# COUNCIL AGENDA

### **ORDINARY COUNCIL MEETING**

29 April 2020





You are hereby notified that an **Ordinary Council Meeting** of Liverpool City Council will be held at the **online** on **Wednesday, 29 April 2020** commencing at 6.00pm.

Liverpool City Council Meetings are livestreamed onto Council's website and remain on Council's website for a period of 12 months. 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 Independent Members of the Audit, Risk and Improvement Committee Term of Office Extension
- Reason: Item CONF 01 is confidential pursuant to the provisions of s10A(2)(a) (d i) of the Local Government Act because it contains personal matters concerning particular individuals (other than councillors); AND commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
- CONF 02 Acquisition Clermont Park, Lot 4601 in DP 1248502 Edmondson Park, for open space purposes
- Reason: Item CONF 02 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 03 Hammondville Park Leisure Precinct
- Reason: Item CONF 03 is confidential pursuant to the provisions of s10A(2)(c) (d i) 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; AND commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
- CONF 04 Acquisition of Lot 1046 DP2475 and being 255 Sixth Avenue, Austral
- Reason: Item CONF 04 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 05 Legal Affairs Report 1 January 2020 to 31 March 2020
- Reason: Item CONF 05 is confidential pursuant to the provisions of s10A(2)(g) of the Local Government Act because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
- CONF 06 Tender WT2892 Phillips Park Redevelopment
- Reason: Item CONF 06 is confidential pursuant to the provisions of s10A(2)(d i) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
- CONF 07 Lurnea Council property proposed sale
- Reason: Item CONF 07 is confidential pursuant to the provisions of s10A(2)(c) (d ii) 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; AND commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.

Close

### LIVERPOOL CITY COUNCIL

#### MINUTES OF THE ORDINARY MEETING HELD ON 25 MARCH 2020

#### PRESENT VIA VIDEO CONFERENCING:

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 Dr Eddie Jackson, Director City Community and Culture Mr David Smith, Acting Director City Economy and Growth Mr George Hampouris, Acting Director City Corporate Mr Peter Patterson, Director City Presentation Mr Raj Autar, Director City Infrastructure and Environment Mr Andrew Stevenson, Chief Strategy and Engagement Officer Mr Vishwa Nadan, Chief Financial Officer Ms Tina Sangiuliano, Strategic Organisational Change Manager Mr John F Morgan, Director Property & Commercial Development Ms Elizabeth Espinosa, General Counsel Manager Governance Legal Mr David Maguire, Internal Ombudsman Mr George Georgakis, Manager Council and Executive Services Ms Maree Stewart, Coordinator Council and Executive Services (minutes)

The meeting commenced at 6.02pm

#### STATEMENT REGARDING WEBCASTING OF MEETING

The Mayor reminded everyone that in accordance with Council's Code of Meeting Practice, the meeting is being recorded and will be on the website later this week.

Minutes of the Ordinary Council Meeting held on Wednesday, 25 March 2020 and confirmed on Wednesday, 29 April 2020

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

The prayer of the Council was read by the Chief Executive Officer, Ms Kiersten Fishburn.

#### APOLOGIES

Nil

#### CONDOLENCES

#### Mrs Pamela Short (read by Mayor Waller)

Tonight, we pause to remember one of Liverpool's most accomplished daughters.

Pamela Kay Short was born on 22 February 1947 at Crown Street Women's Hospital, the first child of Phoebe and Noel Short, a former Mayor of Liverpool. She grew up at Yarrara Road, Hoxton Park on family acres.

She went to Hoxton Park Primary School where her lifelong passion for reading ignited. She graduated from Liverpool High School. Popular, she loved art and English and playing basketball.

Pam's intellect, even then, was remarkable. Her independent streak first showed when Pam was 17. She won a radio station contest, and without telling her parents, headed to the big smoke to see her beloved Beatles at the Sydney Stadium at Rushcutters Bay.

Despite the long commute, Pam's first job was at an accountancy firm in the city. She was determined to be financially independent and have her own voice.

Later in the 1960s, she joined Viscount Caravans at Milperra as a secretary. It gave her experience in all aspects of a business; skills she would find invaluable in the future. She even featured in advertising for the brand.

A short time later she married John Cornish, the Austral son of chook farmers Harold and Una. Their daughter Tania was born in 1970 and their son Brett in 1972.

Pam and John were a formidable team, prospering in business. They took risks and reaped the rewards.

Their companies built thousands of homes for people who made the Liverpool area their home, shopping and industrial centres.

The Cornish family has a great love of thoroughbred horse breeding and racing. Their Torryburn Stud in the Hunter Valley is a landmark in the industry.

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Pam and John played a significant part in enticing William Inglis & Son to move their bloodstock operations from Randwick, which they established in 1906, to Warwick Farm.

When diagnosed with breast cancer, Pam remained practical and courageous. She never complained about her situation and was compassionate and giving to others before herself.

To her family and her parents, former Liverpool Mayor Noel Short and his wife Phoebe, our Council expresses its sincere condolences.

May she rest in peace.

#### COUNCIL DECISION

Motion: Moved: Mayor Waller Seconded: Cir Shelton

That Council writes to Pamela Short's family to express our condolences for their loss.

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

#### **CONFIRMATION OF MINUTES**

Motion:	Moved: Clr Shelton	Seconded: Clr Hadid

That the minutes of the Ordinary Meeting held on 26 February 2020 be confirmed as a true record of that meeting.

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

#### **DECLARATIONS OF INTEREST**

### Clr Hadchiti declared a non-pecuniary, less than significant interest in the following items:

Item: NOM 01 Disqualifying real estate agents and property developers from civic office

Item NOM 04 Ban on Prohibited Donors

**Reason:** Clr Hadchiti holds a NSW Real Estate Licence (Corporate & Individual). Both item NOM 01 and NOM 04 call for real estate agents to be banned from running for Civic Office. Clr Hadchiti made the decision in December 2019 that he will not be standing for Civic Office after this term of Council and therefore the items will have nil effect on him.

#### Note: Items NOM 01 and NOM 04 were withdrawn and not dealt with at this meeting.

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Clr Hagarty declared a non-pecuniary, less than significant interest in the following item.

Item: QWN 04 Question with Notice - Clr Rhodes - Liverpool Community Hub

**Reason:** Clr Hagarty is the chairperson of the Liverpool Community Hub.

Clr Hagarty remained in the room for the duration of the item.

#### Clr Hagarty declared a pecuniary interest in the following item:

Item: NOM 04 Ban on Prohibited Donors

Clr Hagarty is a staff member of a Member of Parliament.

Note: Item NOM 04 was withdrawn and not dealt with at this meeting.

Clr Hagarty, Clr Kaliyanda and Clr Shelton declared a non-pecuniary, less than significant interest in the following item:

- Item: CORP 01 Response to NOM 05 A Prominent Permanent Home for the City of Liverpool and District Historical Society
- **Reason:** Clr Hagarty, Clr Kaliyanda and Clr Shelton are Ordinary members of the City of Liverpool and District Historical Society.

Note: Item CORP 01 was deferred to the April 2020 Council meeting.

Clr Karnib and Clr Balloot joined the meeting at 6.09pm

Clr Kaliyanda declared a non-pecuniary, less than significant interest in the following item:

Item: NOM 04 Ban on Prohibited Donors

**Reason:** Clr Kaliyanda has previously been a candidate for state and federal parliament.

Note: Items NOM 04 was withdrawn and not dealt with at this meeting.

Clr Ayyad declared a non-pecuniary, less than significant interest in the following items:

Item: NOM 01 Disqualifying real estate agents and property developers from civic office

Item NOM 04 Ban on Prohibited Donors

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**Reason:** Clr Ayyad's husband holds a NSW Real Estate licence but does not currently work as a real estate agent.

#### Note: Items NOM 01 and NOM 04 were withdrawn and not dealt with at this meeting.

### Clr Balloot declared a non-pecuniary, less than significant interest in the following items:

- Item: NOM 01 Disqualifying real estate agents and property developers from civic office
- Item NOM 04 Ban on Prohibited Donors
- **Reason:** CIr Balloot holds a NSW Real Estate Licence but has never worked as a real estate agent.

Note: Items NOM 01 and NOM 04 were withdrawn and not dealt with at this meeting.

#### PUBLIC SUBMISSIONS

#### Written submissions for items not on agenda

1. **Mr Erik Rakowski** from RAID Moorebank made a written submission to Council on the following matter:

Funding for appeal proceedings.

This submission has been circulated to Councillors.

#### Written submissions for items on agenda

1. Ms Fiona Macnaught made a written submission to Council on the following item:

**NOM 03:** Save Liverpool Animal Shelter

This submission has been circulated to Councillors.

#### MAYORAL MINUTE

## SUBJECT:Council's response to Novel Coronavirus (COVID-19)REPORT OF:Mayor Wendy WallerITEM NO:MAYOR 01

Liverpool City Council is closely following information provided by the NSW and Australian Governments about novel coronavirus (COVID-19) and as the situation evolves, continues to share updates with Council staff and the wider community.

Following directives of the Australian and NSW Governments, Council's Critical Incident Response Team has acted quickly to make changes to Council services and facilities to ensure the health and wellbeing of Council staff and community members.

Many Council departments have been split into smaller teams, each working at a different office or home location to minimise close contact with one another and ensure Council is equipped to continue serving the community. Staff have been provided with tools and resources to continue working effectively from their allocated location.

At this stage, Council's Customer Service Centre, Casula Powerhouse Arts Centre, all Liverpool City Library branches, Liverpool Regional Museum, Council-owned leisure and recreation centres, Liverpool Animal Shelter and the Community Recycling Centre have been closed to the public until further notice.

Council's public events have been postponed indefinitely, all casual hire of community facilities has been suspended and there are restrictions on the use of Council parks and sporting grounds. Council has also suspended bulk rubbish household collections for the time being.

Council continues to receive and respond to customer requests lodged online or over the phone. Council will continue kerbside waste collection and its early learning and childcare centres remain open.

This information and future changes, pending requirements set out by the Australian and NSW Governments, will continue to be communicated to the community.

Council staff continue to investigate ways Council can support and keep connected with the wider community during these unprecedented times.

#### Moved: Mayor Waller

#### Motion:

That Council:

- 1. Thank Council staff for their speedy and effective response to the challenges of novel coronavirus (COVID-19);
- 2. Waive the following fees:
  - Outdoor Café permit; and
  - Parking in Warren Service Way for essential workers on available spaces;
- 3. Contact state government and request they waive their parking fees at the Liverpool Hospital carpark; and
- 4. Consider waiving any previously outstanding amounts for Outdoor Café permits.

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

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#### MOTION OF URGENCY

#### ITEM NO: MOU 01 SUBJECT: Approval to provide funding for RAID Moorebank Class 1 merits appeal

The Chairperson accepted the motion as urgent.

Approval to provide funding for RAID Moorebank Class 1 merits appeal as resolved by Council on the 5 February subject to conditions and again on the 26 February 2020. On a matter of urgency to address matters not covered in the 26<sup>th</sup> February Motion and in order to meet allocated court dates.

#### COUNCIL DECISION

Motion:

Moved: Clr Hadchiti

Seconded: Clr Rhodes

That Council:

- 1. Continue to act on its promise and duty to do all it can to protect the safety and minimise any negative impacts the Intermodal may have on its ratepayers;
- 2. Notes that approval to provide funding up to \$300,000 to RAID Moorebank Inc to execute a Class 1 merits appeal was approved by this council on the 5 February subject to due process and again on the 26 February 2020;
- 3. Notes that there were no submission received against Council funding the litigation from the Community and that 28 submissions were received in support of the Council providing Funding at the conclusion of the exhibition period in accordance to the public exhibition requirements contained in s.356 of the Local Government Act 1993;
- 4. Notes that the case outline provided via letter from RAID Moorebank Inc's instructing solicitor is founded on advice from senior counsel. The letter received by Council reconfirms the conditions place on the provision of funding that was discussed at the February 25 meeting included advice that;
  - a) the basis of challenge is on matters of Air Quality and Traffic Issues;
  - b) and costs for expert witnesses of between and up to \$30,000 \$50,000 which is necessary to provide an outline of Case prospects; and
  - c) the Total costs for litigation to be up to \$300,000;
- Council acknowledges having previously agreed to Council funding of between \$30,000 to \$50,000 in order to provide expert advice outlining case prospects during discussions at the Council meeting 25 February, and reconfirms to direct the CEO to make necessary arrangements for any such payment of invoices upon presentation;
- 6. Allocate an amount of up to \$50,000 from the approved \$300,000 to allow the collation of expert advice which will inform the prospects of success of the case;

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- 7. Notes that a legal report will be provided outlining the case prospects from expert witnesses and pending that report, Council may further agree to allocate the financial amount of up to \$300,000 in total so as to fund legal fees and disbursements and expert witness costs relating to the Class 1 Appeal in the NSW Land and Environment Court by RAID Moorebank Inc., subject to presentation of invoices; and.
- 8. Directs the CEO to urgently write to Woolf Associate Solicitors confirming the Council resolution to make such funds available in such a timely manner to meet dates designated by the court.

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

Clr Shelton voted against the motion.

#### BACKGROUND

As advised by Mr Rakowski, the matter of funding as previously approved by Council has now become urgent in order to meet the Court date of 4 April 2020.

Council resolved on the 5 and 25 February to provide funding to RAID Moorebank Intermodal Inc in order to execute a Class 1 Merits appeal to protect the safety and minimise the negative impacts on the residents of Liverpool.

We note the letter from the instructing Solicitor failed to be delivered to Councillors before the Council Meeting 26 February, and that greater clarity in the motion provided in CORP 06 was necessary to initiate action in accordance with the resolution of Council.

We appreciate Mr Rakowski, has now presented to all Councillors all documentation in the interest of explanation and transparency.

We note that all information is now before all Councillors so they can understand the urgency to have this matter resolved in a manner that will deliver the funding of legal matters as agreed.

We note that the documentation provided by Mr Rakowski confirms the verbal account of the matters addressed at the February 26 meeting in regard to the conditions place upon the approval of funding in that the case basis is acknowledged as that of Air Quality and Traffic issues all costs are confirmed, the need to engage expert advice on the prospects of the case, together with that cost being as stated at the February 25 meeting being between \$30,000 and \$50,000.

Councillors have voted in a majority on two separate occasions to fund litigation proceedings in order to mitigate on behalf of the safety and wellbeing of Liverpool residents.

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We apologise that the wording of the previous motion CORP 06 did not address all matters in such a way to make clear the intention of the resolution made by Councillors at the February 25 meeting and ask that Councillors reconfirm their resolution to fund the litigation against the Moorebank Intermodal by passing the above motion.

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#### COUNCIL DECISION

Motion:

Moved: Clr Hadchiti

Seconded: Clr Hadid

That Council:

Endorse the officer amendments to the motions as outlined in the report to be submitted to the Australian Local Government Association (ALGA) for consideration at the June ALGA Board meeting, subject to the following amendment to Proposed Motion iii)(a) Sustainable Housing Development so that it reads:

• Limits housing developments to cover no more than 40% of block size in urban Developments excluding secondary developments.

Foreshadowed motion: Moved: Clr Rhodes Seconded: Clr Harle

Endorse the officer amendments to the motions as outlined in the report to be submitted to the Australian Local Government Association (ALGA) for consideration at the June ALGA Board meeting.

On being put to the meeting the motion (moved by CIr Hadchiti) was declared CARRIED and the Foreshadowed motion (moved by CIr Rhodes) lapsed.

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#### Clr Kaliyanda left the room at 6.44pm.

#### Clr Kaliyanda returned to the meeting at 6.45pm.

#### CITY ECONOMY AND GROWTH REPORT

ITEM NO:EGROW 11FILE NO:069170.2020SUBJECT:Adoption of Liverpool Local Strategic Planning Statement

#### COUNCIL DECISION

Motion: Moved: Clr Rhodes Seconded: Clr Harle	Motion:	Moved: CIr Rhodes	Seconded: Clr Harle
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That Council:

1. Does not amend the draft Liverpool Local Strategic Planning Statement (LSPS) Action 10.2 and Structure Plan inset map so that the clause remains unchanged and reads:

*"Prepare structure plan and planning proposal to rezone the Warwick Farm racing precinct to B4."* 

- 2. Delegates authority to the CEO to make any other minor typographical or editing amendments to the LSPS if required; and
- 3. Subject to receiving a formal letter of support from the Greater Sydney Commission (GSC), delegates authority to the CEO to adopt the LSPS, in accordance with Section 3.9(3A) of the *Environmental Planning & Assessment Act 1979*.

Foreshadowed motion: Moved: Clr Hagarty Seconded: Clr Kaliyanda

That Council:

1. Amends the draft Liverpool Local Strategic Planning Statement (LSPS) Action 10.2 and Structure Plan inset map to read:

*"Prepare structure plan and planning proposal to rezone the Warwick Farm racing precinct to a mix of uses, including B4."* 

- 2. Delegates authority to the CEO to make any other minor typographical or editing amendments to the LSPS if required;
- Subject to receiving a formal letter of support from the Greater Sydney Commission (GSC), delegates authority to the CEO to adopt the LSPS, in accordance with Section 3.9(3A) of the *Environmental Planning & Assessment Act 1979*;

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- 4. Notes that the final decision on the LSPS will be made by the Greater Sydney Commission but that the residents have requested B4 zoning, which Council is supportive of.
- 5. Notes that the bypass road is paramount and it is needed for residents safety and is something that the residents have requested and that the bypass road should be zoned Special Purpose (SP2).

On being put to the meeting the motion (moved by Clr Rhodes) was LOST.

Vote for: Clr Harle, Clr Rhodes.

**Vote against:** Mayor Waller, Clr Ayyad, Clr Balloot, Clr Hadid, Clr Hadchiti, Clr Hagarty, Clr Karnib, Clr Kaliyanda, Clr Shelton.

The Foreshadowed motion (moved by Clr Hagarty) then became the motion and on being put to the meeting was declared CARRIED.

Vote for: Mayor Waller, Clr Ayyad, Clr Balloot, Clr Hadid, Clr Hadchiti, Clr Hagarty, Clr Karnib, Clr Kaliyanda.
 Vote against: Clr Harle, Clr Rhodes, Clr Shelton.

#### **CITY COMMUNITY AND CULTURE REPORT**

ITEM NO:	COM 01
FILE NO:	018356.2020
SUBJECT:	Grants, Donations and Corporate Sponsorship

#### **COUNCIL DECISION**

#### Motion: Moved: Clr Hadchiti Seconded: Clr Rhodes

That this item be deferred until the applicants can be contacted and projects can be assessed with the current COVID-19 issues in mind and a report brought back to Council.

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

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#### **QUESTIONS WITH NOTICE**

ITEM NO:QWN 01FILE NO:049226.2020SUBJECT:Question with Notice - Clr Rhodes - Public Art for New Civic Centre

At a recent Art exhibition by local artists held at CPAC, there were a number of paintings based on the theme "The History of Liverpool". It would be an opportunity for Council to support both local artists and provide appropriate art in the new Civic Centre.

#### Question

Could paintings be nominated by the public for possible purchase by Council to be hung in the new Civic Centre once it is built?

#### Response

Council acquires artwork for the Collection via the following prizes which are currently budgeted for:

- \$5,000.00 Liverpool City Council Overall Winner Prize from the annual Liverpool Art Society Exhibition and Prize.
- \$3,000.00 Mayor's Choice Award from the annual Mil-Pra AECG Prize.
- \$2,000.00 Maria Lock Award from the annual Mil-Pra AECG Prize.
- \$5,000.00 Blake Emerging Artist Award (every second year).

The winners of each of these go into the collection and there is currently no further acquisition budget.

To purchase artworks outside of these prizes (for example from the **ANZ History Prize**) would require a new initiative to acquire funds to cover the sale price of the artwork.

Additionally, any artwork or asset acquired by Council needs to be acquired under set criteria, be approved by a Manager with appropriate delegation and be managed within a collection plan.

Any artworks to be displayed in the new Civic Centre would need to have longevity: be secure from theft, be easily maintained and conserved and be constructed with materials and media durable enough to withstand long-term display in a non-gallery environment.

ITEM NO:QWN 02FILE NO:049231.2020SUBJECT:Question with Notice - Clr Rhodes - Seniors Community Consultation

Council recently identified the concerns seniors identified having a healthy, mind, body and feeling safe as what matters most to them and that Council will be considering policies and strategic directions towards creating and age-friendly City.

#### Questions

- 1. When will Council be presenting policies to deliver an Age Friendly City?
- 2. Will there be a specific Council workshop through which Councillors and Community are invited to participate?

#### Response

In November 2019, Council staff conducted community consultation with local seniors who attended the Liverpool Seniors Concerts. Over 900 senior community members attended these concerts over two days and identified the key concerns of having a healthy mind and body and feeling safe as they age in Liverpool.

In December 2014, Council joined the World Health Organisation (WHO) Global Network of Age-Friendly Cities and Communities (GNAFCC). This network strives to create urban environments that foster healthy and active ageing and the wellbeing of older people. Being part of this global network gives Council the opportunity to:

- Link with participating cities and share information, expertise and technical assistance;
- Facilitate the exchange of information and best practice with participating cities;
- Provide programs that are sustainable and cost-effective for improving the lives of older people; and
- Promote and brand Liverpool as a centre for business and services that cater to the needs of older community members.

The Community Development team is currently investigating the process of renewing this membership with a view to this being achieved by December 2020. Councillors will be invited to provide direction on outcomes and programs to meet Liverpool's ageing population.

A number of existing Council strategies incorporate actions which address the needs identified by seniors as being important to them:

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- The Disability Inclusion Action Plan considers the need for inclusiveness and accessible public spaces and activities for community members who require additional support to access their community.
- The Community Safety and Crime Prevention Strategy and Action Plan also addresses the need of older people to feel safe by including actions which encourage the delivery of community health and wellbeing projects specifically targeted to older residents. This include programs which address fall and trip injuries.
- The Liverpool City Centre Public Domain Masterplan outlines that Liverpool will
  provide inclusive places for all people, ensure spaces are accessible for all, and
  provide places that will allow programs to support healthy living. This plan is
  informed by Council's Community Strategic Plan, which emphasises the importance
  of providing access and equity to all community members, including seniors.

As co-convenors of the South West Sydney Ageing and Disability Forum (SWSADF), Council will continue to work closely with relevant community groups and organisations to support programs and initiatives in Liverpool which support seniors. These stakeholders will inform the most appropriate methods of consultation with senior community members. Councillors will be invited to participate in this consultation process and will have the opportunity to contribute to these ongoing discussions with Liverpool's older residents.

#### **COUNCIL DECISION**

#### Motion: Moved: Clr Rhodes Seconded: Clr Harle

Council prepare a report of all identified areas of opportunity for Council to better engage the aged Community and present it to the Age Workshops in December 2020 where the following is addressed:

- Suitable changes to notification periods for DAs in consideration of the aged;
- Suitable changes to methods of distribution of notification to the aged;
- Suitable changes to communications to the Aged on Age relevant matters;
- Possible Council run daily Agedcare facilities where their social and personal daily needs are catered for such as meals; and
- Culturally sensitive and CALD background aged care support be developed.

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

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Children's services is working closely with NSW Health and the Rural Fire Services to ensure that risks are minimised for Children and their Families, protecting their health, while in Council's Early Education Centres.

#### Questions

1. What is Council doing to educate and protect the health of Children who do not attend Early Education Centres, or an Education Centre that does not belong to Liverpool Council?

The NSW Environment Protection Authority works with Government, industry, community, environment and other stakeholders on strategies to reduce air pollution and improve air quality. In NSW the Department of Education developed key strategies and educational tools to support NSW schools and education and care services to understand the impacts of poor air quality and the potential impact on student's health. Awareness campaigns were conducted for early childhood education, primary and high schools, providing specific strategies to reduce smoke exposure.

In order to promote public awareness and education, NSW Health have developed a wide array of educational materials for the community, children's services providers and general practitioners ensuring that risks of exposure to poor air quality are minimised.

### 2. How can Liverpool Council ensure the protection of all Liverpool residents during periods of poor air quality?

As outlined in the Local Government Air Quality Toolkit, Local government authorities play an important role in implementing Commonwealth and State initiatives for managing air quality. In NSW, this role is defined through the Protection of the Environment Operations Act 1997 (POEO Act), the Environmental Planning and Assessment Act 1979 (EP&A Act) and the Local Government Act 1993 (LG Act). Local councils' main air quality responsibilities are in respect of small businesses, domestic premises and urban planning.

Council will rely upon the NSW Department of Planning, Industry and Environment's Air Quality Index (AQI). There are 2 air monitoring locations within or close to Liverpool City Council, at Bringelly and Liverpool. Air Quality Index values are calculated using measurements of ozone, carbon monoxide, sulfur dioxide, nitrogen dioxide, airborne particles and visibility. The AQI provides a comparison of air

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pollutants, standardising these measurements into an index which illustrates the level of risk.

NSW AQI updates can be found at: <u>https://www.dpie.nsw.gov.au/air-quality/current-air-quality</u>

To subscribe to regular air quality updates follow this link: <a href="https://www.dpie.nsw.gov.au/air-quality/subscribe-to-air-quality-updates">https://www.dpie.nsw.gov.au/air-quality/subscribe-to-air-quality-updates</a>

A specific index for Liverpool can be found at <u>https://aqicn.org/city/australia/nsw/liverpool/sydney-south-west/</u>

Ljverpool City Council in conjunction with the University of Wollongong has been installing air-monitoring systems within the Liverpool City Centre to enable collection of data on air pollution arising from both fine and coarse particles. Having objective data will enable a more effective conversation with the NSW Environment Protection Authority regarding appropriate response and corresponding funding.

Council also has street level air quality monitoring in the city centre as a result of the Smart Cities and Suburbs Program. This live data can be found at <u>https://pavo.its.uow.edu.au/</u>

#### COUNCIL DECISION

#### Motion:

Moved: Clr Rhodes

Seconded: CIr Harle

That Council:

- a) Prepare a report to be provided to the May Council Meeting on the cost and effectiveness of providing portable air monitoring stations to be made available for use throughout the LGA on a similar basis as the Council Cameras.
- b) A time frame where if determined to proceed, when the air monitoring stations could be in operation.

