> <p>Raise community awareness and support action in relation to environmental issues.</p>
Social	<p>Raise awareness in the community about the available services and facilities.</p> <p>Deliver high quality services for children and their families.</p>
Civic Leadership	<p>Act as an environmental leader in the community.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Deliver services that are customer focused.</p> <p>Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

Nil

NOM 03

Liverpool's Coptic Community - St George & Prince Theodore Coptic Orthodox Church

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	037008.2019
Author	Tina Ayyad - Councillor

BACKGROUND

Council in previous years has worked with the Coptic community in Liverpool to help build and expand their humble Church to meet the needs of the growing congregation.

In 2009, Council agreed to sell a small portion of surplus land and a portion of a dead end road to the neighbouring Church to allow it to expand. A price was mutually agreed upon and the Church went through the challenge of raising funds to fund the purchase.

It has been 10 years now and the community has been waiting ever so patiently for Council and the relevant bodies to prepare the appropriate paperwork which has now been completed. The congregation were constantly told, for years, that the paperwork would be completed 'imminently'.

Now that everything is ready to go, Council has changed the goal posts at the last minute and changed the price of the land. At no stage was any indication given that this would happen. Attached is correspondence from Council outlining the terms and price of the land.

To ask the congregation to raise a significant more amount of money now is unfair.

The Coptic communities contribution to the Liverpool and wider community is immeasurable and we should appreciate that and support them with all their endeavours. The St George & Prince Theodore Coptic Orthodox Church Liverpool currently is and in its expanded form will continue to be an important part of Liverpool and an icon for years to come.

Liverpool's moto which proudly sits on our Crest is "Without God everything is in vain". Therefore we should do everything possible to assist in building places where the Love of our Creator is taught.

This motion calls on Council to be true to their word and honour the arrangements previously agree to.

NOTICE OF MOTION

That Council:

1. Honour the original price and terms as agreed to with the St George & Prince Theodore Coptic Orthodox Church - Liverpool as per the attached email sent by Council (in closed cover);
2. Assist the St George & Prince Theodore Coptic Orthodox Church - Liverpool in all matters relating to their development application and rezoning (if required) to make for the time lost over the last 10 years from when this matter started; and
3. Thank all of the committee and congregation members from St George & Prince Theodore Coptic Orthodox Church - Liverpool for their patience in this matter and their overall contribution to Liverpool.

CONSIDERATIONS

Economic	Financial implication in relation to the sale of the property.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.

ATTACHMENTS

1. Council Correspondence (Under separate cover) - **Confidential**

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