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

ITEM NO:QWN 04FILE NO:049238.2020SUBJECT:Question with Notice - Clr Rhodes - Liverpool Community Hub

Recently Liverpool Council partnered with Community Hubs Australia to support the National Community Hubs Program in Liverpool.

The purpose of the Hubs are to:

Connect Families with each other, their school and existing services and local organisations, that can supply health, settlement support and socialising for Migrant mothers.

#### Questions

- 1. What does the new National Community Hubs do that was not already being supplied through the Migrant Resource Centre other than a closer connection to the school children may attend?
- 2. What is the manner in which Council has partnered with the new National Community Hubs, what does Council actually contribute?
- 3. Does it cost Council money and if so how much?

#### Response

The National Community Hubs Program (NCHP) provides support to refugee and migrant women with pre-school aged children to support them in accessing education, health, settlement support and social cohesion programs. Without a welcoming hub to go to, many of these parents, mostly women, can spend most of their time at home, feeling isolated from the rest of the community.

Community Hubs in schools differ from the work of the Western Sydney Migrant Resource Centre (WSMRC) in that they provide a soft entry point for community members who might otherwise not engage. For many community members, their child's school is one of the few locations they are confident to attend, and the hubs provide an opportunity to connect with other community members, organisations and services within that existing safe and familiar space. The hubs enable connection and engagement for parents with agencies such as WSMRC to access programs and services they offer.

Council has a convening role within the NCHP in Liverpool. Council acts as Support Agency for the Liverpool Network of hubs and provides operational support, strategic leadership and guidance to the local hub network, as well as managing the relationship between the Liverpool Network and Community Hubs Australia (CHA). Council is responsible for the

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development and submission of quarterly reports and data on the progress of the Liverpool Network of hubs.

Council provides a significant connection between the NCHP Liverpool Network of hubs and relevant services and organisations who can provide vital programs and activities to benefit community members who access the hubs. Examples include the connection of two hubs with Liverpool Neighbourhood Connections, who have now partnered with the program to provide playgroups in these hubs. Council has also facilitated a relationship between the hubs and educational institutions such as TAFE to deliver training courses free of charge within the community hubs.

Since it commenced in Liverpool in January 2019, the NCHP Liverpool Network has engaged 216 new families with activities and programs that will support their education, employment and social cohesion goals. The community hubs have provided 180 conversational English language classes to community members who are otherwise ineligible to receive free classes due to visa or other restrictive eligibility criteria. The hubs have facilitated 108 referrals to services for additional support including family support, child health services, pre-school and community health services.

Council's role as Support Agency for the NCHP is funded through Community Hubs Australia, who receives funding from the Department of Home Affairs and the Scanlon Foundation. Commencing the financial year 2020/2021, Council will contribute \$10,000 annually towards the salary and program costs for the role of Support Agency.

# ITEM NO:QWN 05FILE NO:049241.2020SUBJECT:Question with Notice - Clr Harle - Membership on Planning Panels

Council currently operates two Planning Panels that assess Development Applications.

One is the Local Planning Panel and the other is the Sydney Western City Planning Panel. Both Panels have Councillor appointed members.

Can Council ensure that whenever possible the required number of panel members are present at each of the meetings?

Over the past 18 months there has been a notable absence of the required number of panel members assessing development applications for the Liverpool LGA. This is despite having several alternative members listed on the eligibility list.

Is it possible to extend that list and ensure adequate community representation takes place at each and every Panel Meeting?

#### Response

There are two panels responsible for determining certain Development Applications (depending on the cost of works or referral criteria). They are the Liverpool Local Planning Panel (LPP) and the Sydney Western City Planning Panel (SWCPP). Only the Sydney Western City Planning Panel has Councillor representation. The Local Planning Panel is not permitted to have Councillor representation following changes introduced to the planning system by the NSW Government in 2017.

#### Local Planning Panel

Under Section 2.18(2) of the Environmental Planning and Assessment Act, members of the Liverpool Local Planning Panel are appointed by Council. The LPP consists of four members. They are:

- An approved independent person appointed as the Chairperson of the Panel with relevant expertise in law or in government and public administration;
- 2 other approved independent persons with relevant expertise
- A representative of the local community who is not a Councillor or Mayor.

When setting meetings, Council ensures that a community representative member attends Local Planning Panel meetings.

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#### Sydney Western City Planning Panel

The Sydney Western City Planning Panel (SWCPP) is the designated regional panel that determines development applications that are classified as 'regionally significant' in the Liverpool LGA.

The SWCPP is a NSW Government agency pursuant to Section 2.12(4) of the Environmental Planning and Assessment Act. The SWCPP consist of 5 members. 3 members are appointed by the Minister of Planning and Public Spaces and 2 members from Council (the Council nominees). Council resolved at its meeting on 25 September 2019 that its primary representatives on the Panel are Mayor Waller and Cr Harle and its alternate members are Cr Hagarty and Deputy Mayor Cr Karnib.

The SWCPP has alternate members in case a primary panel member cannot attend a meeting.

The SWCPP operates under their own operational procedures including the required quorum for a meeting to proceed. The operational procedures states that a quorum for a planning decision is a majority of the panel members, including the chair, i.e. a total of three members. The Planning Panel Secretariat always extends meeting invitations to Council's representatives. If Council's primary representatives cannot attend a meeting, the Secretariat will extend the invitation to Council's alternate representatives. If for whatever reason a Council representative cannot attend the meeting, the operational procedures of the Panel allow for the meeting to proceed with the three State appointed members forming the quorum.

#### COUNCIL DECISION

#### Motion: Moved: CIr Harle Seconded:CIr Rhodes

That a report be brought back to Council about the feasibility of additional members or reserves on the Sydney Western City Planning Panel and the Local Planning Panel.

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

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ITEM NO:QWN 06FILE NO:049243.2020SUBJECT:Question with Notice - Clr Ayyad - Memorial School of Arts

Please address the following:

#### 1. How much was spent on the upgrade of the surrounds of the school of arts?

Approximately \$1.6 million was spent on the upgrade works.

#### 2. Who prepared the landscaping plan?

Urbis Pty Ltd was engaged to prepare the landscaping plan.

#### 3. How much was spent on the design of the landscaping plan?

\$43,450 (inc. GST)

#### 4. How much did it cost to deliver the landscaping plan?

Approximately \$1.6 million as in (1) above.

### 5. Can you please provide photos of the completed landscaping plan and any media releases related to it?

Photos of the completed works are attached. There were no media releases published following the completion of the works.

#### 6. When was the school of arts leased out?

The original Lease was agreed in August 2017. The Lease commencement date was subject to the Tenant submitting and obtaining the necessary Development Approvals for the proposed fitout, signage and use. The Tenant has since obtained the Development Approval but is still awaiting issue of the Construction Certificate.

Delays in obtaining the planning approvals are due to the impact of the tenant's proposed fitout on the heritage fabric of the building, the compliance requirements associated with proposed use as an educational institution, and determination by the Local Planning Panel, Lessees response in providing additional information required during this process and works required to the building.

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#### 7. When was agreement reached?

The original Lease agreement was reached in August 2017, whilst the Tenant was awaiting the issue of the above-mentioned approvals, the parties agreed to amend the Lease based on the delays to a proposed new Lease version which was to commence on 30 September 2019, by inserting a termination clause which allows the lease to be terminated any time after 30 June 2023, by giving a six month notice to terminate. The commencement date is being revised pending the Construction Certificate being issued.

#### 8. How much income has been received so far from the lease?

No rental income has been received.

#### 9. When does the lease finish.

The initial term is due to expire on 28 September 2022 with provision for a three year option term which will expire on 28 September 2025. Under the terms of the amended new lease the termination clause will include provision for termination any time after 30 June 2023 by giving a six month notice.

 ITEM NO:
 QWN 07

 FILE NO:
 049342.2020

 SUBJECT:
 Question with Notice - CIr Hadchiti - Local Infrastructure Contributions (Section 7.11)

#### Please address the following:

- 1. Is Council aware if the NSW Audit is undertaking a performance audit on Section 7.11's?
- 2. Has Council undertaken any audits internally/externally on Section 7.11's during this term of Council and if so, can we be provided with these reports?

#### Response

1. Is Council aware if the NSW Audit is undertaking a performance audit on Section 7.11's?

Yes. The NSW Audit Office initially contacted Council on 23 August 2019 to commence the audit process. Council were officially notified on 6 September 2019 of the audit, inclusive of an engagement letter and audit plan.

The stated aim of the audit was "to assess the effectiveness of governance and internal controls over local infrastructure contributions collected by councils."

Liverpool was selected to be a part of the audit along with 3 other Councils.

Staff have been active and transparent in all dealings with the NSW Audit Office during the audit process. The draft audit report was submitted to Council on 2 March 2020. The purpose of the draft report is to provide Council with the opportunity to correct errors of fact or interpretation before the NSW Audit Office prepare the final report. The draft report remains confidential during this process, and Council has been asked to limit its distribution.

It is anticipated that the NSW Audit Office will issue the final report by 27 March 2020 for formal response. The formal response will be included in the published report when it is tabled in the NSW Parliament by the Auditor-General.

### 2. Has Council undertaken any audits internally/externally on Section 7.11's during this term of Council and if so can we be provided with these reports??

Council's Internal Audit Unit undertook an audit of the developer contributions and consent levies in 2018. The final report issued on 14 December 2018 identified several issues and opportunities for improvement, incorporating management agreed actions to address the issues identified in the report. A copy of this report has been circulated to Councillors via email.

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Please note that the management responses in the report were written at the time the audit was finalised. The progress status on the implementation of these actions are tracked and updated though Promapp (Council's audit action tracking software). Summary status updates and time extensions in relation to implementing these recommendations are tabled to the Audit, Risk and Improvement Committee (ARIC) quarterly (Councillors are provided a copy of the Agenda).

On the 8 Feb 2019 ARIC were briefed on the outcomes of the Contributions audit. Senior Management presented the approach to address key findings and recommendations contained in the report to the independent ARIC members.

Following this internal audit, Council has commenced a wide-ranging program of initiatives and actions to address all finding of the audit report with the overall aim of improving the way that Council manages developer contributions. The initiatives and actions include:

- Recruitment of Manager Infrastructure Planning to lead a small team of staff dedicated to developer contributions;
- Creation of an internal reference group to better manage the contributions framework;
- Broad ranging review of governance, systems and plans;
- Improved documentation available for customers, including mapping of items and relevant plan application areas on the ePlanning Portal;
- Commencement of Aerotropolis Contributions Plan in conjunction with Penrith City Council and the Western Sydney Planning Partnership;
- Progressing updates to "capped" contribution plans to make them fit for submission to IPART as an important step towards recovering contributions impacted by the government imposed s7.11 cap on contributions. A summary of the status of these updates is as follows:
  - Austral/Leppington North awaiting exhibition
  - Edmondson Park review underway
  - East Leppington procurement process underway;
- Inclusion of details of the financial impact of the cap in Council reports on Liverpool Contributions Plan 2014 – Austral Leppington North precincts (25 September 2019 and 11 December 2019). Both reports include detail of the cost per lot of \$56,097 and the capped amount of \$30,000. Additionally, the 11 December 2019 report also includes specific reference to an anticipated \$20m annual shortfall and that this shortfall would "be addressed once council is collecting strictly in accordance with the updated contributions plan".
- Enhanced internal reporting of contribution accounts (income/expenditure);
- Engagement with Independent Pricing and Regularity Tribunal (IPART) to ensure more efficient processing of review of Council plans;

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- Participation in Western Sydney Planning Partnership contributions working group developing best practice amongst Western Sydney councils;
- Identification of key risks associated with S7.11 related activities are ranked in the top 10 of Council's strategic risks;
- Quarterly Enterprise Risk Management reporting to ARIC and Councillors of Councils key strategic and operational risk, including the contribution risk; and
- Regular briefing of the CEO by the Director City Economy & Growth on the progress of mitigating key risk areas pertaining to S7.11 audit and risk outcomes.

These initiatives have reduced the risk associated with the contributions framework while allowing the Infrastructure Planning team to undertake a full review of the systems, plans and processes supporting the contributions framework. It is intended that this new approach to growth management will see Council become a leader in this space and will ensure all the remaining risks are addressed in a systematic and transformative nature.

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ITEM NO:QWN 08FILE NO:049368.2020SUBJECT:Question with Notice - Clr Hadchiti - Contamination Reports

I thank staff for their response regarding contamination reports in the last business paper.

Please address the following:

1. Has Council ever undertaken a survey from companies that have provided contamination reports as part of DA's to seek feedback on Council processes?

#### Response

Council has not undertaken any surveys from companies that have provided contamination reports as part of the DA assessment.

#### **COUNCIL DECISION**

#### Motion: Moved: Clr Hadchiti Seconded: Clr Hadid

That Council undertake surveys from companies that have provided contamination reports as part of the DA assessment.

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

Clr Shelton asked that he be recorded as voting against the motion.

#### Please address the following:

1. Has any progress been made on ensuring we don't see a recycling facility in Georges Fair?

#### Response

At its meeting on 30 May 2018, Council resolved:

That Council:

- 1. In principle, support a proposal for a residential (and auxiliary) land use on the site known as the Moorebank Recyclers in lieu of a recycling facility;
- 2. Note that any proposal needs to undergo the standard assessment process;
- 3. Work closely with the proponent to ensure the best possible outcome for the site in a timely manner, should a proposal be received; and
- 4. Organise a community BBQ once and if the development approval for the recycling plant is surrendered.

Following Council's resolution, the following formal meetings between Council, the landowner and their consultant team have occurred:

13 July 2018 – Meeting to discuss development of a structure plan for the Moorebank East precinct

10 October 2018 – Meeting to discuss proposed density and height of buildings for the site

20 February 2019 – Meeting to discuss planning positioning paper prepared by the proponent. This document outlined the proponents preferred development outcome for the site

11 April 2019 – Meeting to discuss timeframes, noting that the proponents had not lodged a planning proposal with Council for assessment

13 August 2019 – Meeting to discuss flooding issues including flood evacuation for the site.

20 September 2019 – Pre-planning proposal meeting, with formal advice issued to the proponent

10 December 2019 – Meeting with the proponent following their review of the flood evacuation report

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The proponent contacted Council on 14 February 2020 and 26 February 2020 advising of the imminent lodgement of a planning proposal. The planning proposal was lodged with Council on 5 March 2020.

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#### Please address the following:

1. By submitting an early works DA for Civic Place, can it be interpreted by the public that Council has already determined the final outcome of the building DA before a building DA has even been submitted?

#### Response

Noted, it could be interpreted this way, but no works will commence until the Masterplan DA has been approved.

Council has submitted an early works DA to enable the demolition and excavation, a major time component of Liverpool Civic Place, to potentially commence on approval of the Masterplan DA and the subsequent approval of the early works DA, but also potentially before the approval of the actual Council Works DA.

#### **COUNCIL DECISION**

#### Motion:

Moved: Clr Hadchiti

Seconded: Clr Balloot

That Council move into Closed session (pursuant to the provisions of Section 10(A)(2)(d ii) of the Local Government Act 1993) at the end of the meeting to discuss this matter.

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

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Please address the following:

- 1. Does Liverpool council have its cyber security policies up to date to meet the current cyber security threats?
- 2. Does Liverpool council have its IT policy for security and disaster recovery in place to meet the challenges in 2020 and beyond?
- 3. Please advise if Liverpool council operating expenditure exceeds their operating revenue for 2020?

A response to these questions will be provided in the April 2020 Council meeting business papers.

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# ITEM NO:QWN 12FILE NO:065444.2020SUBJECT:Question with Notice - CIr Balloot - Forum - National Redress Scheme of<br/>Survivors of Institutional Child Sexual Abuse

Please address the following:

On Thursday 5th of March I attended the special briefing by New South Wales Attorney General the Honorable Mark Speakman regarding the National redress scheme is part of the federal government response to the royal commission into institutional responses to child sexual abuse.

Council, and Mayors specifically, have new obligations under these reforms, which the state government has committed to.

While historically cases of child abuse in councils and council-run institutions are expected to be rare, councils were signed up to the national redress scheme by the New South Wales government, which will underwrite any financial liability.

Does Liverpool Council have a policy on child sexual abuse?

A response to these questions will be provided in the April 2020 Council meeting Business Papers.

## ITEM NO:QWN 13FILE NO:065464.2020SUBJECT:Question with Notice - Clr Balloot - Coronavirus (COVID-19)

Please address the following:

We have over 100 Coronavirus cases confirmed in Australia, including three deaths up-todate (11 March 2020).

We have 54 Confirmed cases in NSW up to date (11 March 2020).

What measures is Council taking to ensure the safety of our staff and residents from the spread of Coronavirus?

What measures is Council taking to ensure to the support of small business in our LGA?

A response to these questions will be provided in the April 2020 Council meeting business papers.

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ITEM NO:QWN 14FILE NO:067196.2020SUBJECT:Question with Notice - Clr Hagarty - Brontos

Please address the following:

Previously the nearest Brontos were located at St Andrews and Parramatta. Is this still the case?

A response to this question will be provided in the April 2020 Council meeting business papers.

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Please provide:

- i. A list of all Council events cancelled or postponed over the *last* twelve months due to extreme weather events;
- ii. A list of all Council events cancelled or postponed over the *preceding* twelve months due to extreme weather events; and
- iii. An estimate as to the costs arising from item (i).

A response to these questions will be provided in the business papers for the April 2020 Council meeting.

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ITEM NO:QWN 16FILE NO:069344.2020SUBJECT:Question with Notice - Clr Balloot - Civic Place

Please address the following:

- 1. Has Council done an internal audit report in recent times?
- 2. Did any of the Councillors view the signed contract between Liverpool Council and Buildcorp Australia for the construction of Civic Place?
- 3. Can you advise why the cost for the Civic Place has risen from an estimated \$75 million in 2016 to \$195 million currently?

A response to these questions will be provided in the business papers for the April 2020 Council meeting.

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#### NOTICES OF MOTION

ITEM NO:NOM 01FILE NO:065535.2020SUBJECT:Disqualifying real estate agents and property developers from civic office

#### NOTICE OF MOTION

That Council supports moves to disqualify real estate agents and property developers from holding the office of Councillor or Mayor.

#### COUNCIL DECISION (submitted by CIr Hagarty)

Motion: Moved: Clr Hagarty Seconded: Clr Hadchiti

That this Notice of Motion be withdrawn.

ITEM NO:NOM 02FILE NO:069317.2020SUBJECT:Future for Waste

#### BACKGROUND

Liverpool residents are aware of the importance of recycling and most do their bit to reduce, reuse or recycle waste in their daily lives.

However, despite these efforts, the amount of waste we're generating is increasing and recycling and waste diversion rates are flatlining.

Our waste and recycling infrastructure is barely keeping up with demand and local governments across Australia have seen the fallout of sending our recycling overseas for other countries to process.

The NSW Government collects approximately \$800 million every year through the Waste Levy. Recently, the Government put a call out for submissions to a 20 year Waste Strategy issues paper and Plastics Plan discussion paper.

The issue of recycling and effective waste management has been brought before Council a number of times. This process presents an timely opportunity to advocate for important improvements to waste management infrastructure and policy.

#### NOTICE OF MOTION (submitted by Clr Kaliyanda)

That Council:

- Notes the long-awaited release of two Issues Papers (Cleaning Up Our Act The Future for Waste and Resource Recovery in NSW & Redirecting the Future of Plastic in NSW) by the NSW Government on 8 March 2020;
- Notes that the City of Liverpool paid \$9.7m in the S88 waste levy in the last financial year, and received \$217k in NSW Waste Less Recycle More grants in the same period (equal to 2.2% of waste levy paid); and
- 3. Makes a submission to both Issues Papers, consistent with its previously adopted positions, encouraging:
  - a. NSW state government funding to support waste avoidance and recovery, including grant to support councils with major capital investments (including by reinvesting the \$800 million collected under the S88 Waste Levy into recycling);
  - b. The development of a local circular economy, and support for local manufacturing using recycled product;

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- c. Deliver consistent education campaigns to promote waste avoidance (reduce/reuse products) and recycling; and
- d. Introduce producer responsibility schemes for problematic materials

#### COUNCIL DECISION

Motion:

Moved: Clr Kaliyanda Seco

Seconded: Clr Karnib

That Council:

- Notes the long-awaited release of two Issues Papers (Cleaning Up Our Act The Future for Waste and Resource Recovery in NSW & Redirecting the Future of Plastic in NSW) by the NSW Government on 8 March 2020;
- 2. Notes that the City of Liverpool paid \$9.7m in the S88 waste levy in the last financial year, and received \$217k in NSW Waste Less Recycle More grants in the same period (equal to 2.2% of waste levy paid);
- 3. Makes a submission to both Issues Papers, consistent with its previously adopted positions, encouraging:
  - a. NSW state government funding to support waste avoidance and recovery, including grant to support councils with major capital investments (including by reinvesting the \$800 million collected under the S88 Waste Levy into recycling);
  - b. The development of a local circular economy, and support for local manufacturing using recycled product;
  - c. Deliver consistent education campaigns to promote waste avoidance (reduce/reuse products) and recycling; and
  - d. Introduce producer responsibility schemes for problematic materials.
  - e. Continues to investigate all waste to energy opportunities.
- 4. Waste to energy projects be investigated to demonstrate benefits to the community and then consider including waste to energy in the Community Strategic Plan or Delivery Program/Operation Plan.

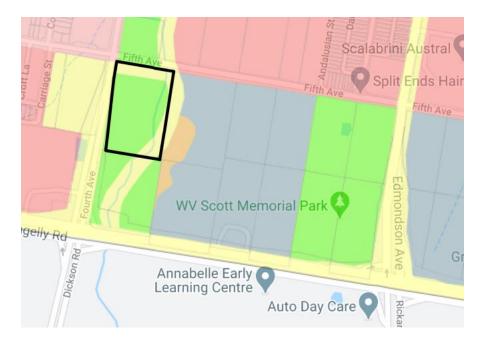
ITEM NO:NOM 03FILE NO:069426.2020SUBJECT:Save Liverpool Animal Shelter

#### BACKGROUND

The community has been outraged by some on this Council wanting to outsource essential services and close Liverpool Animal Shelter and instead have our residents travel to Blacktown Council as the alternate animal shelter.

To make things worse, some people in this room told us through the media, that it would cost \$17m to build a new animal shelter in Liverpool. This is almost DOUBLE the cost of building the Quest hotel in Liverpool.

This motion calls on Council to save ratepayers money and keep the animal shelter in Liverpool and as close as possible to its current location.



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## DA-525/2013

Development Application - Construction of a nine storey hotel and commercial building with two levels of basement car parking and associated signage

Status: <b>Approved</b> Lodged: 15/05/2013 Determined: 12/11/2013 Estimated Cost of Work: S Officer: Marcus Jennejohn Processing Group: Norma	\$ 9,539,569			
Location	People	History	Documents	Show All

39 SCOTT STREET LIVERPOOL NSW 2170

#### NOTICE OF MOTION (submitted by Clr Ayyad)

That Council:

- 1. Allow animal shelters to be a permitted use on the land bordered by Fourth Ave, Fifth Ave, Edmonson Ave, and Bringelly Rd. This includes WV Scott Memorial Park; and
- 2. Delegate to the CEO to send prepare the amendment to the LEP and report back to Council at its next meeting.

#### **COUNCIL DECISION**

The Mayor declared that based on legal advice received, the motion is an illegal motion unless it is dealt with as a rescission motion.

ITEM NO:NOM 04FILE NO:069485.2020SUBJECT:Ban on Prohibited Donors

#### BACKGROUND

If you cannot donate, then why can you run for office? This motion calls on Council to write to both major parties to ban people who are prohibited donors and also those who benefit from industries associated with prohibited donors. It also calls upon those who have significant conflicts of interest to also be prohibited from running on Council.

#### NOTICE OF MOTION (submitted by CIr Ayyad)

That Council write the NSW Government and Opposition to ban people who are prohibited donors and also those who benefit from industries associated with prohibited donors and those who have significant conflicts of interest to also be prohibited from running on Council. An example of these industries are to include:

- Developers
- Real Estate Agents
- Builders
- Concreters
- Carpenters
- People engaged in the selling of alcohol and tobacco
- Staff of members of parliament (both State and Federal)
- Surveyors
- Excavators
- Candidates for state and federal elections
- And any other person who can benefit from a decision of Council.

#### COUNCIL DECISION

Motion:	Moved: Clr Ayyad	Seconded: Clr Hadchiti
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That this Notice of Motion be withdrawn.

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

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#### CONFIDENTIAL ITEMS

ITEM NO:CONF 03FILE NO:047681.2020SUBJECT:ST2953 Recycling Material Acceptance and Processing Service

#### **COUNCIL DECISION**

Moved: Cir Shelton

Seconded: Clr Rhodes

That Council:

Motion:

- In accordance with clause 178(1)(b) of the Local Government (General) Regulation 2005 declines to accept Visy Paper Pty Ltd T/A Visy Recycling submission in response to the ST2953 Recycling Material Acceptance and Processing Service tender.
- 2. In accordance with Section 178(3)(e) of the Local Government (General) Regulation 2005 by resolution, delegates authority to the CEO or her nominee to enter into negotiations with Visy Paper Pty Ltd T/A Visy Recycling but with the ability to open this up to other parties, with a view to entering into a contract in relation to ST2953 Recycling Material Acceptance and Process Service.
- 3. In accordance with clause 178(4) off the Local Government (General) Regulation 2005, notes that the reasons for entering into negotiations and not calling fresh tenders are:
  - a) The market was not as expected, resulted in insufficient submissions.
  - b) Local offerings within the Liverpool LGA have not been fully explored. By proceeding with direct negotiations, Council will be able to engage with local suppliers and promote awareness of Council's purchasing procedures, facilitating economic development in the process.
- 4. Makes public its decision on ST2953 Recycling Material Acceptance and Processing Service.
- 5. Notes that the Chief Executive Officer will finalise all details and sign the Letter of Acceptance following publication of draft Minutes on Council website for the tender, giving it contractual effect, in accordance with delegated authority.
- 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.

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

Vote for:Mayor Waller, Clr Ayyad, Clr Balloot, Clr Hadid, Clr Hagarty, Clr Harle,<br/>Clr Karnib, Clr Kaliyanda, Clr Rhodes, Clr Shelton.

**Vote against:** Clr Hadchiti.

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ITEM NO:CONF 04FILE NO:057403.2020SUBJECT:Tender WT2892 - Phillips Park Redevelopment

#### **COUNCIL DECISION**

Motion:

Moved: Clr Hagarty

Seconded: Clr Shelton

That Council:

- 1. Accepts the tender from HPAC Pty Ltd for Tender WT2892 Phillips Park Redevelopment for a 52 week contract term at the GST inclusive price specified in the confidential report.
- 2. Makes public its decision regarding Tender WT2892 Phillips Park Redevelopment.
- 3. Delegates the Chief Executive Officer to finalise all details and sign the Letter of Acceptance following publication of draft Minutes on Council website for the tender, giving it contractual effect, in accordance with delegated authority.
- 4. 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 accept tenders up to a value of \$2 million.
- 5. 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.

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

Councillors voted unanimously for this motion.

ITEM NO:CONF 05FILE NO:056949.2020SUBJECT:Acquisition of part of Lot 431 DP2475 being part of 270 Fifteenth Avenue,<br/>Austral for drainage purpose

#### **COUNCIL DECISION**

#### Moved: Clr Shelton Seconded: Clr Kaliyanda

That Council:

Motion:

- 1. Approves the acquisition of part of Lot 431 DP2475, being part of 270 Fifteenth Avenue, Austral on the terms outlined in this confidential report;
- 2. Authorises the CEO or her delegated officer to execute any document, under Power of Attorney, necessary to give effect to this decision;
- 3. Resolves to classify part of Lot 431 DP2475 as "operational" land in accordance with the Local Government Act, 1993; and
- 4. 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 Council is conducting (or proposes to conduct) business.

#### COUNCIL IN CLOSED SESSION

Mayor Waller advised that Council would now move into Closed Session to discuss item QWN 10 (Question with Notice - Clr Hadchiti - Civic Place) because the information discussed was confidential pursuant to the provisions of s10(A)(2)(d ii) of the Local Government Act 1993 because it contains commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.

#### Council moved into Closed Session at 8.00pm.

#### Motion: Moved: Clr Kaliyanda Seconded: Clr Shelton

That Council move back into open session.

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

#### At 8.04pm, Council moved back into open session.

Note, there was no motion or resolution regarding QWN 10.

Minutes of the Ordinary Council Meeting held on Wednesday, 25 March 2020 and confirmed on Wednesday, 29 April 2020

ITEM NO:NOM 05FILE NO:069522.2020SUBJECT:Civic Place

#### BACKGROUND

According to media and Council's website, Civic Place is going to cost rate payers \$195 million dollars, up from the \$75m it was supposed to cost in the last term of Council.

Whilst there is support for the project, many residents have been concerned that they haven't been consulted about the cost.

This motion calls on Council to immediately begin community consultation and let the ratepayers and residents know how much Civic Place will cost them and the cost difference from when originally started, as they are the ones paying for it.

#### NOTICE OF MOTION (submitted by CIr Ayyad)

That Council:

- 1. Immediately undertake extensive community consultation regarding the new vs old cost of civic place. This is to include a direct mail out to all rate payers and residents; and
- 2. Undertake no further work until this has been completed and the results are returned to Council.

#### COUNCIL DECISION

Motion: Moved: Clr Ayyad Seconded: Clr Balloot

That Council immediately undertake extensive community consultation regarding the new vs old cost of civic place. This is to include a direct mail out to all rate payers and residents.

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

Clr Shelton and Clr Harle asked that they be recorded as voting against the motion

The Mayor advised that the remaining items on the agenda (as shown below) will be dealt with at the April 2020 Council meeting:

- CEO 01 Change of date for November 2020 Council meeting;
- CEO 03 Response to QWN 15 Edmondson Park Commuter Car Parking from 5 February 2020 council meeting;
- CEO 04 Mayoral Direction pursuant to Section 226(d) of the Local Government Act 1993;
- EGROW 01 Report back NOM 01 Feral Cats and Trap-Neuter-Return (TNR) Program from 5 February 2020 Council meeting;
- EGROW 02 Destination Management Plan First year review;
- EGROW 03 Draft Former Liverpool Courthouse Conservation Management Plan;
- EGROW 04 Draft Amendment to Liverpool Development Control Plan 2008 Part 1 General Controls (Chapter 26 Outdoor Advertising and Signage);
- EGROW 05 Draft Amendments to Liverpool Contributions Plan 2009 and Liverpool Contributions Plan 2018 Liverpool City Centre to ensure clarity around the payment of development contributions for complying development certificates;
- EGROW 06 Draft Amendment 1 to Liverpool Contributions Plan 2018 Existing Areas
   Instalment Payments for Secondary Dwellings;
- EGROW 07 Post Exhibition Report Draft Liverpool Local Environmental Plan 2008 (Amendment 76) - Schedule 1 Amendment to permit vehicle sales or hire premises at 36-36A Kookaburra Rd, North Prestons;
- EGROW 08 Street Naming Request Edmondson Park;
- EGROW 09 Post Exhibition Report Draft Liverpool Development Control Plan 2008 (Amendment 25);
- EGROW 10 Out of Office Hours Compliance Officers;
- COM 02 Response to NOM 2 Ferrington Park;
- CORP 01 Response to NOM 05 A Prominent Permanent Home for the City of Liverpool and District Historical Society;
- CORP 02 Investment Report February 2020;
- CORP 03 Amendment to Councils Investment Policy;
- INF 01 Upgrades to Whitlam Leisure Centre;
- INF 02 Roads in Middleton Grange and Western Sydney Parklands;
- INF 03 Conservation of Koala Habitat Corridors;

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- CTTE 01 Minutes of the Audit, Risk and Improvement Committee Meeting held on 7 February 2020;
- CTTE 02 Minutes of the Tourism and CBD Committee meeting held on 11 February 2020;
- CONF 01 Acquisition Clermont Park, Lot 4601 in DP 1248502 Edmondson Park, for open space purposes; and
- CONF 02 Hammondville Park Leisure Precinct.

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#### THE MEETING CLOSED AT 8.18pm.

<Signature>

Name: Wendy Waller

Title: Mayor

Date: 29 April 2020

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 25 March 2020. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

Minutes of the Ordinary Council Meeting held on Wednesday, 25 March 2020 and confirmed on Wednesday, 29 April 2020

## LIVERPOOL CITY COUNCIL

#### MINUTES OF THE EXTRAORDINARY MEETING HELD ON 16 APRIL 2020

#### PRESENT VIA VIDEO CONFERENCING:

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 George Hampouris, Acting Director City Corporate Mr David Maguire, Internal Ombudsman Ms Elizabeth Espinosa, General Counsel, Manager Governance, Legal and Procurement Ms Julie Scott, Manager City Economy Mr Vishwa Nadan, Chief Financial Officer Dr Eddie Jackson, Director City Community and Culture Mr Peter Patterson, Director City Presentation Mr Raj Autar, Director City Infrastructure and Environment Mr Andrew Stevenson, Chief Strategy and Engagement Officer Ms Tina Sangiuliano, Strategic Organisational Changer Manager Mr George Georgakis, Manager Council and Executive Services Ms Susan Ranieri, Coordinator Council and Executive Services (minutes)

#### OPENING

6.02pm.

STATEMENT REGARDING WEBCASTING OF MEETING The Mayor reminded everyone that in accordance with Council's Code of Meeting Practice, the meeting is being livestreamed.

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#### ACKNOWLEDGMENT OF COUNTRY, PRAYER OF COUNCIL AND AFFIRMATION

Read by the Chief Executive Officer, Ms Kiersten Fishburn.

#### APOLOGIES

Nil.

#### **DECLARATIONS OF INTEREST**

Clr Shelton declared a non-pecuniary less than significant interest in relation to **Initiative 13** dealing with fees for casual hirers of Council facilities.

**Reason:** Clr Shelton is a member of an organisation that does hire casually Council facilities from time to time. Clr Shelton does not get any benefit.

Clr Shelton will stay online for the meeting during discussion on this item.

Clr Shelton declared a non-pecuniary less than significant interest in relation to **Initiative 5** dealing parking permit system to businesses and their staff operations from the CBD.

Reason: Clr Shelton owns a business that operates from the CBD.

Clr Shelton will stay online for the meeting during discussion on this item.

Mayor Waller declared a non-pecuniary less than significant interest in relation to **Initiatives 13, 14 and 15** dealing with fees for casual hirers of Council facilities, licence fees for Licensed tenants of Council's community facilities, and fees and charges.

**Reason:** Mayor Waller is a member of organisations that casually hire Council's community facilities and also have licence agreements. The Mayor does not have any gain in it, only the organisations which she is a member of do.

Mayor Waller will stay online for the meeting during discussion on this item.

Clr Hadchiti declared a non-pecuniary less than significant interest in relation to **Initiative 13** dealing with fees for casual hirers of Council halls.

**Reason:** Clr Hadchiti's children do karate and a sister organisation rents a Council hall. Clr Hadchiti does not get any benefit.

Clr Hadchiti will stay online for the meeting during discussion on this item.

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Clr Kaliyanda declared a non-pecuniary less than significant interest in relation to **Initiative 13** dealing with fees for casual hirers of Council facilities.

**Reason:** CIr Kaliyanda is a member of an organisation that does hire casually Council facilities from time to time. CIr Kaliyanda does not get any benefit.

Clr Kaliyanda will stay online for the meeting during discussion on this item.

Clr Hagarty declared a non-pecuniary less than significant interest in relation to **Initiative 13** dealing with fees for casual hirers of Council facilities.

**Reason:** Clr Hagarty is a member of an organisation that does hire casually Council facilities from time to time. Clr Hagarty does not get any benefit.

Clr Hagarty will stay online for the meeting during discussion on this item.

#### CHIEF EXECUTIVE OFFICER REPORT

ITEM NO:CEO 01FILE NO:092286.2020SUBJECT:COVID-19 - Liverpool City Council Response

#### DECISION

In relation to the Initiatives outlined in the report, that Council carry out the following (as listed and voted on separately at the meeting):

Moved Clr Shelton Seconded: Clr Hadchiti

## Workforce

Motion

#### 1. Initiative

That Council direct the CEO for the first six months of 2020/2021, retain the staff budget, as in the 2019/2020 staff budget, with the exception of any mandated award increases.

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Chairperson

.....

#### **Community**

#### 2. Initiative

#### That Council:

1. Support the homeless by co-ordinating the services offered by the NSW Government through the 'People sleeping rough and COVID-19 – DCJ and homelessness sector response' last published 23 March 2020.

Where that is not possible, Council direct the CEO to:

2. Establish a 'COVID-19 Emergency Response Program' to action timely requests for Council support toward critical and essential services for vulnerable community groups in Liverpool, including allocation of funds for provision of food, accommodation and PPE.

The scope of this Program is to include the following financial and in-kind initiatives:

- Keep open public amenities at Bigge Park, Collimore Park, Lighthorse Park and Seton Hall (Moorebank) 24/7 so that rough sleepers and the general public have access to soap and water at all times, to wash their hands;
- Provide access to shower facilities at Francis Greenway Centre two to three days a week for rough sleepers;
- Provide access for government agencies and charities to utilise Council facilities to deliver critical services such as food sorting and distribution;
- Run a campaign to encourage food donations to designated charities;
- Allocate funds to purchase food and hygiene supplies for rough sleepers and charities from existing budgets;
- Allocate funds toward essential relief services in Liverpool; and
- Coordinate provision of food and essential services to vulnerable groups in Liverpool.

Motion:

Moved: Clr Hagarty Seconded: Clr Shelton

#### CITY ECONOMY

#### 3. Initiative:

That Council:

- 1. Support businesses specialising in hospitality, retail, tourism and leisure by allocating funds from the CDF for a *Rebuilding Liverpool's Economy* package to support businesses in the Liverpool CBD affected by the crisis; and
- 2. Also offer this support package to impacted businesses beyond the CBD, with a separate funding allocation.

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

Motion:

Moved: Clr Hagarty

Seconded: Clr Shelton

#### 4. Initiative:

That Council:

Implement a Business to Consumer program for non-retail businesses (eg manufacturers, wholesalers, transport and logistics companies) to facilitate an effective pivot of their existing business models; to deliver a Business Resilience webinar series to local businesses; support local businesses to pivot towards resilient operations; develop a digital ready grants program for businesses outside the CBD; and support skills development of people who become unemployed or are redeployed, by working with them and with tertiary institutions. All businesses in the LGA (in particular those outside the CBD) would be supported by this initiative.

Motion:

Moved: Clr Hadchiti Seconded: Clr Hadid

#### **COMPLIANCE**

#### 5. Initiative:

That Council extend the parking permit system to businesses and their staff operating from the CBD (excluding Westfields) including health care providers. All permits to have an initial lifespan till end of July 2020.

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

#### 6. Initiative

Note, Initiative 6 (as shown in the Council report) was not voted on as this was raised at the meeting and Council was advised that rehoming will be undertaken and will commence next week.

#### Motion:

Moved: Clr Kaliyanda Seconded: Clr Hadchiti

#### 7. Initiative

That Council direct the CEO to apply discretion when issuing infringements, while protecting public health and safety. In that regard, fines will only be issued in the following circumstances:

- Parking in a "No Stopping" and "No Parking" zones and in close proximity to an intersection;
- Trucks parking in residential areas in excess of one hour;
- Parking on nature strips where it causes an obstruction to pedestrians and/or a blind spot for drivers exiting their driveways;
- Environmental pollution incidents; and
- Dog attacks.

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

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Motion:

Moved: Clr Hadchiti Secor

Seconded: Clr Hadid

#### 8. Initiative

That Council direct the CEO to suspend all health inspection fees from the date of restrictions coming into place however continue to undertake health inspections. Allow an extra 6 months for health inspections billed but not yet paid.

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

Motion:

Moved: Clr Hadchiti

Seconded: Clr Rhodes

#### 9. Initiative

That Council:

- 1. Defer on application, 50% of Sect 7.11 contributions payable from Construction Certificate stage to Occupation Certificate/Subdivision stage for all applications received or approved till December 2020;
- 2. Fast track Sect 4.55 and/or 4.56 applications requesting 50% Sect 7.11 deferrals to Occupation/Subdivision stage for applications already approved but yet to be issued a Construction Certificate;
- 3. Commit to drive down the outstanding DA currently being determined and allow the use of external providers should this be required; and
- 4. Amend the Contributions Plan to remove the requirement of a bank guarantee (for the full amount of the contribution payable), adopt immediately if permissible, otherwise exhibit for statutory 28 days period.

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

Clr Balloot asked that he be recorded as having voted against the motion.

Motion:

Moved: Clr Hadchiti

Seconded: Clr Rhodes

#### RATES AND REVENUE

#### 10. Initiative:

That Council:

- 1. Amend Rating Revenue policy to extend hardship provisions to all rating categories as defined under section 514 of the Local Government Act;
- 2. Allow applications for hardship to be made online to simplify process and remove requirements to provide detailed and complex information;
- 3. Report to a full Council meeting any hardship applications made that are being recommended for refusal for Council to determine;
- 4. Waive any interest due on approved hardship cases for a period of 6 months subject to review after the 6 month period; and
- 5. Include the Mayor as part of the Hardship Committee membership.

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

Motion: Moved: Clr Hadchiti Seconded: Clr Balloot

#### 11. 12. 13. and 14. Initiatives:

## Note: The following motion was moved and carried with respect to Initiatives 11, 12, 13 and 14.

That Council:

- 1. Provide a 100% rent abatement for all existing retail and small tenants/licence holders that have been affected by Federal restrictions put into place (excluding telecommunications lease) until 2 months after those restrictions are lifted;
- 2. For commercial tenants manage these in line with the Code of Conduct for Commercial Tenancies as introduced by the Federal Government, and report back to Council on these negotiations (excluding telecommunications lease); and
- 3. Provide a full refund for hirers/licence holders of any community facility whether casual or permanent where a fee has been paid and the use of that facility is not possible due to restrictions being put into place from the date restrictions were put into place.

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

#### Motion: Moved: CIr Hagarty Seconded: CIr Hadchiti

#### 15. Initiative:

That Council defer this initiative until further information is received about the budget.

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

Motion: Moved: Clr Kaliyanda Seconded: Clr Shelton

#### ADVOCACY

#### 16. Initiative:

That Council seek funding from the NSW Government for an accelerated package of capital works projects (attached to the report) that can be delivered in the Liverpool LGA within a short timeframe.

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

Moved: Clr Kaliyanda Seconded: Clr Rhodes

#### 17. Initiative

That Council direct the CEO to support the actions endorsed in previous resolutions through Ministerial letters and targeted communications campaigns; and

Additionally:

Motion:

Write to Federal and NSW Treasurers outlining collapse in revenues and seeking a rates guarantee to ensure financial liquidity, financial assistance to maintain existing employment levels and explicit inclusion of local government in any future stimulus packages;

Support LGNSW's campaign to suspend Fit for the Future guidelines given current circumstances, including writing to Minister for Local Government as appropriate;

Council believes FFF targets and benchmarks are now outdated and should be abandoned as councils will be increasingly unable to meet targets and benchmarks during the pandemic. Further information on the LGNSW campaign will be sought.

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Write to Minister for Local Government seeking regulations requiring notices to be placed in newspapers be waived for six months in light of local papers suspending printing and for Council be allowed to advise residents through websites and social media;

With local newspapers suspending printed publication Council faces a potentially expensive increase in advertising costs if it is forced to publish notices in metropolitan newspapers. Accordingly, a suspension or abolition of current arrangements is sought.

Write to the Federal and NSW Governments to highlight the financial impact on Council of new childcare arrangements announced last week;

Write to local MPs with a summary of relevant resolutions; and

Implement an ongoing communications campaign to ensure residents and businesses have all available information about COVID-19 and Council's responses to support the community.

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

#### Moved: Clr Hadchiti Seconded: Clr Hadid

#### 18. Initiative

That Council require any new expenditure that commits Council to an amount over \$500k be approved by Council.

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

Motion:

Motion:

Moved: Clr Hadchiti Seconded: Clr Hadid

#### 19. Initiative

That Council waive all out-door dining fees from the date of restrictions coming into place until 2 months after these restrictions are lifted. Any fees paid to be refunded on a pro rata basis for that period.

Motion:

Moved: Clr Hadchiti

Seconded: Clr Hadid

#### 20. Initiative

That Council ensure all payments that can be made to suppliers where the goods/services have been delivered in full (noting some may be staged payments) be made immediately and not wait until the due date should that be a period of less than 2 months

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

Minutes of the Extraordinary Council Meeting held on Thursday, 16 April 2020 and confirmed on Wednesday, 29 April 2020

#### THE MEETING CLOSED AT 7.34pm.

<Signature>

Name: Wendy Waller

Title: Mayor

Date: 29 April 2020

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 16 April 2020. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

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CEO 01	Draft Privacy Policy - recommendations for amendment by Information and Privacy Commission	
	00111111351011	
Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes	
File Ref	075692.2020	
Report By	David Maguire - Internal Ombudsman	
Approved By	Kiersten Fishburn - Chief Executive Officer	

#### **EXECUTIVE SUMMARY**

Council adopted its Privacy Policy by a Council Resolution on 20 November 2019.

Following the adoption of the policy, it was submitted, as required under section 32(1) of the *Privacy and Personal Information Protection Act* 1988 (the PPIP Act), to the Information and Privacy Commission (the IPC).

The IPC has recommended that Council make some minor amendments to the policy. These recommended amendments have been incorporated in the attached draft policy.

#### RECOMMENDATION

That Council adopt the Draft Privacy Policy attached to this report.

#### REPORT

Council's Privacy Policy, adopted at the Council meeting on 20 November 2019, is its privacy management plan for the purpose of section 33(1) of the PPIP Act.

Following adoption of the policy by Council, the Internal Ombudsman submitted it to the IPC, as required under section 33(5) of the PPIP Act.

The IPC, by letter dated 19 February 2020, made some recommendations for minor amendments to the policy (see the attached IPC Checklist) in accordance with section 36(2)(e) of the PPIP Act. These recommended amendments have been incorporated in the policy, as

shown in red type font in the attached draft. The most notable amendment is the inclusion of Appendix 7: the Privacy Code of Practice for Local Government.

It is recommended that Council adopt the Draft Privacy Policy.

For the information of the Mayor and Councillors, as per the Council Resolution adopted on 20 November 2019, the City of Liverpool has now joined the world Cities Coalition for Digital Rights, being the second Australian city to do so. Details of member cities are available at the following web link: <u>https://citiesfordigitalrights.org/cities</u>.

## 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.	
	Provide information about Council's services, roles and decision making processes.	
Civic Leadership	Deliver services that are customer focused.	
	Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.	
Legislative	<i>Privacy and Personal Information Protection Act</i> 1998 sections 32(1), 33(5) and 36(2)(e)	

## ATTACHMENTS

- 1. IPC Feedback Letter (Under separate cover)
- 2. IPC Checklist (Under separate cover)
- 3. Draft Privacy Policy (March 2020) (Under separate cover)

CEO 02	Response to QWN 15 Edmondson Park Commuter Car Parking from 5 February 2020 council meeting	
Strategic Direction	Generating Opportunity Advocate for, and develop, transport networks to create an accessible city	
File Ref	058398.2020	
Report By	Tatjana Bozovic - Communications Assistant	
Approved By	Andrew Stevenson - Chief Strategy and Engagement Officer	

## **EXECUTIVE SUMMARY**

At its 5 February 2020 Council meeting, Council requested that Council advocate that funding for rail in the Western City be fast-tracked.

## RECOMMENDATION

That Council receive and note the report.

## REPORT

At its 5 February 2020 Council meeting, Council directed that letters be sent to the relevant State and Federal Government ministers requesting that funding for rail infrastructure in the Western City be fast-tracked, including for the Metro and South West Rail link.

The letters also welcomed the NSW Government commitment to provide additional parking at Edmondson Park Station.

The letters were sent on 20 February 2020 to The Hon. Andrew Constance MP, Minister for Transport and Roads and The Hon. Alan Tudge MP, Minister for Cities, Urban Infrastructure and Population. Both letters are attached for reference.

Council requested an update be provided at the March Council meeting as to when these letters were sent (noting that this report was held over due to changes to the March meeting).

## ORDINARY MEETING 29 APRIL 2020 CHIEF EXECUTIVE OFFICER REPORT

## CONSIDERATIONS

Economic	Facilitate economic development.	
Environment	Promote an integrated and user friendly public transport service. Support the delivery of a range of transport options.	
Social	Utilise the Western Sydney City Deal agreement to provide connectivity across the LGA through infrastructure and social initiatives.	
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 to The Hon. Alan Tudge MP
- 2. Letter to The Hon. Andrew Constance MP

## LIVERPOOL CITY COUNCIL

Ref No.: Contact: Ph: Date:

331554.2019 Andrew Stevenson 8711 7777 20 February 2020

The Hon. Alan Tudge MP Minister for Cities, Urban Infrastructure and Population PO Box 6022 House of Representatives Parliament House Canberra ACT 2600

Dear Minister

#### Council Resolution on Transport Infrastructure in the Western Parkland City

At Liverpool City Council's meeting on 5 February 2020, Council resolved that Council:

#### Write to the State Government and Federal Ministers requesting them to fast track funds for rail infrastructure in Western City including the Metro and the Leppington link to the Airport

As you know, South West Sydney is one of the fastest-growing parts of Australia. Furthermore our region is experiencing an unprecedented investment in catalytic infrastructure, including the new Western Sydney International (Nancy-Bird Walton) Airport ('Western Sydney International Airport'), Stage 1 of the Greater West Metro and the new M12 motorway that have the potential to transform connectivity in this region.

The NSW Government's commitment in the last election campaign to extend the new Metro line from Bankstown to Liverpool will further help deliver this improved connectivity. A significant proportion of our community commutes east from Liverpool each day, and historic underinvestment in public transport has resulted in lengthy travel times for many commuters.

Early extension of the metro line from Bankstown to Liverpool has the potential to significantly reduce commuting times for our community and improve accessibility. Improved transport access to Liverpool, from other parts of Sydney would also significantly boost jobs and investment in Liverpool City Centre. Council accordingly encourages a funding commitment from the NSW Government and the Commonwealth for delivery of this link.

Council's resolution also refers to connecting Leppington to Western Sydney International Airport by rail. As you will be aware, an extension of the South West Rail Link to the Aerotropolis forms one of the new rail projects recommended in the Western Sydney Rail Needs Study, however a timeframe is not set for this project.

Council recognises the important role the Federal Government is playing to support muchneeded infrastructure in our region, most notably through Western Sydney International Airport and the North-South Rail link



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 Email Icc@liverpool.nsw.gov.au Web www.liverpool.nsw.gov.au NRS 13 36 77 ABN 84 181 182 471

Council strongly supports Western Sydney International Airport being rail connected from opening, and considers that the South West Rail Link extension provides the most affordable and efficient connection to communities in the Liverpool Local Government Area of the projects set out in the Western Sydney Rail Needs Study. Fast-tracking the funding and timing for this project would support early planning in our community for the improved connectivity that this project will provide when delivered.

In accordance with Council's resolution I have also written to Minister Constance in similar terms requesting a funding commitment from the NSW Government towards these projects too.

I have asked for Mr Andrew Stevenson, Council's Chief Strategy and Engagement Officer be available to discuss this letter further with your staff if that would assist. Mr Stevenson can be contacted at <u>stevensona@liverpool.nsw.gov.au</u> or on 8711 7535.

Yours sincerely Tim Moore

Acting Chief Executive Officer



**CEO 02** 

Ref No.: Contact: Ph: Date:

331554.2019 Andrew Stevenson 8711 7777 20 February 2020

The Hon, Andrew Constance MP Minister for Transport and Roads **GPO Box 5341** SYDNEY NSW 2001

Dear Minister

#### Council Resolution on Transport Infrastructure in the Western Parkland City

Thank you for your time recently to discuss transport issues in the Liverpool Local Government Area.

Mayor Waller and I appreciated the opportunity to brief you on our current projects, including investigations into Trackless Tram technology, and we were grateful for your assistance regarding Council's concerns on the Hoxton Park Rd upgrade project. We look forward to continuing to engage with you on these important issues and updating you as these projects progress.

At Liverpool City Council's meeting on 5 February 2020, Council resolved that Council:

#### Write to the State Government and Federal Ministers requesting them to fast track funds for rail infrastructure in Western City including the Metro and the Leppington link to the Airport

As you know, South West Sydney is one of the fastest-growing parts of Australia. Furthermore, our region is experiencing an unprecedented investment in catalytic infrastructure, including the new Western Sydney International (Nancy-Bird Walton) Airport ('Western Sydney International Airport'), Stage 1 of the Greater West Metro and the new M12 motorway that have the potential to transform connectivity in this region.

The NSW Government's commitment in the last election campaign to extend the new Metro line from Bankstown to Liverpool will further help deliver this improved connectivity. A significant proportion of our community commute east from Liverpool each day, and historic underinvestment in public transport has resulted in lengthy travel times for many commuters.

Early extension of the metro line from Bankstown to Liverpool has the potential to significantly reduce commuting times for our community and improve accessibility. Improved transport access to Liverpool, from other parts of Sydney would also significantly boost jobs and investment in Liverpool City Centre. Council accordingly encourages the early funding commitment and delivery of the extension of this link. Council officers are ready to work with your agency on this critical project and I would be grateful if Transport for NSW could provide Council with an update on planning for the extension.



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 Email Icc@liverpool.nsw.gov.au Web www.liverpool.nsw.gov.au NRS 13 36 77 ABN 84 181 182 471

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Council's resolution also refers to connecting Leppington to Western Sydney International Airport by rail.

As you will be aware, an extension of the South West Rail Link to the Aerotropolis forms one of the new rail projects recommended in the Western Sydney Rail Needs Study, however a timeframe is not set for this project.

Council strongly supports Western Sydney International Airport being rail connected from opening, and considers that the South West Rail Link extension provides the most affordable and efficient connection to communities in the Liverpool Local Government Area of the projects set out in the Western Sydney Rail Needs Study. Fast-tracking funding and timing for this project would support early planning in our community for the improved connectivity that this project will provide when delivered.

Finally, Council again welcomes the commitment by the NSW Government to provide additional parking at Edmondson Park Station. I note that at its recent meeting Council resolved to express its need for an increase in parking spaces at Edmondson Park Station.

In accordance with Council's resolution I have also written to Minister Tudge in similar terms requesting a funding commitment from the Commonwealth towards these projects too.

I have asked for Mr Andrew Stevenson, Council's Chief Strategy and Engagement Officer be available to discuss this letter further with your staff if that would assist. Mr Stevenson can be contacted at <u>stevensona@liverpool.nsw.gov.au</u> or on 8711 7535.

Yours sincerely

Tim Moore Acting Chief Executive Officer

## ORDINARY MEETING 29 APRIL 2020 CHIEF EXECUTIVE OFFICER REPORT

# CEO 03 Mayoral Direction pursuant to Section 226(d) of the Local Government Act 1993

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes	
File Ref	071117.2020	
Report By	George Georgakis - Manager Council and Executive Services	
Approved By	Andrew Stevenson - Chief Strategy and Engagement Officer	

#### **EXECUTIVE SUMMARY**

To report to Council on one instance where the Mayor, pursuant to Section 226(d) of the Local Government Act 1993 exercising in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

#### RECOMMENDATION

That Council note and endorse the Mayoral Direction dated 17 March 2020 attached to the report.

## REPORT

Section 226 of the Local Government Act 1993 outlines the role of the Mayor and Section 226(d) states that the role includes the following:

*"To exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council."* 

On 17 March 2020 the Mayor made a determination/direction pursuant to the policy-making responsibilities under s.226(d) of the Act.

The Mayoral Direction relates to the decision to override clause 5 and 18.8 of the current Code of Meeting Practice and all charters of Committees of Council which refer to Councillors and committee members being personally present and in committee meetings in order to participate in them.

The determination/direction was necessary and could not be delayed until the April 2020 Ordinary Meeting of Council for the following reasons:



## ORDINARY MEETING 29 APRIL 2020 CHIEF EXECUTIVE OFFICER REPORT

- 1. The risk to staff, Councillors and members of the community due to the current situation with novel coronavirus (COVID-19) pandemic; and
- 2. The need for the work of Council to continue, including its committee meetings, under these exceptional circumstances.

The Mayoral Direction is attached to the report.

#### CONSIDERATIONS

Economic	Costs associated with carrying out the Mayoral Direction.	
Environment	Enhance the environmental performance of buildings and homes. Raise community awareness and support action in relation to environmental issues.	
Social	Raise awareness in the community about the available services and facilities.	
Civic Leadership	<ul> <li>Act as an environmental leader in the community.</li> <li>Foster neighbourhood pride and a sense of responsibility.</li> <li>Encourage the community to engage in Council initiatives and actions.</li> <li>Provide information about Council's services, roles and decision making processes.</li> <li>Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.</li> </ul>	
Legislative	Section 226(d) of the Local Government Act 1993.	

## ATTACHMENTS

1. Mayoral Direction dated 17 March 2020



#### MAYORAL DIRECTION

#### Pursuant to s.226(d) of the Local Government Act 1993

(TRIM 124053.2017)

On 17 March 2020, I, Wendy Waller, being the elected Mayor of Liverpool City Council, make the following determination/direction pursuant to my policy-making responsibilities under section 226(d) of the *Local Government Act* 1993:

- To override clause 5 and 18.8 of the current Code of Meeting practice and all charters of Committees of Council which refer to Councillors and committee members being personally present in committee meetings to in order to participate in them.
- 2. For the purpose of complying with clause 5 and 18.8 of the Code of Meeting Practice, and only in the case of exceptional circumstances, Councillors and committee members will be deemed to be personally present and in attendance if they attend and participate in the committee meeting via technological means including but not limited to phone or video conferencing platforms which I determine from time to time.
- For the avoidance of any doubt, a councillor or committee member will not be considered or treated as absent and will be entitled to participate in the committee meeting if the participation is via phone/video conferencing only if in accordance with this direction.

This determination/direction is necessary and cannot be delayed until the next Ordinary Meeting of Council for the following reasons:

- 1. The risk to staff, Councillors and members of the community due to the current situation with novel coronavirus (COVID-19) pandemic.
- The need for the work of Council to continue, including its committee meetings, under these exceptional circumstances.

The Chief Executive Officer will report this determination/direction to the next Ordinary Meeting of Council, scheduled for 25 March 2020.

Date of determination/direction:

1 JL

Wendy Waller Mayor Liverpool City Council

Dr Eddie Jackson Acting Chief Executive Officer Liverpool City Council

EGROW 01	LEP Review: Public Exhibition of draft Local
	Housing Strategy, draft Centres and Corridors
	Strategy & draft Industrial and Employment
	Lands Strategy

Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population	
File Ref	052059.2020	
Report By	Michael Midson - Executive Planner	
Approved By	Tim Moore - Director, City Economy and Growth / Deputy CEO	

## **EXECUTIVE SUMMARY**

Council has received funding under the Western Sydney City Deal to conduct an accelerated review of the Liverpool Local Environmental Plan 2008 (LLEP 2008). As part of this review process, the following draft land use strategies have been prepared for public exhibition:

- Draft Liverpool Local Housing Strategy 2020;
- Draft Liverpool Centres and Corridors Strategy 2020; and
- Draft Liverpool Industrial and Employment Lands Strategy 2020.

These draft strategies are underpinned by evidence-based studies and have been informed by community engagement undertaken during the development of Council's Local Strategic Planning Statement 'Connected Liverpool 2040' (LSPS).

The purpose of these strategies is to guide strategic land use planning in Liverpool and to support the development of the new Local Environmental Plan and Development Control Plan. The strategies respond to key trends and opportunities to ensure that growth in Liverpool is appropriately managed and provides guidance for the assessment of future planning proposals.

It is recommended that Council place the draft Strategies on public exhibition for 28 days. It is anticipated that the exhibition of the Strategies will occur at the same time as the exhibition of the Phase 1 LEP Review Planning Proposal which is currently awaiting Gateway Determination from the NSW Department of Planning, Industry and Environment (DPIE).

#### RECOMMENDATION

That Council:

- 1. Place the Draft Local Housing Strategy; Draft Centres and Corridors Strategy and Draft Industrial and Employment Lands Strategy on public exhibition for 28 days; and
- 2. Receive a further report following the public exhibition period detailing submissions received and any amendments proposed.

#### REPORT

#### Background

The Local Strategic Planning Statement (LSPS) was endorsed by Council on 25 March 2020 and formally approved and published on the NSW Planning Portal on 31 March 2020. The LSPS includes actions to develop and implement a range of strategic land use planning studies and strategies. A number of these strategies have now been prepared for the purposes of public exhibition and are listed in Table 1 below.

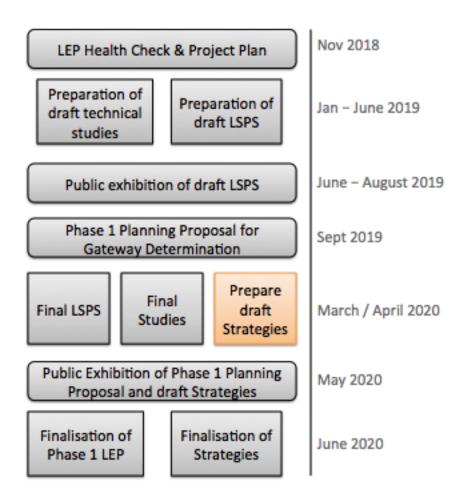
Table 1 – Draft strategies for public exhibition

Draft Strategy	LSPS Action	Strategy to be Superseded
Local Housing Strategy	Action 7.1	Residential Development Strategy 2008
Centres and Corridors Strategy	Action 11.1	Liverpool Retail Hierarchy Review 2012 Liverpool Business Centres and Corridors Strategy 2013
Industrial and Employment Lands Strategy	Action 12.1	Liverpool Industrial Lands Strategy 2007



The draft strategies form part of the wider LEP Review project for which Council received funding under the Western Sydney City Deal. Included in the project was the preparation of the LSPS and the Phase 1 Planning Proposal. Council is required to finalise the project by June 2020.

Figure 1 – LEP Review project



## **Draft Liverpool Local Housing Strategy**

The Western City District Plan requires Council to develop a Local Housing Strategy in consultation with the community. The Department of Planning, Industry and Environment (DPIE) prepared a guideline and template that details what is to be included in local housing strategies. The draft Liverpool Local Housing Strategy has been prepared to comply with these requirements.

The draft Strategy is informed by a strong evidence base, being the Liverpool Housing Study 2019, prepared by SGS Economics and Planning (**Attachment 1**). This Study was presented to Council as background information during the development of the LSPS.

The key findings of the Study include:

- Liverpool has enough zoned land to cater for housing growth for the next 20 years;
- Demand for housing is expected to be ~10,000 dwellings for the period 2021-26; and
- There is a need for more diverse and affordable housing types in the right locations.

The draft Housing Strategy sets out the priorities and actions to deliver suitable housing in the right locations to meet the needs of the Liverpool community over the next 20 years. It ensures that housing delivery protects local amenity and character, open space and ecological values and is aligned with infrastructure delivery.

#### Housing diversity

The Housing Study identifies a lack of housing diversity in Liverpool. The key actions in the draft Strategy which help to address this issue include:

- Review land use and development controls in R1, R2 and R3 zones to encourage greater medium density and housing diversity without adversely impacting neighbourhood amenity.
  - This could potentially include reviewing height and FSR controls in the R3 zone to improve feasibility and developing controls for manor homes.
- Review controls for medium density having regard to the Low-Rise Medium Density Housing Code to facilitate more diverse housing types in the LGA whilst still maintaining local character.
  - When the Code begins in July 2020, Council will have limited control on medium density housing pursued through this pathway. Council will, however, be better able to control development outcomes by placing some controls, such as minimum lot size for multi dwelling housing, within the LEP, instead of the DCP where it currently resides.
- Review apartment mix controls in the Liverpool City Centre.
  - The DCP currently requires, as a minimum, at least 10% of apartments to be one-bedroom and at least 10% to be three bedrooms. Changing demographics mean these proportions need to be reviewed to provide more family friendly apartments and accommodation for singles and students.

#### Housing Affordability:

Liverpool has significantly higher rates of rental and mortgage stress than the Greater Sydney average. This affects very low, low, and moderate-income earners.

Key actions in the draft Strategy which help to address this issue include:

- Develop an Affordable Housing Contributions Scheme in line with the Greater Sydney Commission's requirement for 5-10% affordable housing on up-zoned land.
  - The Greater Sydney Region Plan requires that 5-10% of housing sites that gain an uplift through rezoning be dedicated as affordable housing. An affordable housing contributions scheme enables Council to meet this requirement. The scheme is being developed as a 'whole of District' approach with several other Western City District Councils. Once the scheme is developed, it will be presented to Council for further consideration.
- Partner with NSW Government to investigate the potential for master planned precincts (such as Land and Housing Corporation properties in Warwick Farm and in the 2168 postcode) to renew and increase social and affordable housing.
  - There is great potential in Liverpool to increase housing, provide more affordable housing and reduce the concentration of social disadvantage through the redevelopment of State social housing assets. This would likely follow the Communities Plus model, where social housing estates are renewed with 70% private housing and 30% social/affordable housing.
- Maintain and build partnerships with Community Housing Providers (CHPs) to investigate opportunities for joint ventures or opportunities on low-cost sites for affordable housing including Council-owned sites.

#### Built Form and Sustainability

Community consultation for the LSPS noted that while people support further density in the Liverpool city centre and around transport nodes, the local character of existing centres and neighbourhoods is important. Addressing the urban heat island effect and sustainability was also noted as important.

Key actions in the draft Strategy which help to address this issue include:

- Undertake design-led planning using place-making principles for village, town and local centres.
- Review R4 land around local centres to address interface issues.
- Amend the DCP to better respond to urban heat, sustainable waste and water sensitive urban design.
- Advocate for changes to BASIX in line with the State Government's net zero by 2050 aspirations.

#### Short term investigation areas

Short term investigation areas are identified for Council to consider LEP amendments to facilitate housing growth:

- Liverpool City Centre and Innovation Precinct;
- Warwick Farm equine precinct;
- Georges River North (Moore Point);
- Moorebank Town Centre (included as zoning from R4 to R3 may improve development feasibility);
- Miller Precinct; and
- Hargrave Park (medium-term investigation area).

The draft Strategy notes that it may be appropriate for Council to consider rezoning in other appropriate locations outside of identified investigations areas. The draft Strategy includes some guidance on where this should be considered (e.g. near major transport nodes).

The draft Strategy, including a complete list of recommended actions, is included as **Attachment 2.** 

#### Draft Liverpool Centres and Corridors Strategy

The draft Liverpool Centres and Corridors Strategy is identified in the LSPS as a short-term action and has been developed to ensure that there is adequate, appropriate and accessible retail services for Liverpool's growing population into the future. The draft Strategy is informed by a strong evidence base, being the SGS Centres and Corridors Study 2020 (Attachment 3).

The key findings of the Study include:

- Liverpool's population is increasing and there is a significant demand for retail in the new release areas;
- Consumer spending is changing with increased spending on fresh food and hospitality and reduced spending in department stores; and
- Growing demand for fine grain retail experiences in traditional retail streetscapes.

The SGS study also notes that while most of Liverpool residents are within 2 km of a major supermarket, there are large gaps in the Liverpool City Centre and in New Release Areas.

#### Retail Hierarchy

The draft Strategy updates the 2012 Retail Hierarchy to reflect the current strategic context of the Liverpool LGA and to incorporate retail developments which were not anticipated at the time. The revised hierarchy does not seek to pre-determine decisions on existing planning proposals.

Notable changes to the classification of centres in the hierarchy include:

- Classify Woolworths Casula and Woolworths Prestons as 'stand-alone' centres
  - These centres consist of stand-alone supermarkets co-located with several other shops. They were built post the development of the 2012 Liverpool Retail Centres Hierarchy Review.
- Classify Middleton Grange as a 'local centre'
  - Middleton Grange was previously classified as a 'Village Centre'. The SGS study stated that there is not a large enough retail floor space gap in the New Release District or a large enough catchment to reclassify it as a town centre.
- Classify Holsworthy as a 'local centre'
  - Holsworthy was previously classified as a village centre. The SGS study stated that floor space demand in the Eastern District is unlikely to grow substantially in the future, and so there is no need for an additional town centre in this area.
- Add proposed retail centres in Austral and East Leppington and the Western Sydney Parklands Business Hubs to the retail hierarchy.
  - The inclusion of proposed centres in the retail hierarchy should not change development expectations for these centres, which are mostly set in growth area DCPs and the State Environmental Planning Policy (Sydney Region Growth Centres) 2006.

#### Recommended Actions:

- Review land use planning controls to ensure quality built form outcomes and consistency with the revised retail hierarchy.
- As part of the existing planning proposal, review planning controls in Middleton Grange and encourage development of a local centre consistent with the retail hierarchy.
- As part of the existing planning proposal, encourage the development of a local centre in Holsworthy consistent with the retail hierarchy.
- Investigate and address any impediments for the timely delivery of centres in Austral.

- Amend LEP to replace permissibility of 'shops' in the B6 zone with 'neighbourhood shops'.
- Review LEP zoning of key sites (LEP Schedule 1, Clause 9) if they have been developed for the purposes of service stations or food and drink premises. As part of the review, undertake a site analysis and consider rezoning to B6.
- As part of the planning for the FAST corridor, consider appropriate location of Transit Oriented Developments.

The draft Liverpool Centres and Corridors Strategy is included as Attachment 4.

#### Draft Liverpool Industrial and Employment Lands Strategy

The draft Industrial and Employment Lands Strategy guides the retention, improvement, rezoning and development of employment lands in the Liverpool LGA over the next 20 years. The draft Strategy incorporates the findings of a suite of recent employment studies including the most recent Industrial Development Lands Study 2019 prepared by APP Consultants. These studies are provided in **Attachment 5**.

#### Recommended Actions

- Review development standards and objectives for industrial land.
- Retain and improve employment land within the eastern portion of the LGA.
- Plan and manage employment lands within the western portion of the LGA.
- Facilitate industrial development to support the operation of the Western Sydney International (Nancy-Bird Walton) Airport and Western Sydney Aerotropolis.
- Increase industrial development density, efficiency and colocation.
- Prioritise public domain improvements and vegetation within industrial precincts.
- Consider and improve connectivity between public transport and industrial precincts.
- Introduce Innovation Precincts within the LGA.
- Clarify the intended role and function of industrial precincts.
- Advocate for local jobs, community outcomes and high-quality industrial design at the Moorebank Intermodal site.

The draft Liverpool Industrial and Employment Lands Strategy is included in Attachment 6.

#### **Public Exhibition**

It is proposed to exhibit the draft Strategies for a period of 28 days.

It is expected that exhibition of the draft Strategies will occur concurrently with the exhibition of the Phase 1 Planning Proposal for the LEP Review once a Gateway determination is received from DPIE. It should be noted that community consultation may need to be modified due to current social distancing requirements due to the COVID-19 pandemic.

#### Conclusion

The draft strategies are underpinned by evidence-based studies and have been informed by community engagement undertaken during the development of Council's Local Strategic Planning Statement 'Connected Liverpool 2040' (LSPS).

The purpose of these strategies is to guide strategic land use planning in Liverpool and to support the development of the new Local Environmental Plan and Development Control Plan. The strategies respond to key trends and opportunities to ensure that growth in Liverpool is appropriately managed and provides guidance for the assessment of future planning proposals.

It is recommended that Council place the draft Strategies on public exhibition for 28 days. It is anticipated that the exhibition of the Strategies will occur at the same time as the exhibition of the Phase 1 LEP Review Planning Proposal which is currently awaiting Gateway Determination from the NSW Department of Planning, Industry and Environment (DPIE).

## CONSIDERATIONS

	Further develop a commercial centre that accommodates a variety of employment opportunities.
Economic	Encourage and promote businesses to develop in the hospital health and medical precinct (of the City Centre).
	Enhance the environmental performance of buildings and homes.
	Facilitate economic development.

Environment	Utilise the Western Sydney City Deal agreement to enhance liveability and environment of the LGA. Utilise the Western Sydney City Deal agreement to facilitate Planning and Housing in the LGA. Enhance the environmental performance of buildings and homes. Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.	
Social	Utilise the Western Sydney City Deal agreement to provide connectivity across the LGA through infrastructure and social initiatives. Preserve and maintain heritage, both landscape and cultural as urban development takes place. Regulate for a mix of housing types that responds to different population groups such as young families and older people.	
Civic Leadership	Undertake communication practices with the community and stakeholders across a range of media. 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. Liverpool Housing Study (SGS) 2019 (Under separate cover)
- 2. Draft Liverpool Local Housing Strategy 2020 (Under separate cover)
- 3. Liverpool Centres and Corridors Study (SGS) 2020 (Under separate cover)
- 4. Draft Liverpool Centres and Corridors Strategy 2020 (Under separate cover)
- 5. Liverpool Industrial Lands Studies (Under separate cover)
- 6. Draft Liverpool Industrial and Employment Lands Strategy 2020 (Under separate cover)

	Report back - NOM 01 Feral Cats and Trap- Neuter-Return (TNR) Program from 5 February	
EGROW 02		
	2020 Council meeting	
Strategic Direction	Strengthening and Protecting our Environment	
	Develop, and advocate for, plans that support safe and friendly communities	
File Ref	034212.2020	
Report By	Nada Mardini - Manager Community Standards	
Approved By	David Smith - Acting Director City Economy and Growth	

## **EXECUTIVE SUMMARY**

At its meeting of 5 February 2020, Council resolved:

That Council:

- 1. Investigate the feasibility of developing a TNR program at Liverpool Animal Shelter;
- 2. Involve local veterinarians and veterinary clinics in providing pro bono services to assist with the TNR program and rehoming of cats;
- 3. Identify other organisations, i.e. the RSPCA, that may also be able to assist and add value to a local TNR program;
- 4. Consider other measures that can be undertaken within the LGA to mitigate the impacts of feral cats on the local community and provide a report back to Council by the May 2020 Council meeting;
- 5. Write to relevant State Minister recommending that the State Government adopt legislation similar to the Western Australian Cat Act;
- 6. Addresses with WSROC the opportunity for WSROC to advocate for a regional solution;
- 7. Include in the LGA and LGNSW Conference Agenda a call for the Federal and State Government to provide funding to Council, to change the Companion Animal Act and provide Council funding to enable councils to enact the new measures to identify stray animals and non-registered cats as homeless and desex and house the cats until homes can be found in order to address feral cat plagues in urban areas; and

8. Bring its No Kill Policy to the next Council meeting for its consideration and that the report include some measurement in terms of what neighbouring Councils do or what the standard is across NSW.

This report provides as update on the actions required to be undertaken by Council in response to the resolution.

#### RECOMMENDATION

That Council receives and notes this report.

## REPORT

At its meeting of 5 February 2020, Council resolved the following in relation to feral cats and a Trap-Neuter-Return (TNR) Program:

That Council:

- 1. Investigate the feasibility of developing a TNR program at Liverpool Animal Shelter;
- 2. Involve local veterinarians and veterinary clinics in providing pro bono services to assist with the TNR program and rehoming of cats;
- 3. Identify other organisations, i.e. the RSPCA, that may also be able to assist and add value to a local TNR program;
- 4. Consider other measures that can be undertaken within the LGA to mitigate the impacts of feral cats on the local community and provide a report back to Council by the May 2020 Council meeting;
- 5. Write to relevant State Minister recommending that the State Government adopt legislation similar to the Western Australian Cat Act;
- 6. Addresses with WSROC the opportunity for WSROC to advocate for a regional solution;
- 7. Include in the LGA and LGNSW Conference Agenda a call for the Federal and State Government to provide funding to Council, to change the Companion Animal Act and provide Council funding to enable councils to enact the new measures to identify stray animals and non-registered cats as homeless and desex and house the cats until homes can be found in order to address feral cat plagues in urban areas; and
- 8. Bring its No Kill Policy to the next Council meeting for its consideration and that the report include some measurement in terms of what neighbouring Councils do or what the standard is across NSW.

#### Update on resolution points 1, 2 and 3

Council's legal team has been requested to provide advice on the legality of such a program. Once this advice is received a report will be prepared for a future Council meeting. The RSPCA has prepared a research report on this matter which is included as **Attachment 1** for Council's information. This research report includes commentary on the lawfulness of such a program in Australia.

#### Update on resolution point 4

This item is being addressed by the City Environment department with a report to be prepared for the May 2020 Council meeting.

#### Update on resolution point 5

A letter has been sent to the Minister for Local Government on 3 March 2020 (Attachment 2).

#### Update on resolution point 6

A request has been sent by Council to the WSROC CEO who has agreed to place this matter on a future agenda for discussion. This will be followed up in due course.

#### Update on resolution point 7

Council will be considering motions relating to feral cats for the NGA Conference at this Council meeting. As the LGNSW Conference will be held in October 2020 a further report will be prepared for Council's consideration closer to this time.

#### Update on resolution point 8

Council resolved on 27 July 2016 to operate Renbury Farm with a No Kill Policy. This resolution followed the decision by Renbury Farm (shelter used by Liverpool City Council, Bankstown, Fairfield and Camden Councils) to close down due to ongoing online criticism and a number of petitions (one attracting more than 8000 signatures) requesting an audit of its operation due to concerns over animal hygiene and early euthanatising of healthy cats and kittens. Council negotiated a lease agreement and took over the operation in December 2016 and named it the Liverpool Animal Shelter.

Several surrounding Councils operate a 'no kill' shelter, including Fairfield and Camden. Council's policy to operate the animal shelter as 'no kill' is directed by a Council resolution of 27 July 2016 which states:

"That Council is to operate Renbury Farm with a no kill policy".

There is no other policy document which outlines in further detail this resolved policy position of Council.

Available data on the NSW Companion Animal Register for the financial year 1 July 2017 to 30 June 2018 indicated the following regarding the number of cats entering the facility and euthanasia rates for this period:

Shelter	Numbers entered	Euthanised (%)
*Camden	89	39 (49%)
*Fairfield	65	37 (57%
*Liverpool	23	0
Burwood	19	19 (100%)
Canterbury Bankstown	111	76 (68%)
Parramatta	284	140 (49%)
*Randwick	23	20 (87%)
*Woollahra	23	14 (61%)
Blacktown (current)	2003	876 (44%)

(\*No Kill Policy)

## CONSIDERATIONS

Economic	Facilitate economic development.
Environment	Raise community awareness and support action in relation to environmental issues.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community.

Civic Leadership	Provide information about Council's services, roles and decision making processes.
	Deliver services that are customer focused.
	Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
	Actively advocate for federal and state government support, funding and services.
Legislative	Companion Animals Act 1998.

## ATTACHMENTS

- 1. RSPCA Research Paper TNR Program
- 2. Letter to Minister for Local Government





## A review of trap-neuter-return (TNR) for the management of unowned cats

#### Introduction

The management of unowned, stray or feral cats is an extremely complex and emotive issue. Trapneuter-return (TNR) is one method promoted, primarily in the United States, as a humane alternative to euthanasia for managing and reducing populations of unowned cats. TNR relies on desexing (neutering) a large proportion of a specific cat population to prevent further breeding. A range of arguments are mounted by pro- and anti-cat lobby groups for and against TNR programs. Science is used by most to support their position, and although some good research has been conducted, everyone would agree more is needed. This report looks at TNR from various perspectives in an attempt to understand how useful such programs would be within the Australian context.

#### Unowned cats - are they feral or stray?

Before considering TNR itself it is necessary to discuss what we mean by an unowned, stray or feral cat. Some overseas researchers simply classify feral cats as those that are not socialised and therefore not able to be re-homed (Bradshaw et al. 1999; Slater, 2002, 2005). This is a purely behavioural definition and, while useful when considering rehoming options for cats, is not helpful in the current discussion. Australian researchers Coman and Jones (1982) split cats into two broad groups, urban and rural, but then described separate types in each group: fully domesticated pets, wandering house pets, semi-domesticated farm cats, and feral cats. Apart from farm cats, all types were present in urban and rural settings. They noted, however, that accurately defining cat types is difficult as cats may switch from one category to another. Moodie (1995) argued for a division into domestic, feral or stray classifying feral as those cats completely independent of humans; strays as those relying to some extent on humans and domestic cats as living with humans and having their needs intentionally met by humans. Stray cats often live in the urban fringes including such places as dumps or other discrete sites. However, there is strong evidence that cats move freely between these urban sites to more distant sites completely relying on predation (Denny, 2005).

For the purpose of this paper, we have used the definitions put forward by Moodie (1995) to describe domestic, stray and feral cats. However, the term 'unowned' cat is used to describe the target of TNR programs. This covers all unconfined (stray and feral) cats that are not under the direct care of humans irrespective of their socialisation status or source (Levy & Crawford, 2004).

Cats enter the unowned population from many sources including domestic cats that have been abandoned, lost or strayed from their owners, cats deliberately introduced to control vermin and through breeding within the population (Robertson, 2008). Cats have the capacity to reproduce from a young age and often. For example, cats can be sexually active from 5 to 6 months of age, and can produce 1-6 kittens, 1.4 times a year (Nutter et al, 2004). In some instances cats may move in and out of this population as their ownership status changes.

Irrespective of where unowned cats come from, how they got there, how friendly they are, and whether they interact with humans or are dependent to some extent on humans for food or shelter, they are roaming free within a particular area. Their impact on the environment in terms of predation and disease spread, their public nuisance and concerns for their welfare, remain issues (Denny & Dickman 2010). Therefore, all such cats should be considered together but some management strategies may not apply to all such cats. The most appropriate management strategy depends on location and local population of native species.

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#### Research Report - Trap-neuter-return

#### Control of unowned cats

Currently there are a number of management approaches to unowned cats:

- Do nothing
- Kill on site (by trapping or poisoning)
- Trap, remove and euthanase
- Trap, remove, neuter and re-home if possible, and euthanase remainder
- Trap, neuter and return

This paper focuses only on the last option.

According to the Australian Government's National Consultative Committee on Animal Welfare (NCCAW, 2008), any control program should: protect the welfare of cats, reduce impact on wildlife, reduce public nuisance, recognise the value of cats to our community and educate the community.

RSPCA Australia policy states that any program for the control of cats must adopt a holistic, strategic and humane approach and aim to: recognise the value of cats as companion animals and improve the overall welfare of cats; reduce the impact of hunting by cats; reduce the incidence of public nuisance caused by uncontrolled cats; incorporate measures to cover the whole cat population and thus address all sources of the problem (Policy A8.4, RSPCA Australia 2010). RSPCA Australia also endorses several principles for humane pest control including the need for a clear evaluation of the need for a control program, a built-in assessment of the effectiveness of the program, the need to use the most humane method of control available and that the method must be performed effectively over the long term to reduce adverse impacts (Policy E2.9, RSPCA Australia 2010).

#### Trap-neuter-return

Trap-neuter-return (or release) is one approach to the management of unowned cats which is gaining popularity in many countries, particularly the US (Denny & Dickman, 2010). It focuses on the management of cats in defined populations or 'colonies', where a colony is defined as a group of cats living in the same location and sharing a common food source. It involves capturing cats, sterilising and returning them to the place where they were found (occasionally they are released elsewhere.) Longcore et al. (2009) claim that 71-94% of a colony must be desexed and no new cats join the colony for the population to decline. Other treatments may be performed at the same time such as vaccination, de-worming and flea treatment, and they may be permanently identified by having an ear tip removed. The colonies are then 'managed' to some extent: usually the management, the caretakers will trap and sterilise any new members as they join the colony.

Most TNR programs are carried out in urban or peri-urban areas. Since the recruitment of cats to the colony includes abandoned and stray animals, public education programs and more responsible pet ownership are alternative options to TNR.

The aim of TNR programs is to produce a stable, healthy cat colony with natural attrition expected to eventually reduce the numbers. This has been shown to occur in urban areas when accompanied by an adoption program (Levy, Gale & Gale, 2003), but it requires long-term consistent management. As cats move from one area to another, and people abandon new animals, new recruits join the colony and numbers fluctuate. In fact, once it is known that a TNR program is operating in an area some people abandon their cats nearby knowing they will be neutered and cared for (Slater, 2002).

A 10-year study of TNR programs in Rome, Italy found that although there was a general decrease in the number of colony cats, immigration of cats to the colonies through abandonment and straying was 21% (Natoli et al., 2006). Also, a study of TNR programs in two counties in the USA did not report a consistent reduction in colony growth or the proportion of female cats that were pregnant (Foley et al., 2005).

If reduced numbers of unowned cats is the only aim, TNR seems to be no more effective than euthanasia alone in closed populations and less effective in open populations (Denny & Dickman,

2010). The cost of running a TNR program is also greater than other control methods and one could argue that it may not be the best use of limited resources.

Some have argued that managed colonies can lead to a form of animal hoarding (Lepczyk et al., 2010); others report cats in managed colonies being described as pets (Centonze et al., 2002). However, many cats in colonies continue to have far from ideal welfare status (Jessup, 2004). Jessup (2004) describes TNR as trap-neuter-re-abandon.

TNR is an important element in the 'no kill' animal shelter movement (Winograd, 2007). It is argued that since most unowned cats are not socialised adequately, if they enter shelters they are killed as they are not suitable candidates for adoption. Therefore, if such cats enter shelters it becomes impossible for the shelter to become truly 'no-kill'.

#### Ethical considerations

TNR raises a number of fundamental ethical questions which revolve around society's responsibility towards unowned cats. Do cats hold a special position with respect to humans and does that mean they are, and should be, treated differently from other free-living introduced animals? Most other introduced species are considered pests, and programs such as TNR are not generally considered for them. Feral dogs, camels, pigs, goats, foxes and rabbits are routinely killed due to their pest status (Lepczyk et al., 2010).

RSPCA shelters take in around 65,000 cats every year: on average, 40% of these are euthanased. A third of euthanased cats are put down for behavioural reasons, ie they were not socialised or behaviourally suited to a home situation. Feral cats represent a large number of these kittens and cats. Do these animals deserve the right to live? Also, what about the wildlife they kill - do they deserve the right to live?

TNR has its own ethical issues such as the question of interfering with a free living animal and then returning it, altered, to its home range (Jessup, 2004). The neutering may change its success and even its welfare in the wild. Neutered animals are thought to be lower down the feline hierarchy than entire animals and may lose out to fertile others.

Finally, is it ethically defensible to introduce TNR programs with the purpose of reducing euthanasia rates in animal shelters?

#### Conservation considerations

People who argue for and against TNR agree that cats have negative impacts on wildlife populations; they just disagree on extent. There is much debate on this issue and science can throw up conflicting results.

Grayson and Calver (2004) argue that the precautionary principle should be adopted when considering the issue of the effect of cats on wildlife populations. The precautionary principle states that when there are threats of serious consequence, lack of full scientific knowledge should not prevent measures being taken to prevent these threats. That is, there is a need for action despite uncertainty. In this situation this means that TNR cannot be used because there is a risk to wildlife.

Feral cats represent a threat to over 110 species in Australia, more than any other exotic animal or plant (Coutts-Smith et al, 2007). This threat is usually through predation but can include disease spread and competition (Denny & Dickman, 2010). This threat is recognised by the Commonwealth Government under its *Environment Protection and Biodiversity Conservation Act 1999* and by some state legislation, for example, the Victorian *Flora and Fauna Guarantee Act 1988*. Cats can predate on small to medium sized mammals, birds, reptiles, amphibians and insects. Cats are on the list of the 100 worst invasive species globally (Lowe et al, 2000 in Longcore et al., 2009).

Cats are an exotic species so do not fill any existing niche (Longcore et al., 2009). Also, there seems to be a ready supply of cats to populate colonies and this results in cats often being at densities 10-100 times higher than other similar sized predators (Liberg et al, 2000). If the TNR program is accompanied by ongoing feeding and care (which it normally is) the home range of the colony tends to reduce which will alter, but not eliminate, the predation effect.

However, a study in suburban bushland in Sydney found that the presence of cats decreased the richness of bird species but reduced the predation in above the ground bird nests (Dickman, 2007).

That is, the cats were killing another pest species, the rat, which normally steals the eggs. Similarly, in a study in suburban Perth, cat density was not correlated with bird species richness, rather distance to nearby bushland, housing density and size of nearby bushland were (Grayson et al., 2007). Both these studies were in suburban settings so may not relate to more extensive bushland.

An issue worth mentioning is the role of cats in killing other pest species such as mice and rats. The two examples mentioned in Sydney and Perth show that cats have a role in reducing these species which themselves predate on birds. Some studies on islands have shown that if the cat numbers are reduced (by whatever means), the rat and rabbit populations skyrocket (Robertson, 2008). In other words, controlling cats alone is not the answer for positive conservation outcomes; all species with a negative environmental impact need to be managed in an integrated way.

#### Animal welfare considerations

Animal welfare considerations must take into account the welfare of unowned cats but also the welfare of the species upon which they prey. Feral cats are known to kill and maim native animals (Coutts-Smith et al, 2007). If we feel it is incumbent upon us to consider the welfare of individual cats then the same is true for each native animal (Lepczyk et al., 2010). Conservationists tend to consider population effects of feral cats; will the cats have any negative effect on the species? (Longcore et al., 2009). Bird lovers, in contrast, may be more concerned about the death of each individual bird even if it is a common species. The birds and animals attacked by cats suffer negative welfare outcomes.

There is evidence that at the level of the individual, cats benefit from TNR in terms of their health; body score index improves and their life expectancy increases (Robertson, 2008). They are often vaccinated at the time of capture so have immunity to common feline diseases. Also, fighting between desexed males will be less and therefore too the possible injuries and abscesses that follow fighting. However, as stated above, other studies have found little improvement in welfare (Jessup, 2004).

Some argue that these benefits should be a consideration when thinking about a TNR program. They argue that unowned cats suffer high mortality rates, high rates of disease, parasite burdens and a poor quality of life. However, others argue that if the cats are considered wild these types of welfare outcomes are a normal part of such an existence. We do not interfere in other wild animal populations. For example, it is unlawful to feed the dingoes on Fraser Island (*Nature Conservation Regulation 1994* and *Recreation Areas Management By-laws 1991*).

There is also evidence that although the process of capture, surgery and transportation of the cats can be distressing and have some welfare implications, overall the process can be successfully managed to minimise these effects (Looney et al, 2008). A reasonable number of trapped cats will be pregnant, depending on season when trapping is carried out, but most of these can still be successfully neutered (Scott et al., 2002).

#### Legal considerations

Each state in Australia has its own laws with respect to animal welfare and feral or pest animal management that have implications for the status and treatment of unowned cats (see Denny & Dickman 2010 for further detail). These laws vary in their provisions, but in some jurisdictions they may act to prevent the application of TNR programs where it is unlawful to abandon an animal or release a feral or pest animal.

The term abandonment is not always clearly defined in animal welfare or domestic animal management legislation. The legal interpretation is commonly that abandonment includes intent to permanently abandon an animal by dumping it somewhere or by moving house and not returning. This leaves a grey area regarding animals that are trapped, neutered and released into the care of a community caregiver who feeds and monitors the animals.

In Victoria it is an offence to abandon a cat (or dog) under section 33 of the *Domestic Animal Act* 1994. It is also an offence under Section 9.1h of *Prevention Of Cruelty To Animals Act* 1986. However it is not clear whether animals released under a TNR program where they are continually managed constitutes abandonment.

In Queensland, it is unlawful to release a feral animal back into the wild (*Land Protection (Pest and Stock Route Management) Act*, 2002). Therefore, TNR would not be lawful in Queensland under current legislation. Queensland's *Animal Care and Protection Act*, 2001 could be interpreted to allow a managed TNR program to occur. However, the *Land Protection Act*, 2001, takes precedence over the *Animal Care and Protection Ac*, 2001.

#### Would TNR programs work in Australia?

This is a difficult question to answer. First, the aim of the program would need to be clear so that the outcomes could be assessed. Various interest groups with their different perspectives have divergent aims and therefore will judge success differently.

Another important issue is how well studies conducted overseas, particularly in the US, apply to the Australian context. The native animal populations in the two countries differ markedly. Apart from the dingo, Australia has no large, free-ranging predators as does the US. Therefore, cats are rarely predated on. Also, most of our native species are small and vulnerable to predation by cats, and some are classified by the Government as threatened or at risk. Cats are capable of taking some Australian species to the point of extinction. Already Australia has lost more native species than any other country, mostly due to human interference and loss of habitat.

Most of the research into TNR has been conducted in the US. At best, the results suggest that if the aim is to reduce the number of cats in a particular location then a well-managed TNR program which includes the rehoming of kittens and euthanasia of old and sick cats can be as effective as culling alone. However, TNR is more costly. Both of these methods require on-going monitoring and can never be viewed as a one-off solution. Denny and Dickman (2010, p.36) claim that researchers agree that TNR is 'unlikely to be effective in widely dispersed, open cat populations, as occurs throughout much of the Australian mainland'.

If wildlife protection is the main concern, then TNR may not be the answer. Cats, even in a managed TNR program that are being fed regularly, hunt and kill wildlife even if the home-range is reduced. Feral cat populations in remote Australia would not be suitable candidates for TNR due to the distances involved, lack of resources to conduct TNR and to ensure long-term management, and the adverse impacts of maintaining a cat population in areas of ecological importance.

If welfare is the driving force, then again TNR is not necessarily the solution. There is evidence that cats have better welfare if part of a managed program, but other studies suggest otherwise.

Many researchers argue that future solutions actually lie in solving the problem before it starts. This is through responsible cat ownership, enforcement of cat registration and confinement, neutering of cats, and general education about the value of cat ownership and what responsible ownership means. The money invested in TNR programs would be better spent on education and community awareness and cat desexing programs.

There is also some evidence that when TNR programs are introduced a general community feeling develops that the problem is solved. It appears to remove the responsibility of individual members of the public to look after their cats because someone else will.

#### Conclusions

The management of unowned cats, and whether TNR is the best solution, are both extremely complex issues. Feral and stray cats exist in Australia because of actions taken by humans. They suffer ill health, starvation and poor welfare, they predate on wildlife and in turn cause suffering to their prey. In areas of ecological importance, they have a significant adverse impact on some threatened or sensitive species. Yet it is accepted that it is impossible to eradicate feral or stray cats from mainland Australia, which means that control must be considered as an ongoing activity (NCCAW 2008).

There is no simple or 'one size fits all' solution. There may be some well defined and contained areas where an unowned cat population is having a limited influence on wildlife where a TNR program could be a good option. Such a program would need to be well managed and have sufficient resources to continue over time. It would need to include desexing of adults, re-homing of kittens and adults that are socialised to humans, and euthanasia of older or sick animals. However, as a long term strategy, in most of Australia, it is difficult to recommend (Denny &

Dickman, 2010). Also, the strategy may contravene existing animal welfare or pest/feral animal management legislation in some jurisdictions.

Since resources for cat control are limited, resources in and around towns and cities would be better spent on education, increased community awareness about responsible cat ownership, targeted desexing programs particularly for low-income earners, and better laws and regulations. These strategies should reduce the number of owned animals and their offspring entering the unowned cat population.

For remote Australia where feral cats are completely unsocialised and therefore not candidates for rehoming, the most cost-effective and humane option is likely to be targeted and ongoing lethal control in priority areas where adverse environmental impacts are highest.

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Ref No .: Contact: Ph: Date:

033132.2020 Nada Mardini 8711 7651 3 March 2020

The Hon. Shelley Hancock, MP Minister for Local Government GPO Box 5341 Sydney NSW 2001

Dear Ms Hancock

#### Re: Stray/Feral Cats

Thank you for your letter dated 15 November 2019 advising Government measures to strengthen the legislation in relation to cats under the Companion Animals Act.

Council continues to receive representation from the community regarding the management of feral and stray cats. Despite improvement to the legislation, it is difficult under the legislation to properly control cats.

Council requests that consideration be given to creating and adopting similar legislation to the Western Australian Cat Act which requires cats to be sterilised and permits an authorised person to seize a cat on private property with the consent of the owner/occupier.

These provisions will help in the control and management of cats and reduce the adverse impact on the environment.

For any further information on this matter, please contact Manager Community Standards, Ms Nada Mardini on 8711 7651.

Yours sincerely

Eddie Jackson Acting Chief Executive Officer



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 Icc@liverpool.nsw.gov.au Web www.liverpool.nsw.gov.au NRS 13 36 77 ABN 84 181 182 471

## LIVERPOOL DUNCIL

Ref No.: Contact: Ph: Date:

247194.2019 Nada Mardini 8711 7651 17 October 2019

The Hon. Shelley Hancock, MP Minister for Local Government GPO Box 5341 Sydney NSW 2001

Dear Ms Hancock

## Re: Stray/Roaming Cats

I write in relation to stray/roaming cats in the Liverpool Local Government Area which I also believe is an issue throughout the state.

Council on a regular basis receives complaints from residents concerning stray/roaming cats. In response, Council provides information on responsible cat ownership and how to discourage stray cats from roaming on a property. In addition Council has programs such as subsidies for desexing and free microchipping. Council is also currently working with the RSPCA and Animal Welfare League to arrange a desexing and microchipping campaign to assist with cat numbers and

Under current State Legislation (Companion Animals Act) cats are permitted to stray. However, this does not apply to dogs as it is an offence to not have a dog under effective control in a public place. On that basis Council requests that consideration be given to amending the Companion Animals Act so the same legislation apply for cats.

It is considered that changes to the legislation in addition to education regarding responsible pet ownership will assist in reducing stray cat numbers as well as roaming cats.

For any further information on this matter, please contact Manager Community Standards, Ms

Yours sincerely

Kiers ten Fishburn Chief Executive Officer



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 Report back - NOM 01 Feral Cats and Trap-Neuter-Return (TNR) Program from 5 February 2020 Council meeting
 Letter to Minister for Local Government

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Attachment 2



The Hon. Shelley Hancock MP Minister for Local Government

> Your ref: 247194.2019 Ref: A677771

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

By email: lcc@liverpool.nsw.gov.au

Dear Ms Fishburn

Thank you for your correspondence of 17 October 2019 requesting that the NSW Government amend the *Companion Animals Act 1998* (the Act) to make it unlawful to allow a cat to stray.

I have noted Council's request and commend it for the work it is currently doing to promote responsible pet ownership within the community.

You will be pleased to know that I have recently re-formed the Responsible Pet Ownership Reference Group (Reference Group) to provide me with advice on strategic companion animals issues. In response to growing community concern about the impact of roaming cats on native wildlife, and recent motions put forward at the Local Government NSW annual conference, I have asked the Reference Group to consider the issue of roaming cats as a key topic for discussion. The suitability of existing provisions in the Act will be considered.

In the meantime, the Government has enacted new measures to strengthen incentives to identify, register and de-sex cats, which may be expected to reduce nuisance and roaming. From 1 July 2020, annual permits for non-desexed cats will be introduced in NSW. This will mean that owners of cats that are not de-sexed by the age of 4 months will be required to pay an ongoing fee of \$80 per year. This is likely to reduce unwanted litters and consequently reduce the number of cats roaming and preying on wildlife.

It is also important that as many cats as possible are identified and registered, increasing the likelihood that councils can take effective compliance action. A range of maximum penalties and on-the-spot fines have been increased under the legislation. On-the-spot fines for failing to microchip a cat or failing to register a cat have increased to \$180 and \$330 respectively. If a cat owner fails to ensure it is not in a public place where it is prohibited or fails to ensure it has an acceptable form of identification, on-the-spot fines have increased to \$180.

Implementation of these reforms is being closely monitored by the Office of Local Government and I welcome any feedback that Council can provide on the success of the new measures.

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

Yourssincerely

The Hon. Shelley Hancock MP Minister for Local Government

GPO Box 5341 Sydney NSW 2001 # P: (02) 8574 5400 # W: nsw.gov.au/ministerhancock

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EGROW 03	Draft Amendment to Liverpool Development Control Plan 2008 - Part 1 General Controls (Chapter 26 Outdoor Advertising and Signage)
Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban
	environments
File Ref	049640.2020
Report By	Luke Oste - Strategic Planner
Approved By	David Smith - Acting Director City Economy and Growth

## **EXECUTIVE SUMMARY**

At its meeting of 27 April 2016, Council resolved to prepare an amendment to the Liverpool Local Environmental Plan 2008 (LLEP) (Amendment 69) to permit third party advertising signage with consent in the B3 Commercial Core and B4 Mixed Use zones in the Liverpool city centre. A planning proposal was subsequently prepared which received a Gateway determination on 23 January 2018. Following Council's resolution and subsequent Gateway determination, a review of draft Amendment 69 was undertaken to reconsider the need and appropriateness of third-party advertising signage within the Liverpool city centre LEP Amendment 52.

At its meeting on 28 August 2019, Council considered this review and resolved to defer a decision on whether to progress with Amendment 69 until the Liverpool City Centre Public Domain Masterplan was submitted to Council and community consultation is undertaken. Council also resolved to publicly exhibit both the LEP amendment and the draft DCP amendment concurrently to seek community feedback.

Given the opportunity afforded by this process, a full review of the outdoor advertising and signage provisions of the DCP has been undertaken to improve clarity, rectify errors, and reduce complexity. It is recommended that Council places the draft DCP amendment on public exhibition concurrently with draft Liverpool Local Environmental Plan Amendment 69 and delegates authority to the CEO to finalise the DCP amendment should no submissions in opposition be received.

#### RECOMMENDATION

That Council:

- Place the draft amendment to the Liverpool Development Control Plan 2008 Part 1 General Controls (Outdoor Advertising and Signage) 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 DCP amendment should no submissions in opposition be received; or receive a further report outlining details of the submissions in opposition received at the conclusion of the exhibition period.

#### REPORT

#### Background

The LLEP 2008 provision applying to signage were reviewed by Council in response to a review of Council assets and representations received by Council to permit third party advertising signage within the local government area (LGA). Following this analysis, Council resolved at its meeting on 27 April 2016 to pursue an amendment to the LLEP 2008 to permit *signage* with consent in the B3 Commercial Core and B4 Mixed Use zones (**Attachment 1**). Currently, third party advertising signage is not permissible under the LLEP 2008.

A planning proposal has been prepared (draft Amendment 69) and was submitted to the Department of Planning, Industry and Environment where it received a Gateway determination on 23 January 2018 (**Attachment 2**). On 28 August 2019, Council resolved to defer a decision on whether to progress with Amendment 69 to the LEP until the Liverpool City Centre Public Domain Masterplan was submitted to Council and community consultation undertaken. Council also resolved to "publicly exhibit draft Amendment 69 and the draft DCP amendment concurrently to seek feedback" (**Amendment 3**).

#### **Current Context for Signage**

'Building identification signs' and 'business identification signs' are currently permitted with consent in most of the LGA. These signs can only advertise the building, person or business located at the premises where the sign is located. Currently billboard signs and third-party commercial signs that advertise general goods or services are prohibited throughout the LGA. For the purpose of this report these signs will be referred to as "third party advertising signage".

There are some specific circumstances where third party advertising signage is permitted within the Liverpool LGA. Advertisements in or on bus shelters are exempt development under the LLEP, meaning that no consent is required. Third party advertising signage is also

permitted within transport corridor land under State Environmental Planning Policy No 64 – Advertising and Signage (SEPP 64). This includes advertising in the following locations:

- The M5 and M7 motorway;
- Along a railway corridor;
- A road that is a freeway or tollway; and
- Land that is owned, occupied or managed by the RMS and that is within 250m of a classified road.

#### Proposed Amendment to the LEP

Amendment 69 seeks to permit third party advertising signage with consent within B3 and B4 Zones. The *Standard Instrument* includes the following relevant definition:

**signage** means any sign, notice, device, representation or advertisement that advertises or promotes any goods, services or events and any structure or vessel that is principally designed for, or that is used for, the display of signage, and includes any of the following:

- (a) an advertising structure,
- (b) a building identification sign,
- (c) a business identification sign,

but does not include a traffic sign or traffic control facilities.

The amendment to the LEP would allow advertising structures and other signage with consent in B3 Commercial Core and B4 Mixed Use zones. The B3 and B4 zones are located solely within the Liverpool city centre.

#### Draft DCP Amendment - Outdoor Advertising and Signage

To facilitate third party advertising signage within the Liverpool city centre as proposed by Amendment 69, a concurrent amendment to the DCP has been drafted (**Attachment 4**). Within the DCP, proposals for signage and advertising are guided by detailed objectives and controls contained in Section 26 - Outdoor Advertising and Signage of Part 1 - General Controls for all Development.

The draft amendment to the DCP provides new objectives and controls to guide third party advertising proposals in the B3 and B4 zones. These changes provide objectives and guiding controls that will help to prevent visual clutter and adverse amenity impacts caused by the introduction of third party advertising within the Liverpool city centre.

Additionally, this amendment simplifies and consolidates the existing controls and objectives relating to outdoor advertising and signage more broadly. The existing Outdoor Advertising and Signage DCP chapter has been included for comparison (**Attachment 5**). The proposed DCP amendment ensures that the following is achieved:

- References to policy, legislation and guidelines are updated;
- Duplication of controls are removed;
- Further clarity is provided where required for objectives and controls;
- The quantity of objectives and controls is reduced;
- Images and diagrams are updated; and
- The layout and readability of this section of the DCP is updated and improved.

This DCP amendment has been informed by best-practice examples from other Sydney Council signage DCP's and NSW Government policy and guidelines.

#### **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* concurrently with draft Amendment 69 to the LEP. During this time, members of the public will be able to view the draft DCP and LEP Amendment and make a submission. It is recommended that Council delegates to the CEO the finalisation of the DCP amendment should no submissions in opposition be received; or receive a further report outlining details of the submissions in opposition received at the conclusion of the exhibition period.

Economic	Facilitate economic development.	
Environment	There are no environmental considerations	
Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place.	
Civic Leadership	Provide information about Council's services, roles and decision- making processes.	
Legislative	Environmental Planning and Assessment Act 1979	

#### CONSIDERATIONS

# ORDINARY MEETING 29 APRIL 2020 CITY ECONOMY AND GROWTH REPORT

# ATTACHMENTS

- 1. Council Resolution and Report 27 April 2016 (Under separate cover)
- 2. Gateway determination Amendment 69 LLEP 2208 (Under separate cover)
- 3. Council Resolution and Report 28 August 2019 (Under separate cover)
- 4. Draft Amendment LDCP 2008 Advertising Structures and Signage (Under separate cover)
- 5. Current LDCP 2008 Advertising Structures and Signage (Under separate cover)

	<b>Draft Amendments to Liverpool Contributions</b>
	Plan 2009 and Liverpool Contributions Plan 2018
EGROW 04	<ul> <li>Liverpool City Centre to ensure clarity around</li> </ul>
	the payment of development contributions for
	complying development certificates

Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population
File Ref	050882.2020
Report By	Shaun Beckley - Manager, Infrastructure Planning
Approved By	David Smith - Acting Director City Economy and Growth

#### **EXECUTIVE SUMMARY**

The purpose of this report is to make minor housekeeping amendments to *Liverpool Contributions Plan 2009* and *Liverpool Contributions Plan 2018 – Liverpool City Centre* to ensure clarity around the payment of development contributions regarding complying development certificates and to update old clause referencing in the Plans (i.e. previous s94 and s94A of the Environmental Planning & Assessment Act).

Some development types subject to development contributions under these Plans can be approved by either a Development Application (DA) or a Complying Development Certificate (CDC). Council requires the payment of development contributions for development authorised by the contributions plans irrespective of how that development was approved (i.e. by either a DA or a CDC). The proposed housekeeping amendment makes this existing requirement explicit in the Plans.

There is a separate report in the business papers relating to instalment payments for development contributions for secondary dwellings under *Liverpool Contributions Plan 2018* – *Existing Areas*. The changes proposed to the above development contributions plans are also included in this Plan to ensure clarity around the payment of development contributions for complying development certificates.

Similar changes to that proposed above are also required to *Liverpool Contributions Plan 2008* – *Edmondson Park and Liverpool Contributions Plan 2014* – *East Leppington*. Officers are currently undertaking a comprehensive review of these plans and the changes proposed will be incorporated into these plans and reported to a future Council meeting once the review is completed.

No changes are required to *Liverpool Contributions Plan 2014 – Austral / Leppington North* Precincts.

The proposed amendments will not change the development contributions amount payable on any development, rather the changes ensure clarity around the payment of development contributions for complying development certificates.

If supported by Council, the amendment to the contribution's plans will be placed on public exhibition in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and the Regulations.

If any submissions are received opposing the changes, a report will be submitted to Council following exhibition. If no submissions are received opposing the amendment, it is recommended that Council delegate authority to the A/CEO to finalise the amendment.

#### RECOMMENDATION

That Council:

- Exhibits draft Liverpool Contributions Plan 2009 (April 2020 Amendment) and draft Liverpool Contributions Plan 2018 – Liverpool City Centre (April 2020 Amendment) in accordance with the requirements of the Environmental Planning and Assessment Act 1979 and regulations; and
- Delegates to the A/CEO authority to finalise Liverpool Contributions Plan 2009 (April 2020 Amendment) and Liverpool Contributions Plan 2018 Liverpool City Centre (April 2020 Amendment) if no submissions opposing the changes are received.

# REPORT

*Liverpool Contributions Plan 2009* is a Section 7.11 plan that applies to development in older release areas, including Hoxton Park, Prestons, Carnes Hill and Middleton Grange. Development contributions are levied on a range of development including new residential subdivisions, industrial development, schools and service stations.

*Liverpool Contributions Plan 2018 – Liverpool City Centre* is a Section 7.12 plan that applies to development within the Liverpool City Centre generally bounded by the Georges River, the Moore Point precinct and the railway line to the east, the Hume Highway to the north and west and the Shepherd Street Precinct and Atkinson Street to the south. Development contributions are levied for all development except infrastructure works.



Both Plans levy contributions on a range of development types, some of which can be approved by a complying development certificate (CDC). A recent review of *Liverpool Contributions Plan 2018 – Existing Areas* highlighted the need to clarify the role of private certifiers in supporting Council to efficiently administer development contributions payments for development approved by a CDC.

To ensure clarity around the payment of contributions for complying development certificates, and reinforce the role of the certifier, amendments are proposed to *Liverpool Contributions Plan 2009* and *Liverpool Contributions Plan 2018 – Liverpool City Centre*. These amendments are detailed in Table 1 and Table 2 below.

There is a separate report in the business papers relating to instalment payments for development contributions for secondary dwellings under *Liverpool Contributions Plan 2018* – *Existing Areas*. The changes proposed to the above development contributions plans are also included in this Plan to ensure clarity around the payment of development contributions for complying development certificates.

Similar changes to that proposed above are also required to *Liverpool Contributions Plan 2008* – *Edmondson Park and Liverpool Contributions Plan 2014* – *East Leppington*. Officers are currently undertaking a comprehensive review of these plans and the changes proposed will be incorporated into these plans and reported to a future Council meeting once the review is completed.

No changes are required to Liverpool Contributions Plan 2014 – Austral / Leppington North Precincts. The changes outlined in this report already form part of the Austral / Leppington North Plan.

It is also proposed to update old clause referencing in the Plans (i.e. previous s94 and s94A of the Environmental Planning & Assessment Act) wherever they occur in the Plans.

Changes to text are shown in the tables in **bold**.

Proposed Change	Comment
Section 3.4 – Include April 2020 in the table of amendments	Ensure amendment is enacted correctly.
3.6 - Types of Development to be levied Council will levy all development in Liverpool, whether approved by a development consent or complying development certificate, which generates the need for additional amenities, facilities and services, which the Council provides.	Ensures clarity that contributions are required for any type of approval (DA or CDC)

Table 1 – Proposed changes to Liverpool Contributions Plan 2009

# ORDINARY MEETING 29 APRIL 2020 CITY ECONOMY AND GROWTH REPORT

#### Section 3.7.1

Council will require, as a condition of development consent **(on a development application or complying development certificate)**, the payment of a monetary contribution and/or the dedication of land for the provision of public facilities specified in this Contributions Plan, from development, which it considers will contribute to the need for those facilities. The Contributions Plan applies to **development** applications determined after the plan comes into force.

Section 3.7.1 – insert at end of section:

# Complying Development Certificates and Principal Certifying Authorities

In accordance with CI 146 of the *EP&A Regulation 2000*, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of levies has been satisfied.

In accordance with CI 136L of the *EP&A Regulation 2000*, a certifying authority must not issue a complying development certificate for work unless it has included a condition requiring payment of contributions prior to commencement of work.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council in accordance with Cl142(2) of the *EP&A Regulation 2000.* Failure to follow this procedure may render such a certificate invalid. The only exceptions to the requirement are where a works in kind, material public benefit, dedication of land or deferred payment arrangement has been agreed by the Council.

In such cases, Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

Insert new Section 3.9 Pooling of Funds

Council will administer money obtained under this plan and make decisions on the funding and provision of the projects in accordance with the EP&A Act and EP&A Regulation.

The funds collected under this plan may be pooled for projects included in the works schedule in other contribution plans which council administers. The priority for expenditure of pooled funds will be determined based on endorsed Council Strategies. Reinforces contributions are required for any type of approval (DA or CDC)

Ensures certifiers understand their role within the certification process as it relates to contributions.

Note: This wording is consistent with the changes proposed in CP 2018.

Environmental Planning and Assessment Regulations 2000 (Clause 27) enables pooling of funds. Council already does this across a number of plans to improve delivery of infrastructure.

This update will ensure a greater level of consistency across Council's ability to forward fund infrastructure identified in this Plan is very limited because it is contingent upon the availability of contributions funds.

To provide a strategy for the orderly delivery of the public services and amenities, this Contributions Plan authorises monetary contributions paid for different purposes, under this Plan and any other contributions plan approved by the Council, to be pooled and applied progressively for those purposes.

In any case of the Council deciding whether to pool and progressively apply contributions funds, the Council will have to first be satisfied that such action will not unreasonably prejudice the carrying into effect, within a reasonable time, of the purposes for which the money was originally paid. Council's various Contribution Plans. It also ensures a greater pool of funds available for the delivery of infrastructure identified in various contribution plans across the City.

Change references to Section 94 or S94A to Section 7.11 or S7.12 as required throughout the plans	Housekeeping amendment to ensure consistency of the CP with current legislative references.
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#### Table 2 - Proposed changes to Liverpool Contributions Plan 2018 - Liverpool City Centre

Proposed Change	Comment
Section 2.5 - Include April 2020 in the table of amendments	Ensure amendment is enacted correctly.
<ul> <li>2.7 - Types of Development to be levied</li> <li>Except as provided for by this clause, this Plan applies to: <ul> <li>Residential accommodation, insofar as the Plan authorises the imposition of a requirement for a development contribution for the types of public amenities and public services described in this Plan; and</li> <li>All development, other than residential accommodation insofar as the Plan authorises the imposition of a requirement for a development for a development contribution for the types of public amenities and public services described in this Plan; and</li> </ul> </li> <li>Mether approved by a development consent or complying development certificate.</li> </ul>	Ensures clarity that contributions are required for any type of approval (DA or CDC) where CP 2009 applies.
Section 2.8 Levying of Contributions Council will require as a condition of development consent (on a	Reinforces contributions are required for any type of approval (DA or CDC)

Council will require, as a condition of development consent (on a development application or complying development certificate), the payment of a monetary contribution and/or the dedication of land for the provision of public facilities specified in this Contributions Plan, from

development, which it considers will contribute to the need for those facilities.

Section 2.8 <b>Timing of payment of the levy</b> Monetary contributions are required to be paid to Council: prior to the issuing of the Construction Certificate, whether by Council or a Private Certifier.	Clarifies when the payment of contributions is required, regardless of application type (DA, CC, CDC) and approval authority (Council,
a) for development approved as a development application, prior to the issuing of the Construction Certificate; or	Private Certifier).
<ul> <li>b) for development approved as a complying development certificate, prior to the commencement of works, whether approved by Council or a Private Certifier.</li> </ul>	
Section 3.7.1 Construction certificates Certification and the obligation of accredited certifiers In accordance with CI 136L of the EP&A Regulation 2000, a	Ensures certifiers understand their role within the certification process as it relates to contributions.
certifying authority must not issue a complying development certificate for work unless it has included a condition requiring payment of contributions prior to commencement of work.	Note: This wording is consistent with the changes proposed in CP 2018 – Existing Areas
In accordance with CI 146 of the <i>EP&amp;A Regulation 2000</i> , a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of levies has been satisfied.	and CP 2009.

There will be no change to the cost of development as a result of the proposed amendments.

# CONSIDERATIONS

Economic	Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.	
Environment	Manage the environmental health of waterways. Support the delivery of a range of transport options.	
Social	Regulate for a mix of housing types that responds to different population groups such as young families and older people.	

<b>.</b>	Deliver services that are customer focused.	
Civic Leadership	Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.	
Legislative	Environmental Planning and Assessment Act 1979 Environmental Planning and Assessment Regulation 2000	

# ATTACHMENTS

- 1. Draft Liverpool Contributions Plan 2009 April 2020 amendment (Under separate cover)
- 2. Draft Liverpool Contributions Plan 2018 Liverpool City Centre April 2020 amendment (Under separate cover)

**Report By** 

Draft Amendment 1 to Liverpool ContributionEGROW 05Plan 2018 – Existing Areas - Instalment	
	Strengthening and Protecting our Environment
Strategic Direction	Exercise planning controls to create high-quality, inclusive urban environments
File Ref	056459.2020

Approved By	David Smith - Acting Director City Economy and Growth

# **EXECUTIVE SUMMARY**

At its meeting on 11 December 2019, Council resolved to develop:

a policy that allows s7.11 payments on secondary dwellings to be paid in instalments with instalment 1, 50% on the issue of a Construction Certificate and instalment 2 being 50% prior to any Occupation Certificate (OC) being issued (interim and final).

Shaun Beckley - Manager, Infrastructure Planning

The purpose of this report is to facilitate changes to Liverpool Contributions Plan 2018 – Existing Areas (CP 2018) to enable instalment payments as previously resolved by Council and clarify the relationship between complying development certificates and the payment of development contributions.

This report was presented to Council at its meeting on 26 February 2020 to implement this resolution (Attachment 1). Council subsequently resolved:

That this item be deferred to the March Council meeting until questions relating to the increases in section 7/11s, new fees and charges and the Compliance Levy can be answered).

A response to the questions raised at the 26 February 2020 Council meeting has been provided separately to Councillors.

Council cannot allow for payment of development contributions by instalment for development approved by a Complying Development Certificate (CDC), as provisions regarding payment of contributions for CDCs are set by the Environmental Planning and Assessment Regulation 2000.

# ORDINARY MEETING 29 APRIL 2020 CITY ECONOMY AND GROWTH REPORT

If supported by Council, the amendment to the CP 2018 will be placed on public exhibition in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and the Regulations.

If any submissions are received opposing the changes, a report will be submitted to Council following exhibition. If no submissions are received opposing the amendment, it is recommended that Council delegate authority to the CEO to finalise the amendment.

There is also a separate report in the business papers relating to minor housekeeping amendments to other Development Contributions Plans to ensure clarity around the payment of development contributions regarding complying development certificates.

The changes proposed to those plans have already been included in CP 2018 when it was reviewed in 2018. However, to ensure alignment, an additional update to CP 2018 is required to clarify that development contributions are required to be paid whether or not a development is approved by a Development Application or a Complying Development Certificate.

#### RECOMMENDATION

That Council:

- Exhibits draft Liverpool Contributions Plan 2018 Established Areas (Amendment 1) in accordance with the requirements of the Environmental Planning and Assessment Act 1979 and Regulations; and
- 2. Delegates to the CEO authority to finalise *Liverpool Contributions Plan 2018 Established Areas (Amendment 1)* if no submissions opposing the changes are received.

# REPORT

The purpose of this report is to facilitate changes to *Liverpool Contributions Plan 2018 – Existing Areas* to enable instalment payments of development contributions as previously resolved by Council and clarify the relationship between complying development certificates and the payment of development contributions.

At its meeting on 11 December 2019, Council resolved to develop:

*"a policy that allows 7.11 payments on secondary dwellings to be paid in instalments with instalment 1, 50% on the issue of a Construction Certificate and instalment 2 being 50% prior to any Occupation Certificate (OC) being issued (interim and final)."* 

A report was presented to Council at its meeting on 26 February 2020 to implement this resolution. A copy of this report is included in **Attachment 1**.

# ORDINARY MEETING 29 APRIL 2020 CITY ECONOMY AND GROWTH REPORT

Council subsequently resolved:

"That this item be deferred to the March Council meeting until questions relating to the increases in section 7/11s, new fees and charges and the Compliance Levy can be answered.).

A response to the questions raised at the 26 February 2020 Council meeting has been provided to Councillors and an extract of the response specifically relevant to contributions is included below:

"The land and works components of our Contribution Plans are indexed quarterly, based on land valuation reports and CPI respectively. CPI for works is used to ensure that the cost to deliver a specific item reflects the real cost to Council, rather than using the original figures in a contributions plan. Given the significant change to property prices over recent years, the base cost included for land in Council's contribution plans becomes outdated very quickly. To ensure the contribution rates reflect actual costs, Council applies a quarterly indexation for land based on property valuations.

Indexation of contribution plan items (land and works) is undertaken to better align the funds collected with the real cost of delivery. This approach minimises the financial impact on Council in meeting any shortfall associated with the increased cost over time of land and materials.

The increase in contributions since 2016 is dependent on the specific location and what infrastructure items are being provided in that area".

Development contributions for secondary dwellings are an important source of funds to enable Council to upgrade roads and parks within existing communities. The proposed amendment to *Liverpool Contributions Plan 2018 – Existing Areas* seeks to provide flexibility in the timing of payment of development contributions for secondary dwellings rather than change the way that contributions are calculated.

There is a separate report in the business papers relating to minor housekeeping amendments to other Development Contributions Plans to ensure clarity around the payment of contributions regarding complying development certificates. The changes proposed to those plans have already been included in *Liverpool Contributions Plan 2018 – Existing Areas* when it was reviewed in 2018. However, to ensure alignment, an additional update to CP 2018 is required. Specifically, Section 3.8 Payment of Contributions is proposed to be updated as follows (changes in bold):

Council will require, as a condition of development consent (on a development application or complying development certificate), the payment of a monetary contribution for the provision of public facilities specified in this Contributions Plan, from residential accommodation and subdivisions designed for residential accommodation,

# ORDINARY MEETING 29 APRIL 2020

#### CITY ECONOMY AND GROWTH REPORT

which it considers will contribute to the need for those facilities. The Contributions Plan applies to **development** applications determined after the plan comes into force.

This change has been included in the draft CP included as Attachment 2.

Implementation of Council's resolution of 11 December 2019 as recommended in this report will provide a level of support to applicants who may experience challenges paying the required contribution in one payment.

#### 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	Deliver services that are customer focused. Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Environmental Planning and Assessment Act 1979 Environmental Planning and Assessment Regulation 2000

#### ATTACHMENTS

- 1. Council report 26/2/2020 instalment payments for secondary dwellings (Under separate cover)
- 2. Draft Liverpool Contributions Plan 2018 Established Area (Amendment 1) (Under separate cover)

EGROW 06	<b>Post Exhibition Report - Draft Liverpool Local</b>
	Environmental Plan 2008 (Amendment 76) -
	Schedule 1 Amendment to permit vehicle sales
	or hire premises at 36-36A Kookaburra Rd, North
	Prestons

Strategic Direction	Strengthening and Protecting our Environment
	Exercise planning controls to create high-quality, inclusive urban environments
File Ref	052134.2020
Report By	Luke Oste - Strategic Planner
Approved By	David Smith - Acting Director City Economy and Growth

Property	36-36A Kookaburra Road, North Prestons
Owner	Perpetual Corporate Trust LTD
Applicant	Craig Thomas (Logos Property)

#### **EXECUTIVE SUMMARY**

At its meeting on 29 May 2019, Council resolved to support a planning proposal to amend Schedule 1 of the Liverpool Local Environmental Plan 2008 (LLEP 2008) to enable an additional permitted use of vehicle sales or hire premises at 36-36A Kookaburra Road, North Prestons and to forward the planning proposal to the Department of Planning, Industry and Environment for a Gateway determination.

This report updates Council on the Gateway determination which was issued for the planning proposal (Draft Amendment 76) and the results of the state agency and community consultation undertaken in support of the amendment.

It is recommended that Council support the making of Amendment 76 and delegates to the CEO the authority to liaise with the Parliamentary Counsel's Office to finalise the LEP amendment.

#### RECOMMENDATION

That Council:

- Notes the Gateway determination for draft Liverpool Local Environmental Plan 2008 (Amendment 76) and the results of public exhibition and community consultation; and
- 2. Approves Amendment 76 and delegates authority to the CEO to liaise with the NSW Parliamentary Counsel's Office to finalise the amendment.

#### REPORT

#### Background

At its meeting on 29 May 2019, Council resolved to:

- 1. Note the advice of the Liverpool Local Planning Panel;
- Support in principle the planning proposal to amend Schedule 1 of the Liverpool Local Environmental Plan 2008 to permit vehicle sales or hire premises as a land use permitted with consent at Lot A and B Kookaburra Road, Prestons (Lot A and B DP 408207);
- 3. Delegate to the CEO to make any typographical or other editing amendments to the planning proposal if required;
- 3. Forward 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; and
- 5. Receive a further report on the outcomes of public exhibition and community consultation.

#### The Planning Proposal

This planning proposal is site specific and relates to land at 36-36A Kookaburra Road, North Prestons (Lots A and B DP408207). The site is approximately 1.2km south-west of the M7 in the Prestons Industrial Estate. The site is surrounded by IN3 zoned land to the north and IN1 zoned land to the south. The nearest residential development is located approximately 235m south of the site with additional dwellings located approximately 325m to the north-west of the site. Cabramatta Creek and associated bushland is located to the west of the site, forming a border between the Prestons Industrial Estate and the surrounding residential area.



Figure 1 – Aerial photograph of the subject site (purple) and operation extent of the site (red) (Source: Nearmap)

# **Objectives of the Planning Proposal**

The key objective of the planning proposal is to enable vehicle sales to be undertaken at the site. This sales activity is proposed to occur within the existing warehouse on site and on a portion of the existing hard-stand area outside the warehouse.

#### Gateway determination

A Gateway determination (**Attachment 1**) was received from the Department of Planning, Industry and Environment on 4 November 2019 and required the following actions:

- 1. Prior to public exhibition, the planning proposal is required to be amended as follows:
  - a. use Council's template for the exhibited version of the planning proposal;
  - b. update the references to the address of the subject land to 36 and 36A Kookaburra Road, North Prestons;
  - c. expand the description of the proposed clauses to explain in detail the intent of the controls; and

- d. update the consistency of the planning proposal with section 9.1 Directions 3.4 Integrating Land Use and Transport, Direction 4.3 Flood Prone Land and 6.3 Site Specific Provisions
- 2. Public exhibition is required under Section 3.34(2)(c) and Schedule 1 Clause 4 of the Act as follows:
  - (a) The planning proposal must be made publicly available for a minimum of **28 days**; and
  - (b) The planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of A guide to preparing local environmental plans (Department of Planning, Industry and Environment 2016).
- 3. Consultation is required with Roads and Maritimes Services (RMS) under Section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions. RMS is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.

The Gateway determination authorised Council as the local plan making authority to make Amendment 76.

# CONSULTATION

# Public Authority Consultation

In accordance with the Gateway determination, Transport for New South Wales (formerly RMS) were consulted. No objection to the proposal was received, subject to Council being satisfied that safe access to Kookaburra Road will be provided/maintained from the existing local road network (**Attachment 2**).

#### **Community Consultation**

In accordance with the Gateway determination, the planning proposal was placed on public exhibition from 11 December 2019 to 29 January 2020. The additional length of the community consultation period above the prescribed 28 days was to ensure that ample time was provided to the community to respond over the summer holiday period. This additional time was provided in accordance with Clause 16 within Schedule 1 of the Environmental Planning and Assessment Act 1979.

The public exhibition process included notices on Council's website, the Liverpool Leader newspaper and an advertising poster in Council's administration centre. No submissions were received.

#### Conclusion

The Gateway requirements, including public exhibition and community consultation for Draft Amendment 76 have been satisfied. No submissions were received during the public exhibition of the proposal and as a result no changes are proposed.

This report recommends that Council approves Amendment 76 and delegates authority to the CEO to liaise with the Parliamentary Counsel's Office to finalise the amendment.

Economic	Facilitate economic development.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
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.

#### CONSIDERATIONS

# ATTACHMENTS

- 1. Gateway Determination
- 2. TfNSW (RMS) Submission

Attachment 1

Post Exhibition Report - Draft Liverpool Local Environmental Plan 2008 (Amendment 76) - Schedule 1 Amendment to permit vehicle sales or hire premises at 36-36A Kookaburra Rd, North Prestons Gateway Determination

Environment

#### **Gateway Determination**

Planning proposal (Department Ref: PP\_2019\_LPOOL\_003\_00): to include vehicle sales and hire premises as an additional permitted use on land at 36 and 36A Kookaburra Road, North Prestons.

I, the Acting Executive Director, Central River City and Western Parkland City at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Liverpool Local Environmental Plan (LEP) 2008 to allow vehicle sales and hire premises as an additional permitted use on the site at 36 and 36A Kookaburra Road, North Prestons should proceed subject to the following conditions:

- 1. Prior to public exhibition, the planning proposal is required to be amended as follows:
  - (a) use Council's template for the exhibited version of the planning proposal;
  - (b) update the references to the address of the subject land to 36 and 36A Kookaburra Road, North Prestons;
  - (c) expand the description of the proposed clauses to explain in detail the intent of the controls; and
  - (d) update the consistency of the planning proposal with section 9.1
     Directions 3.4 Integrating Land Use and Transport, Direction 4.3 Flood
     Prone Land and 6.3 Site Specific Provisions
- 2. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
  - (a) the planning proposal must be made publicly available for a minimum of **28 days;** and
  - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning, Industry and Environment 2016).
- Consultation is required with Roads and Maritime Services under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions. RMS is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.

Attachment 1

- 4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
- 5. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
  - (a) the planning proposal authority has satisfied all the conditions of the Gateway determination;
  - (b) the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
  - (c) there are no outstanding written objections from public authorities.
- 6. The time frame for completing the LEP is to be **9 months** following the date of the Gateway determination.

Dated 4th day November

R.

2019.

Catherine Van Laeren Acting Executive Director, Central River City and Western Parkland City Greater Sydney, Place and Infrastructure Department of Planning, Industry and Environment

Delegate of the Minister for Planning and Public Spaces

PP\_2019\_LPOOL\_003\_00 (IRF19/4536)

Post Exhibition Report - Draft Liverpool Local Environmental Plan 2008 (Amendment 76) - Schedule 1 Amendment to permit vehicle sales or hire premises at 36-36A Kookaburra Rd, North Prestons Gateway Determination



PP\_2019\_LPOOL\_003\_00/IRF19/4539

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

Dear Ms Fishburn

#### Planning proposal PP\_2019\_LPOOL\_003\_00 to amend Liverpool Local Environmental Plan 2008

I am writing in response to Council's request for a Gateway determination under section 3.34(1) of the *Environmental Planning and Assessment Act 1979* (the Act) and additional documentation received on 2 October 2019 in respect of the planning proposal to include vehicle sales and hire premises as an additional permitted use on the site at 36 and 36A Kookaburra Road, North Prestons.

As delegate of the Minister for Planning and Public Spaces, I have now determined that the planning proposal should proceed subject to the conditions in the enclosed Gateway determination.

I have also agreed, as delegate of the Secretary, the planning proposal's inconsistencies with section 9.1 Directions 3.4 Integrating Land Use and Transport, Direction 4.3 Flood Prone Land and 6.3 Site Specific Provisions are minor. No further approval is required in relation to these Directions.

I have considered the nature of Council's planning proposal and have conditioned the Gateway for Council to be authorised as the local plan-making authority.

The amending local environmental plan (LEP) is to be finalised within 9 months of the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office six weeks prior to the projected publication date. A copy of the request should be forwarded to the Department of Planning, Industry and Environment.

The state government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under section 3.32(2)(d) of the Act if the time frames outlined in this determination are not met.

320 Pitt Street Sydney NSW 2000 | GPO Box 39 Sydney NSW 2001 | planning.nsw.gov.au

Should you have any enquiries about this matter, I have arranged for Ms Cho Cho Myint to assist you. Ms Myint can be contacted on 9860 1507.

Yours sincerely

2

Catherine Van Laeren 4/11/2010. Acting Executive Director Central River City and Western Parkland City

Encl: Gateway determination Authorised plan-making reporting template

320 Pitt Street Sydney NSW 2000 | GPO Box 39 Sydney NSW 2001 | planning.nsw.gov.au

Attachment 2

Post Exhibition Report - Draft Liverpool Local Environmental Plan 2008 (Amendment 76) - Schedule 1 Amendment to permit vehicle sales or hire premises at 36-36A Kookaburra Rd, North Prestons TfNSW (RMS) Submission



18 December 2019

TfNSW Reference: SYD19/01626/01 Council ref: RZ-10/2018

General Manager Liverpool City Council Locked Bag 7064 Liverpool BC NSW 1871

Attention: Luke Oste

Dear Sir/Madam,

#### DRAFT LIVERPOOL LOCAL ENVIRONMENTAL PLAN 2008 AMENDMENT 76 – RZ-10/2018 – 36-36A KOOKABURRA ROAD, NORTH PRESTONS

Transport for NSW (TfNSW) advises that legislation to bring Roads and Maritime Services and TfNSW together as one organisation came into effect on 1 December 2019 so we can deliver more integrated transport services across modes and better outcomes to customers and communities across NSW. Other than a name change from Roads and Maritime to TfNSW, it's business as usual and you can continue to enjoy the same service.

Reference is made to Council's correspondence dated 10 December 2019, regarding the abovementioned proposal which was referred to TfNSW for comment in accordance with the consultation requirements set out under Section 3.34 of the *Environmental Planning and Assessment Act (1979)* and Gateway determination.

It is noted that the planning proposal seeks Amendment 76 to the Liverpool Local Environmental Plan (2008) for the land at 36 and 36a Kookaburra Road, North Prestons. Amendment 76 seeks to permit vehicle sales and hire premises with consent as an additional permitted use. The existing IN3 Heavy Industrial zone is to remain.

TfNSW has reviewed the planning proposal and raises no objection, subject to Council being satisfied that safe access to Kookaburra Road will be provided / maintained from the existing local road network.

Thank you for the opportunity to provide advice on the subject planning proposal. Should you have any further enquiries, please contact Marc Desmond on 0475 825 820 or at <u>development.sydney@transport.nsw.gov.au</u>

Yours Sincerely,

ک د

Rachel Davis Senior Strategic Land Use Coordinator Sydney Planning, Greater Sydney

Transport for NSW 27-31 Argyle Street, Parramatta NSW 2150 | PO Box 973, Parramatta CBD NSW 2124 P 131782 | W transport.nsw.gov.au | ABN 18 804 239 602

#### ORDINARY MEETING 29 APRIL 2020 CITY ECONOMY AND GROWTH REPORT

EGROW 07	Street Naming Request - Edmondson Park
Strategic Direction	Generating Opportunity
	Advocate for, and develop, transport networks to create an accessible city
File Ref	054341.2020
Report By	Christopher Jattan - Administration Officer - Planning & Transport Strategy
Approved By	David Smith - Acting Director City Economy and Growth

# **EXECUTIVE SUMMARY**

This report seeks a Council resolution on a current street naming request in Edmondson Park.

The proposed name, Macdonald Road is proposed for a new road located between Campbelltown Road and Bernera Road, Edmondson Park.

The proposed name has been assessed using Council's Naming Convention Policy and has been granted pre-approval in consultation with the Geographical Names Board (GNB) of NSW.

#### RECOMMENDATION

That Council:

- 1. Supports the naming of Macdonald Road;
- 2. Forwards the name to the Geographical Names Board (GNB), seeking formal approval;
- 3. Publicly exhibit the name in accordance with Council's Naming Convention Policy, for a period of 28 days, following formal approval from the GNB; and
- 4. Authorises the Chief Executive Officer (CEO) to undertake the process of gazettal, if there are no submissions received during public exhibition.



#### REPORT

#### **Background**

On 10 July 2014, Council staff wrote to the GNB to rename part of Croatia Avenue to Bernera Road through the suburb of Edmondson Park. This was due to the existing extent of Croatia Avenue (at the time) being split, with one part allowing for realignment (creating a new link from Camden Valley Way) directly into the town centre and another part following the existing extent of the road, as per **Figure 1** below.

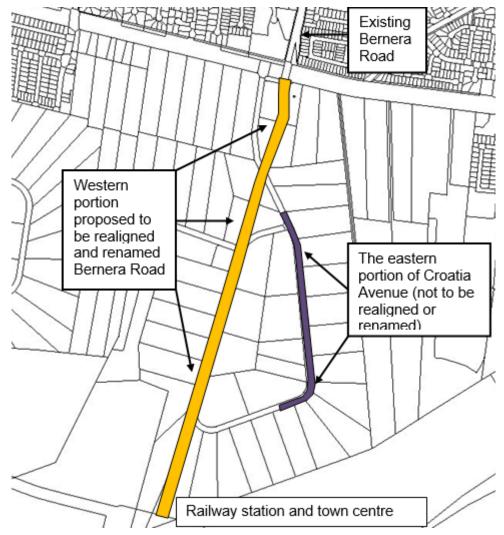


Figure 1: Diagram indicating part of Croatia Avenue being renamed Bernera Road

After being endorsed by Council and the GNB, and following public consultation, the eastern extent of Croatia Avenue retained its name, whilst the realigned western portion was named Bernera Road.

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#### Current Proposal

Council received a request from Transport for NSW (TfNSW) to name the proposed road from Campbelltown Road to Bernera Road as Macdonald Road. Figure 2 shows the extent of the recently constructed road in red and the future extension of this road (where it will meet Bernera Road) in blue dashed.

The street name has been assessed using Council's Naming Convention Policy and checked for duplication using the GNB's Online Road Naming System.

Council notes that there is a duplication of the road located in Lurnea which is 5.7km away and therefore would be contrary to the Naming Convention Policy if this were a new road. However, GNB have given pre-approval for the road and future link road to be named as Macdonald Road as it is an extension of the existing Macdonald Road in Bardia and not a new road.

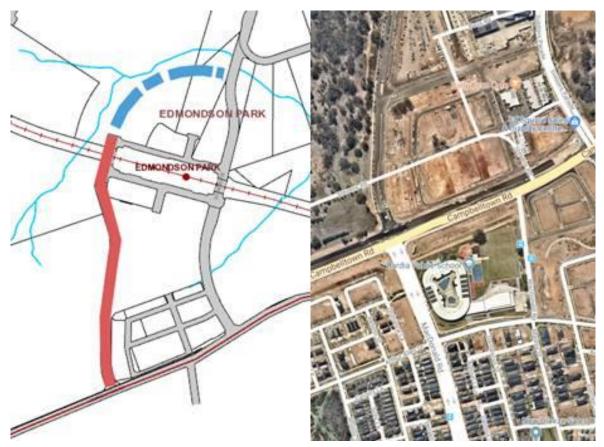


Figure 2: Proposed street name (red marking), future link road (blue marking) which will join Bernera Road.

#### Next Steps

If supported by Council, the above name will be forwarded to the GNB for formal approval and if approved, placed on public exhibition for 28 days in the local newspaper and notified to relevant stakeholders, seeking endorsement. Relevant stakeholders include Australia Post, NSW Ambulance, Fire and Rescue NSW, NSW Rural Fire Service, NSW State Emergency Service, NSW Volunteer Rescue Association, Transport for NSW and NSW Police Force.

Council officers will consider all submissions during the public notification period. The three potential scenarios following exhibition are as follows:

- If there are objections from the relevant agencies, Council will not proceed with the naming request. The applicant will be notified of the outcome. A report to Council will be prepared for the next available meeting outlining the reason for rejection.
- If there are no objections, the naming request will proceed to the NSW Parliamentary Counsel's Office (PCO) for gazettal under the delegation of the Chief Executive Officer (or delegate).
- Any submissions from the community during the public notification period will be considered. If there is strong community opposition, or reason to reconsider the proposed names, a report will be prepared for the next available Council meeting recommending withdrawal of the naming proposal. If Council decides to support the proposal, the naming request will proceed to the PCO for gazettal under the delegation of the Chief Executive Officer (or delegate). If Council decides not to adopt the naming proposal, the applicant will be notified in writing outlining the reason for rejection.

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place.
Civic Leadership	Foster neighborhood pride and a sense of responsibility.
Legislative	Roads Act 1993.

#### CONSIDERATIONS

# ATTACHMENTS

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EGROW 08	Post Exhibition Report - Draft Liverpool
	<b>Development Control Plan 2008 (Amendment 25)</b>
Strategic Direction	Strengthening and Protecting our Environment
	Exercise planning controls to create high-quality, inclusive urban environments
File Ref	056601.2020
Report By	Graham Matthews - Senior Strategic Planner
Approved By	David Smith - Acting Director City Economy and Growth

# **EXECUTIVE SUMMARY**

This report was originally presented to the 26 February 2020 Council meeting for consideration. Council resolved to defer consideration pending a further briefing session. A further briefing session was held for Councillors on 11 March 2020 and was in addition to the briefing session held on 26 November 2019.

Amendment 25 amends Parts 1 and 4 of DCP to make the DCP consistent with changes made to Liverpool Local Environmental Plan (LLEP) 2008 by the Liverpool City Centre LEP amendment (Amendment 52).

Public exhibition of Amendment 25 was undertaken between 6 November and 4 December 2019. One submission was received from Endeavour Energy. An internal submission was also received from Council's Floodplain and Water Management department.

Matters raised in the submissions and by Councillors are addressed in the body of the report.

This report recommends that the minor amendment to Section 6 of Part 1 of the DCP proposed by Council's Floodplain and Water Management department be incorporated. Otherwise, this report recommends that Amendment 25 to the LDCP be adopted without further amendment. It is also recommended that the CEO be authorised to finalise the amendment.

#### RECOMMENDATION

That Council:

- 1. Adopts draft Amendment 25 to the Liverpool Development Control Plan (Part 1 and Part 4) (Attachment 1 and 2) and authorises the CEO to finalise Amendment 25 including the correction of any minor typographical errors to come into effect upon the publication of the required notice in the local newspaper; and
- 2. Notifies those who lodged a submission of Council's decision.

#### REPORT

#### Background

At its 29 March 2017 meeting, Council resolved to authorise the CEO to finalise LDCP (Amendment 25), once the Liverpool city centre LEP amendment, LLEP 2008 (Amendment 52) was finalised by the Department of Planning, Industry and Environment (DPIE). However, in finalising LLEP 2008 (Amendment 52), DPIE made changes to the LEP amendment, which necessitated the re-drafting of Part 4 LDCP 2008, to make it consistent with Amendment 52 as gazetted by DPIE.

At its 20 October 2019 meeting, Council resolved to re-exhibit draft Liverpool Development Control Plan (LDCP) 2008 (Amendment 25) for 28 days and that a briefing be arranged for Councillors during the exhibition period. This briefing to Councillors was undertaken on 26 November 2019. Council also resolved to receive a further report on the outcomes of public exhibition.

Consistent with the requirements of Clause 21A of the Environmental Planning and Assessment Regulation 2000, the redraft of Part 4 of LDCP 2008 was also referred to the Liverpool Design Excellence Panel (DEP) for consideration. A briefing was held with the Panel on 14 November 2019.

This report was originally presented to the 26 February 2020 Council meeting for consideration. Council resolved to defer consideration pending a further briefing session. A further briefing session was held for Councillors on 11 March 2020 and was in addition to the briefing session held on 26 November 2019.

#### Public exhibition

Public exhibition commenced on 6 November 2019 and concluded on 4 December 2019. Two submissions were received, one from Endeavour Energy and the other from Council's Floodplain and Water Management department. Copies of Part 1 and Part 4 of the LDCP (with

tracked changes incorporating recommended amendments) are included in **Attachment 1** and **Attachment 2** respectively.

#### Endeavour Energy submission

Endeavour Energy requested that the Council reconsider controls in Sections 4.2.5 and 4.3.6 of Part 4 of LDCP 2008, which require that:

- Electricity substations ... must be properly integrated into the building design to minimise disruption and visual clutter in the ground plane and streetscape (Section 4.2.5, control 3, subsection k); and
- *Electricity substations (where required) shall be situated within the building or its basement* (Section 4.3.5, control 4).

The Endeavour Energy submission states that Endeavour Energy prefers the use of padmount substations, constructed outside buildings, often in the public domain. Nevertheless, the Endeavour Energy submission also notes that, "*this may leave limited opportunity for landscaping or screening or adoption of prudent avoidance principles*". It goes on to note that, "*The utilisation of indoor substations where appropriate may help ensure quality urban outcomes across the Liverpool city centre*."

While external pad-mount substations are the preference of Endeavour Energy, the submission makes clear that Council may prefer that substations are incorporated into the building design to ensure quality urban outcomes across the city centre. Referral of specific Development Applications to Endeavour Energy would continue to occur, pursuant to the requirements of State Environmental Planning Policy (Infrastructure) 2007, giving Endeavour Energy the opportunity to comment on a particular development.

Council has requested a meeting with senior staff at Endeavour Energy to discuss how we may collaborate to ensure the need for additional substations do not compromise quality public realm in Liverpool city centre.

It is recommended that no changes to this clause be made.

#### **Councillor Briefing**

As required by the Council resolution of 20 October 2019, a briefing was held for Councillors on 26 November 2019. Councillors were briefed in detail on the proposed amendments to Part 4 of the DCP. Questions raised and the response is detailed in the Summary and Response to Submissions table (**Attachment 3**).

Some Councillors raised concern about the lack of parking in the Liverpool CBD and requested consideration be given to increasing requirements for on-site parking in the Liverpool city centre, to account for perceived higher use of cars in the community.

It was advised in the briefing that:

- Minimum parking rates, for developments in the Liverpool city centre on land zoned B3 Commercial Core or B4 Mixed Use are determined by Clause 7.3 of LLEP 2008 and that under the Environmental Planning and Assessment (EP&A) Act 1979, provisions of a DCP may not contradict those of an LEP;
- Section 3J of the Apartment Design Guidelines (ADG), prepared in accordance with State Environmental Planning Policy (SEPP) 65, reduces the requirement for on-site parking for buildings developed within 800m of a metropolitan railway station. This provision takes precedence over parking rates in the LLEP 2008 and LDCP 2008; and
- Most residential flat buildings and mixed-use buildings in the Liverpool City Centre are within 800m of either Liverpool or Warwick Farm railway stations and are therefore subject to reduced parking requirements.

The DCP must be consistent with the provisions of the LEP and SEPP 65. It is therefore recommended that no changes to this Clause be made.

A further briefing session was held for Councillors on 11 March 2020 and was in addition to the briefing session held on 26 November 2019.

#### Liverpool Design Excellence Panel

The redraft of Part 4 LDCP 2008 was provided to the DEP on 8 November 2019, pursuant to the requirements of Clause 21A of the Environmental Planning and Assessment Regulation 2000. A detailed briefing was provided to the DEP on 14 November 2019. The DEP did not provide any comments on the DCP changes and therefore no changes have been proposed.

#### Council submission

The submission from Council's Floodplain and Water Management department proposes minor amendments to Section 6 of Part 1 of the DCP - Water Cycle Management, including subsections 6.1, 6.4 and 6.5. The minor amendments seek to achieve consistency throughout the DCP to encourage the harvest of rainwater and urban stormwater run-off, where appropriate, and to clarify requirements for the disposal of pumped stormwater to Council's stormwater pits. Full details of the proposed amendments are included in the Summary and Response to Submissions document (**Attachment 3**).

The proposed amendments increase the clarity and functionality of the DCP. It is recommended that these proposed amendments to Part 1 LDCP 2008 be adopted.

#### Conclusion

Finalisation of Draft LDCP 2008 (Amendment 25) will update the Liverpool Development Control Plan 2008, to make it consistent with LLEP 2008 (Amendment 52). The amended DCP

will provide accurate guidance to those wishing to redevelop property in the Liverpool City Centre, in particular those wishing to take advantage of the development bonuses afforded by Clause 7.5A of LLEP 2008.

It is recommended that Council adopt the changes to Part 1 and 4 of the DCP and authorises the CEO to finalise Amendment 25 including the correction of any minor typographical errors to come into effect upon the publication of the required notice in the local newspaper.

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	There are no civic leadership and governance considerations.
Legislative	Environmental Planning and Assessment Act 1979 Environmental Planning and Assessment Regulation 2000.

# CONSIDERATIONS

# ATTACHMENTS

- 1. Part 1 DCP (with post exhibition amendments) (Under separate cover)
- 2. Part 4 DCP (as exhibited) (Under separate cover)
- 3. Summary and Response to Submissions (Under separate cover)

#### ORDINARY MEETING 29 APRIL 2020 CITY ECONOMY AND GROWTH REPORT

EGROW 09	Out of Office Hours Compliance Officers
Strategic Direction	Strengthening and Protecting our Environment
	Develop, and advocate for, plans that support safe and friendly communities
File Ref	057507.2020
Report By	Nada Mardini - Manager Community Standards
Approved By	David Smith - Acting Director City Economy and Growth

# **EXECUTIVE SUMMARY**

At its meeting of 26 February 2020, Council resolved:

That Council:

- 1. Provide a costing report to the March Council meeting for providing on the ground services by compliance officers during, and between 7am 9am and 4pm 10pm seven days a week each year.
- 2. Consider:
  - a. Cost to employ directly such officers under stipulated agreement to the hours needed by Council and not subject to overtime rates; and / or
  - b. Cost in overtime to utilise existing compliance officers on a rotation basis to service the out of hours requirements of Council; and / or
  - c. Contractual agreement through a local business with payment on invoice to Council for services supplied in responding to incidences within the outlined times.

This report addresses the above resolution and provides the costings for rostered staff to cover the hours between 7am and 10pm seven days per week. This cost is estimated to be \$770,000 annually or if an on-call roster is preferred, the estimate cost is \$90,000 annually.

#### RECOMMENDATION

That Council receive and note the report.

#### REPORT

At its meeting of 26 February 2020, Council resolved:

That Council:

- Provide a costing report to the March 2020 Council Meeting for providing on the ground services by compliance officers during, and between 7am – 9am and 4pm – 10pm seven days a week each year.
- 2. Consider:
  - a. Cost to employ directly such officers under stipulated agreement to the hours needed by Council and not subject to overtime rates; and / or
  - b. Cost in overtime to utilise existing compliance officers on a rotation basis to service the out of hours requirements of Council; and / or
  - c. Contractual agreement through a local business with payment on invoice to Council for services supplied in responding to incidences within the outlined times.

#### **Current Working Hours**

It is assumed that areas of concern that resulted in the above resolution relate to parking enforcement and noise complaints outside Council's normal operating hours. These areas are currently dealt with by the Regulatory Services group (Parking Officers and Rangers). Noise matters are handled by the Environmental Health Officers (other than barking noise which is handled by Rangers).

The Rangers currently work on a seven days a week roster between 8am and 4.30pm with the Animal Rangers on call 24 hours a day, seven days a week. Parking Officers working within the Liverpool CBD on foot, work between 8am and 4.30pm enforcing Road Rules, particularly relating to metered parking.

The Environmental Health Officers who deal with noise complaints work under a flexible working hours arrangement covering core hours between 8am and 6pm.

#### Work, Health & Safety Consideration

Any proposal to provide compliance services outside of normal business hours must consider Council's Work, Health and Safety obligations under current Workplace Safety laws. Council's Safety & Wellbeing Coordinator has provided advice on this proposal, including risks that would need to be managed if this proposal proceeds:

- Managing the risk of slips, trips and falls by working in the dark. Most areas in the CBD are artificially lit and some areas in the CBD and outer suburbs are not well lit;
- Ensuring that there is adequate support for workers operating outside Council's general operating hours up to 10pm, including escalation notification to a supervisor if any incidents occur; and
- Managing the risks of potential assaults on staff as foot traffic in the CBD after hours is less than during the day, especially in areas away from Westfield and areas that are popular in the CBD after hours; as well as outside the CBD.

## Costing of the Proposals

The following costings have been provided as required by Council's resolution.

## (a) Rostered staff to cover the hours of 7am to 10pm.

This proposal will require two shifts. One shift will work between 7am to 3.30pm and the other shift from 1.30pm to 10pm. This arrangement would require Council to employ an additional eight Rangers at an annual estimated cost of \$770,000.

## (b) On call staff to deal with after-hours matters

This proposal will be based on response to complaints and will cover both the Rangers and Environmental Health Officers. The estimated cost will depend on how regularly the Officers are called out. Using available data, it is estimated that the cost for this proposal would be \$90,000.

## (c) Contractual agreement through a local business with payment on invoice to Council for services supplied in responding to incidences within the outlined times.

It is not recommended that Council consider contracting out enforcement services. The two options described above demonstrate that, subject to appropriate management of risk and an appropriate budget allocation, Council can implement the proposal by either rostered staff or on call staff.

	Provide efficient parking for the City Centre.	
Economic	Enhance the environmental performance of buildings and homes.	
	Facilitate economic development.	

## CONSIDERATIONS

	Manage the environmental health of waterways.	
	Manage air, water, noise and chemical pollution.	
Environment	Enhance the environmental performance of buildings and homes.	
	Raise community awareness and support action in relation to environmental issues.	
Social Raise awareness in the community about the available facilities.		
	Act as an environmental leader in the community.	
	Foster neighbourhood pride and a sense of responsibility.	
	Encourage the community to engage in Council initiatives and actions.	
Civic Leadership	Provide information about Council's services, roles and decision making processes.	
	Deliver services that are customer focused.	
	Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.	
Legislative	Local Government Act 1993	
	Local Government (State) Award	

## ATTACHMENTS

Nil

COM 01	Alcohol Free-Zones in the Liverpool Local	
	Government Area	
	Creating Connection	
Strategic Direction	Implement access and equity for all members of the community	
File Ref	070863.2020	
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning	
Approved By	Dr Eddie Jackson - Director City Community and Culture	

## **EXECUTIVE SUMMARY**

Established by a local council, an Alcohol-free Zone (AFZ) is an area where drinking of alcohol is prohibited. Alcohol-free zones are implemented as an early intervention method to prevent the escalation of street drinking. An AFZ can only be established to include a public road, footpath, or public car park. AFZs have been shown to be a successful way of reducing alcohol related crime and behaviour in known hot spots.

AFZs have been implemented and enforced within the Liverpool Local Government Area (Liverpool LGA) for a number of years. The Liverpool AFZs most recent review was conducted in 2015 and signs across thirty five (35) locations were updated for a period of four years. The Liverpool City Police Area Command (Liverpool City PAC) have submitted applications to Council for the renewal of the thirty five existing AFZs. Additionally, a new AFZ for the Carnes Hill Community and Recreation Precinct has been proposed. Subsequently, in January 2020 details of all zones were submitted to Anti-Discrimination NSW for approval. Approval for the re-establishment of Liverpool's AFZs was granted by Anti-Discrimination NSW In March 2020.

This report recommends that Council endorses the re-establishment of AFZs in Liverpool and exhibit the AFZ sites for public comment for a 30 day period, as required by the Ministerial Guidelines for Alcohol Free Zones.

## RECOMMENDATION

That Council:

 Endorses the recommended sites for re-establishment of Liverpool Alcohol-Free Zones (AFZ);

- 2. Places the recommended AFZs on public exhibition for a period of 30 days as required by the Ministerial Guidelines on Alcohol-Free Zones; and
- 3. Delegates to the CEO the finalisation of the recommended AFZs if no submissions are received; or receive a further report outlining details of the submissions received at the conclusion of the exhibition period.

## REPORT

## BACKGROUND

AFZs have been implemented and enforced within the Liverpool LGA for a number of years. The Liverpool AFZs most recent review was conducted in 2015 and signs across 35 locations were updated for a period of 4 years, to 2019. Liverpool's AFZs are inclusive of small areas of public space, typically in locations adjacent to outlets supplying alcohol such as pubs, clubs and liquor stores. These locations were identified in consultation with Liverpool City PAC, service providers and internal stakeholders including Community Standards and Legal Services. The AFZs have been enforced in known hotspots in Liverpool where street drinking occurs, aiming to minimize community safety concerns and anti-social behaviour.

AFZs are implemented as an early intervention method to prevent the escalation of irresponsible street drinking. The AFZs aim to:

- Create easily identifiable locations where street drinking is prohibited;
- Intervene and prevent the escalation of irresponsible street drinking;
- Reduce and prevent alcohol related crime and behaviour;
- Inform and educate community members about the importance of eradicating alcohol consumption within these areas;
- Create a safe environment for all community members;
- Provide opportunities for collaboration with the Liverpool City PAC and relevant community organisations to promote healthier behaviours; and
- Monitor alcohol consumption in known hotspot locations.

## AFZs RENEWAL PROCESS

The Ministerial Guidelines for AFZs, overseen by Anti-Discrimination NSW, requires that requests for AFZs must be made to Council by a member of the NSW Police Force, a community organisation or a member of the general public. The proposed zones are then submitted to Anti-Discrimination NSW for their review and approval. This process also requires a public exhibition period of 30 days to allow comment and feedback from the community.

Council's Community Development and Planning team has consulted with Liverpool City PAC and relevant stakeholders to determine the necessity of renewing the existing AFZs in

Liverpool. The feedback received identified the need for AFZs to be reinstated in the existing locations as a strategy to manage and reduce alcohol related crime and behaviour.

The Liverpool City PAC have submitted applications to Council for the renewal of the thirty five existing AFZs and an additional AFZ application for the Carnes Hill Community and Recreation Precinct. Subsequently, as required by the Ministerial Guidelines, details of all zones were submitted to Anti-Discrimination NSW for approval in January 2020. As of March 2020, approval has been granted to Council by Anti-Discrimination NSW for the re-establishment of Liverpool AFZs. Following the required period of public exhibition, Liverpool's AFZs will be re-established for a further four-year period to 2024.

## PROPOSED LOCATIONS

The table below outlines the recommended locations to re-establish the AFZs within the Liverpool LGA and to update signs at designated locations.

Location Description	Previous term	Number
		of signs
Macquarie St and Northumberland St (bounded by	29/04/15 - 29/04/19	2
Campbell St and Hume Highway) – Liverpool City		
centre		
Castlereagh St – Liverpool City Centre	29/04/15 – 29/04/19	1
Bathurst St – Liverpool City Centre	29/04/15 - 29/04/19	1
Northumberland St – Liverpool City Centre	29/04/15 - 29/04/19	5
Macquarie St – Liverpool City Centre	29/04/15 - 29/04/19	5
George St – Liverpool City Centre	29/04/15 - 29/04/19	9
Bigge St (including Liverpool Bus Rail exchange) –	29/04/15 - 29/04/19	9
Liverpool City Centre		
Goulburn St – Liverpool City Centre	29/04/15 - 29/04/19	2
Campbell St – Liverpool City Centre	29/04/15 - 29/04/19	1
Elizabeth St – Liverpool City Centre	29/04/15 - 29/04/19	1
Moore St – Liverpool City Centre	29/04/15 - 29/04/19	2
Memorial Ave – Liverpool City Centre	29/04/15 - 29/04/19	8
Scott St – Liverpool City Centre	29/04/15 - 29/04/19	1
Railway St – Liverpool City Centre	29/04/15 - 29/04/19	7
Pirie St – Liverpool City Centre	29/04/15 - 29/04/19	5
Hill Rd (between Wonga Rd and Lions Ave) –	29/04/15 - 29/04/19	1
Lurnea		
Reilly St (between West St and Webster Rd) –	29/04/15 - 29/04/19	6
Lurnea		

## ORDINARY MEETING 29 APRIL 2020 CITY COMMUNITY AND CULTURE REPORT

<b></b>		
Ingham Dr (roadway and pathway area including	29/04/15 – 29/04/19	9
street parking facility outside Casula Community		
Centre and Library) – Casula		1
Maryvale Ave (shop frontage between Memorial	29/04/15 – 29/04/19	1
Ave and St Paul's Cres, roadway and footpath area)		
– Liverpool		
Mannix Parade (shops between Lawrence Hargrave	29/04/15 – 29/04/19	3
Dr and McGirr Parade) – Warwick Farm		
Khancoban St (along shop frontage) – Heckenberg	29/04/15 – 29/04/19	4
Green Valley Rd (along shop frontage) – Green	29/04/15 – 29/04/19	2
Valley		
Willian Dr (along shop frontage) – Cartwright	29/04/15 - 29/04/19	4
Sutton Rd and Sinclair Rd (adjacent to shops) -	29/04/15 - 29/04/19	2
Ashcroft		
Miller Shopping Centre car park	29/04/15 – 29/04/19	2
The Hub – Miller	29/04/15 – 29/04/19	3
Lady Woodward Cres and Shropshire St – Miller	29/04/15 - 29/04/19	8
Edmondson Ave and Tenth Ave (adjacent to shops	29/04/15 - 29/04/19	4
and Austral Public School) – Austral		
Eastern and Western side of Hume Highway	29/04/15 - 29/04/19	3
(bounded by Atkinson St and Hoxton Park Rd) –		
Hoxton Park		
Both sides of Hoxton Park Rd to the intersection of	29/04/15 - 29/04/19	1
Gill Ave – Hoxton Park		
Gill Ave – Hoxton Park		1
Gillespie St – Liverpool	29/04/15 - 29/04/19	4
Pearce St – Liverpool	29/04/15 – 29/04/19	17
Atkinson St – Liverpool	29/04/15 – 29/04/19	8
Bathurst Street car park (near Northumberland St	29/04/15 - 29/04/19	3
entry) – Liverpool City Centre		
Carnes Hill Community and Recreation Precinct	29/04/15 – 29/04/19	1
(within area bordered by Beard Creek, Cowpasture		
Rd, Kurrajong Rd and Margaret Dawson Drive) –		
Carnes Hill		



## SIGNAGE

Signs are placed on the outer limits of the zone, at the site of known hotspots and at any other suitable intervals within the zone. The AFZ signs indicate that the drinking of alcohol is prohibited within that given area. The start and finish dates of the term are included on the sign, ensuring community members are aware of the valid term for the AFZ. The signs across the Liverpool LGA will be consistent and with easily recognised symbols. To avoid confusion, graphic representation will be used on the signs making them easily recognizable by members of the public.

## ENFORCEMENT

Once implemented, AFZs are enforceable by any Officer of the NSW Police Force.

The power to seize and tip out or otherwise dispose of alcohol without the need to issue a warning applies within an AFZ. A Police Officer may use their discretion to issue a warning to a person who is drinking in an AFZ. An individual who does not comply with an AFZ order, at the direction of a Police Officer, can be charged with obstruction under Section 660 of the Local Government Act 1993. This offence carries a maximum penalty of \$2,200.

<b>Economic</b> There are no economic and financial considerations.	
<b>Environment</b> There are no environmental and sustainability considerations.	
SocialSupport policies and plans that prevent crime.Promote community harmony and address discrimination.	
<b>Civic Leadership</b> Foster neighborhood pride and a sense of responsibility.	
LegislativeSection 646 (1) of the Local Government Act, 2009.Ministerial Guidelines on Alcohol Free Zones.	

## CONSIDERATIONS

## **ATTACHMENTS**

Nil

COM 02	<b>Community Development and Planning</b>	
	Committee Charters	
	Creating Connection	
Strategic Direction	Implement access and equity for all members of the community	
File Ref	082328.2020	
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning	
Approved By	Dr Eddie Jackson - Director City Community and Culture	

## **EXECUTIVE SUMMARY**

Council Committee charters are reviewed bi-annually to ensure they are in compliance with relevant Council policies and guidelines.

This report is tabled in order to present the updated charters for the following Committees:

- Liverpool Access Committee;
- Liverpool Community Safety and Crime Prevention Advisory Committee;
- Aboriginal Consultative Committee; and
- Liverpool Youth Council.

## RECOMMENDATION

That Council receives and endorses the following updated charters:

- Liverpool Access Committee;
- Liverpool Community Safety and Crime Prevention Advisory Committee;
- Aboriginal Consultative Committee; and
- Liverpool Youth Council.

## REPORT

The following Council Committee charters are due for bi-annual review. The following charters have been reviewed, updated and are attached for Council's endorsement:

- Liverpool Access Committee Charter;
- Liverpool Community Safety and Crime Prevention Advisory Committee Charter;
- Aboriginal Consultative Committee Charter; and
- Liverpool Youth Council.

Each charter has been reviewed by Council staff, in consultation with members of the committees and Council's Governance department to ensure compliance with relevant Council policies and guidelines. The charters identified a number of actions which Council staff are required to undertake in order to ensure the committees' functions and operations are in accordance with Council guidelines.

The review and feedback from members of the committees has resulted in some changes to all charters, including changes to quorums and frequency of meetings. All charters have been updated with formatting and minor word editing. Details of changes to each individual charter are outlined in this report.

## Liverpool Access Committee Charter

The review of the Liverpool Access Committee Charter recommends the following changes:

- 9.4.2 Committee members who cannot attend a meeting may delegate a representative to attend the meeting on their behalf by notifying Council officers prior to the meeting. This representative would then be included in the quorum;
- 10.1 change of the quorum requirements to a number of Committee members (4), rather than half-plus-one;
- 12.1 changed meeting frequency to bi-monthly; and
- Appendix 2b Committee members can raise items as general business during the meeting. Items do not need to be submitted prior to the meeting.

## Liverpool Community Safety and Crime Prevention Advisory Committee Charter

The review of the Liverpool Community Safety and Crime Prevention Advisory Committee Charter recommends the following change:

• 10.1 – change of the quorum to a number (10) of participants, rather than half-plusone; and • 13.1 – remove the phrase "unless otherwise specified in this Charter" in reference to meetings being conducted in accordance with Council's Code of Meeting Conduct.

## Aboriginal Consultative Committee Charter

The review of the Aboriginal Consultative Committee Charter recommends no changes, other than formatting and minor word editing.

## Liverpool Youth Council Charter

The review of the Liverpool Youth Council Charter recommends the following changes:

- The removal of references to the "Community Development Assistant". This role no longer exists;
- 8.4.1(h) clause added to stipulate that all Youth Council members aged over 18 years must hold a valid volunteer's Working with Children Check (WWCC); and
- 8.6.5 include a new position in the "Office Bearer" clause, "Youth Liaison Representative".

The recommended changes to the charters do not impact on the structure or delivery of the Committees, rather they improve operation and standardisation of the charters.

<b>Economic</b> There are no economic and financial considerations.	
<b>Environment</b> There are no environmental and sustainability considerations.	
	Support policies and plans that prevent crime.
	Preserve and maintain heritage, both landscape and cultural as urban development takes place.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community.
	Promote community harmony and address discrimination.
	Support access and services for people with a disability.
	Facilitate the development of community leaders.
Civic Leadership	Encourage the community to engage in Council initiatives and actions.

## CONSIDERATIONS



Legislative	There are no legislative considerations relating to this report.
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## ATTACHMENTS

- 1. Aboriginal Consultative Committee Charter April 2020
- 2. Liverpool Access Committee Charter April 2020
- 3. Liverpool Community Safety and Crime Prevention Advisory Committee Charter April 2020
- 4. Liverpool Youth Council Charter April 2020



Adopted: XX April 2020

TRIM: 082556.2020



## 1. NAME

Aboriginal Consultative Committee

## 2. INTERPRETATION

For the purpose of this Charter:

"Council"	means Liverpool City Council
"CEO"	means Chief Executive Officer
"ACC"	means Aboriginal Consultative Committee

"Member" means a member of the committee

## 3. STATUS OF COMMITTEE

Advisory Committee of Council

#### 4. PURPOSE

The Aboriginal Consultative Committee has been established primarily to provide an open line of communication between Council and the Aboriginal community to advise on matters important to the committee.

## 5. FUNCTION

The main functions of the Aboriginal Consultative Committee are to:

- Facilitate positive relations between Liverpool City Council and the local Aboriginal community;
- b) Provide an information exchange;
- c) Advise Council on issues related to Aboriginal heritage and Aboriginal community development;
- d) Promote mutual awareness and respect for the cultures of both the Aboriginal and non-Aboriginal community;
- e) Increase Council and public awareness of the needs of the local Aboriginal community; and
- f) Provide all levels of Council with Aboriginal cultural awareness.

## 6. OUTCOMES

The Committee aims to achieve the following outcomes:

- a) Increase awareness of issues affecting people from Aboriginal and Torres Strait Island background;
- b) Assist in the delivery of Sorry Day, NAIDOC Week and other events as required that benefit or highlight the contributions of the Aboriginal and Torres Strait Islander communities;
- c) Provide advice to Council.

## 7. COMMITTEE DELEGATIONS

- 7.1 The Committee shall not have the power to incur expenditure, unless delegated authority from Council.
- 7.2 The Committee does not have the power to bind Council, unless granted a specific delegation from Council.
- 7.3 The Committee can make recommendations to the Council or another Committee of 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 Council committee may or may not be adopted by the Council.
- 7.4 Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director, and any action or decision not to act will be reported to the Committee on a regular basis.

## 8. MEMBERSHIP

## 8.1 Councillor representation

- 8.1.1 The Mayor (or their delegate) and a Councillor nominated by Council will be members of the Aboriginal Consultative Committee (this can be the same Councillor).
- 8.1.2 Councillor Representatives are encouraged to attend meetings of the Committee and contribute to discussions.

#### 8.2 Council staff representation

- 8.2.1 The following staff (or their representative) are assigned to this committee:
  - a) Chief Executive Officer
  - b) Director City Community and Culture
  - c) Manager Community Development and Planning
  - d) Community Development Worker (ATSI)
  - e) Representatives across Council departments where required.
- 8.2.2 Staff required to attend the Committee will participate equally with others in terms of discussion and debate but will not have any voting rights.

#### 8.3 Community representation

- 8.3.1 The Committee is open to all members of the Aboriginal and non-Aboriginal community, however it is a requirement that the majority of participants are of Aboriginal background.
- 8.3.2 A register of membership shall be maintained.

#### 8.4 Support staff

8.4.1 The Community Development Worker (ATSI) will attend Aboriginal Consultative Committee meetings to provide administrative and other support to the Committee. Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

#### 8.5 Chairperson

- 8.5.1 The committee will be chaired by a member of the Aboriginal community on a rotating basis, unless otherwise selected by the committee.
- 8.5.2 The Committee may elect the position of Deputy Chair.
- 8.5.3 If an election is required for the Deputy Chairperson, this should occur at the first meeting of the new committee.
- 8.5.4 The role of the Chairperson is to preside at a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee. In the absence of the Chairperson, the deputy Chair or a Committee Member will preside over the meeting.
- 8.5.5 If the Chairperson or the Deputy Chair of the Committee is not willing or able to preside at a meeting, the Committee will elect a member to be Acting Chairperson for that meeting.

- 8.5.6 If the Chairperson of a Committee is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.
- 8.5.7 The election of a Chairperson or Acting Chairperson must be conducted:
  - a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
  - b) If neither of them is present at the meeting by the person who called the meeting or a person acting on his or her behalf.

#### 8.6 Other Office Bearers

8.6.1 There are no other office bearers on the Aboriginal Consultative Committee.

## 9. TERM OF OFFICE

9.1 As per Council resolution on the establishment of this committee 22 September 1997, community representatives continue on the Committee on an ongoing basis.

## 9.2 Casual Vacancy

9.2.1 Following the confirmation of each new Advisory Committee, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the stipulated criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

#### 9.3 Non-Attendance at Meetings

- 9.3.1 Reasonable apologies. A committee member should notify the committee Chairperson of their planned absence from a meeting.
- 9.3.2 Any committee member knowing that they will be absent from three or more consecutive meetings should notify the committee Chairperson in writing of the planned absence.
- 9.3.3 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the committee, the committee can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

#### 9.4 Resignation from Advisory Committee

9.4.1 Any Committee Members wishing to resign from the Committee shall do so in writing to the committee Chairperson.

#### 10. QUORUM AND RECOMMENDATION MAKING

- 10.1 The quorum required to enable business to be transacted at meetings is a minimum of five with a majority being members of the Aboriginal community and must include a nominated Councillor.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- 10.3 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.
- 10.4 Wherever possible, recommendations of the Committee will be made on the basis of consensus, i.e. where all 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.
- 10.5 Committee recommendations are not binding on Council. To obtain Council endorsement a Committee recommendation must be reported to the Council for their decision.

## 11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 The Committee is open to any person of Aboriginal or Torres Strait Islander descent and any person of the general public with an interest in Aboriginal and Torres Strait Islander issues.
- 11.2 Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

#### 12. TIMETABLE FOR MEETINGS

12.1 The Committee will meet quarterly on the first Thursday of every month, with the exception of July and January, from 6pm – 8pm.

- 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 or the completion of business.
- 12.3 Extra-ordinary meetings may be called by the Chairperson of the Committee 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 working days' notice has been given to all members.

## 13. MEETING PRACTICES 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 the meetings must be kept in accordance with Council Meeting Procedures.
- 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.

#### 15. OBSERVING THE CODE OF CONDUCT & RELEVANT COUNCIL POLICIES

- 15.1 All members of ACC are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the ACC.
- 15.2 Should a member of the ACC 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 ACC member concerned being excluded from membership of the ACC.
- 15.4 If an ACC member has a pecuniary interest in any matter with which the ACC is concerned, and is present at a meeting of the ACC 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 may be taken as seeking to influence the voting on that motion.

- 15.5 A member of the ACC who has a non-pecuniary conflict of interest in any matter with which the ACC is concerned and is present at a meeting of the ACC at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the ACC 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 An ACC member will deal with a non-pecuniary conflict of interest in at least one of these ways:
  - 15.6.1 Where the potential for conflict is deemed minimal, take no action. However, the Councillor or ACC member should consider providing an explanation as to why it is considered that only a minimal or nonexistent conflict exists.
  - 15.6.2 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 nor take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
  - 15.6.3 ACC 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.

## 16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 ACC members through their involvement on the ACC may come in contact with confidential or personal information retained by Council. ACC members are required to maintain the security and confidentiality of 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.

## 17. MEDIA PROTOCOL

17.1 The Chairperson of the ACC is the only person permitted to speak to the

media on behalf of the Committee, subject to the appropriate provisions of Council's Media Representation Policy.

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 THIS COMMITTEE AND THIS CHARTER

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

## AUTHORISED BY

**Council Resolution** 

## EFFECTIVE FROM

XX April 2020

#### DEPARTMENT RESPONSIBLE

City Community and Culture (Community Development and Planning)

## **REVIEW DATE**

XX April 2022

## VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	22 September 1997	Not applicable
2	Council Resolution	9 July 2001	102269.2007
3	Council Resolution	1 December 2008	216398.2008
4	Council Resolution	28 November 2012	033454.2010
5	Council Resolution	17 June 2015	136853.2015
6	Council Resolution	28 March 2018	016108.2018
7	Council Resolution	XX April 2020	082556.2020

## REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy Liverpool City Council: Ethical Governance: Conflicts of Interest Policy Liverpool City Council: Privacy Management Plan

Liverpool City Council: Procurement Manual and Procedures Liverpool City Council: Procurement Policy



Adopted: XX April 2020

TRIM: 082549.2020



## 1. NAME

Liverpool Access Committee

## 2. INTERPRETATION

For the purpose of this Charter:

"Council" means Liverpool City Council

"Member" means a member of the Liverpool Access Committee

"CEO" means the Chief Executive Officer

"AC" means the Access Committee

## 3. STATUS OF ACCESS COMMITTEE

Advisory Committee of Council

## 4. PURPOSE

The Access Committee has been established primarily to provide advice to Council which will effectively improve and alleviate access difficulties experienced by people with disability in Liverpool.

## 5. FUNCTION

The Access Committee will undertake the following actions:

- a) Raise issues associated with access and recommend actions and solutions;
- b) Actively participate in the implementation of Council's Disability Inclusion Action Plan;
- c) Provide advice on access issues, as required; and
- d) Liaise with Council in relation to access issues.

## 6. OUTCOMES

The Access Committee aims to achieve the following:

- a) Increase access and inclusion for people with disability, including people with mobility issues and vision impairment, and their carers;
- b) Provide advice to Council on matters relating to accessibility; and
- c) Lobby and advocate on access and inclusion issues.

## 7. COMMITTEE DELEGATIONS

- 7.1 The Access Committee does not have the power to incur expenditure.
- 7.2 The Access Committee does not have the power to bind Council, unless granted a specific delegated authority from Council.
- 7.3 The Access Committee can make recommendations to Council or another committee of Council. Recommendations of the Access Committee will generally be presented to Council in writing, accompanied by a report from relevant Council officers. Recommendations made by the Council Committee may or may not be adopted by Council.
- 7.4 Recommendations made by the Access Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the Director, City Community and Culture and any action or decision not to act are to be reported to the Committee on a regular basis.

## 8. MEMBERSHIP

## 8.1 Councillor representation

- 8.1.1 The Mayor (or their delegate) and a Councillor nominated by Council will be members of the Access Committee. (This can be the same Councillor.)
- 8.1.2 Councillor representatives are encouraged to attend meetings of the Access Committee and to contribute to discussions.

## 8.2 Council staff representation

- 8.2.1 The following staff (or their delegated representatives) are assigned to this committee:
  - a) Chief Executive Officer;
  - b) Director City Community and Culture;
  - c) Manager Community Development and Planning; and
  - d) Representatives across Council departments where required.

8.2.2 Staff required to attend the Access Committee will participate equally with other members in terms of discussion and debate but will not have any voting rights.

## 8.3 Community representation

- 8.3.1 Membership of the Access Committee is via an application process at the beginning of each term, and members are selected on the following criteria:
  - a) Ordinary membership is made up of 12 members, 4 from each of the 3 categories as follows:

Category 1 – People with disability living, working or studying in the Liverpool LGA;

Category 2 - Family members and/or carers of people with disability; and

Category 3 – Agencies providing services to people with disability or people living in the area who have a specific area of interest or skill that could contribute to the work of the Access Committee.

- b) Community representatives are required to attend meetings (usually held in the afternoon), actively participate and commit to the full term of the Access Committee, being two years.
- c) Community representatives are appointed in an individual capacity, based on skills and experience and not as a representative of a particular group.
- d) Each community representative to complete the Liverpool Access Committee Registration Form as part of the recruitment process.
- e) Informal interviews / meetings will be conducted with all nominees by the, Manager Community Development and Planning (or delegate) and the Community Development Worker (Aged & Disability). The interviews will cover the registration forms, and provide an opportunity to get to know the community representative. Following the assessment, nominees will be appointed against selection/eligibility criteria and recommendations for appointments will be submitted to Council for endorsement.

## 8.4 Support staff

8.4.1 The Community Development Worker (Aged and Disability) will attend the Access Committee meetings to provide administrative and other support. Administrative support is provided for preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

## 8.5 Chairperson

- 8.5.1 The Mayor (or their delegate) will be the Chairperson of the Access Committee.
- 8.5.2 The Access Committee may elect the position of Deputy Chairperson.
- 8.5.3 The election of the Deputy Chairperson is to be held at the first meeting of the new Access Committee.
- 8.5.4 The role of the Chairperson is to preside over Access Committee meetings. The Chairperson requires the skills to be able to facilitate the effective functioning of the Access Committee. In the absence of the Chairperson, the Deputy Chairperson will preside over the meeting.
- 8.5.5 If the Chairperson (or the Deputy Chairperson) is not available to preside at a meeting, the Access Committee will elect a member of the Access Committee to be the Acting Chairperson for that meeting.
- 8.5.6 If the Chairperson (or the Deputy Chairperson) of the Access Committee is not present at the commencement time of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.
- 8.5.7 The election of the Deputy Chairperson or Acting Chairperson must be conducted:
  - a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
  - b) If neither of them are present at the meeting by the person who called the meeting or a person acting on his or her behalf.

## 8.6 Other Office Bearers

8.6.1 There are no other office bearers on the Access Committee.

## 9. TERM OF OFFICE

- 9.1 Access Committee members serve a two-year term. At the commencement of a new term, previous members may reapply.
- 9.2 A community representative appointed to the Access Committee will continue as a member until the Access Committee review at the end of the two year term, or following Council elections, whichever is sooner.

## 9.3 Casual Vacancy

9.3.1 Following the confirmation of each new Access Committee, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

## 9.4 Non-Attendance at Meetings

- 9.4.1 Reasonable apologies. The Access Committee member should notify the Chairperson of their planned absence from a meeting.
- 9.4.2 Committee members may nominate a representative to attend the meeting on their behalf. Members must notify the Community Development Worker in writing prior the meeting if a delegate will attend the meeting on their behalf.
- 9.4.3 Any Access Committee member knowing that they will be absent for three or more consecutive meetings should notify the Access Committee Chairperson in writing of the planned absence.
- 9.4.4 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the Access Committee, the Access Committee can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

## 9.5 Resignation from the Committee

9.5.1 Any Access Committee member wishing to resign from the Committee shall do so in writing to the Chairperson.

## 10. QUORUM AND DECISION MAKING

- 10.1 The quorum required to enable business to be transacted at meetings is four members, and must include a nominated Councillor.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- 10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, Access Committee members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Access Committee meeting with a quorum present.
- 10.4 Wherever possible, recommendations of the Access Committee will be made on the basis of consensus, i.e. where all 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.
- 10.5 Committee recommendations are not binding on Council. To obtain Council endorsement an Access Committee recommendation must be reported to the Council for a decision.

## 11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 The Access Committee will usually not be open to members of the general public. However, the Access Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the CEO (or delegate).
- 11.2 Representatives of organisations or the general community may be invited to address the Access Committee on matters on the agenda.

## 12. TIMETABLE FOR MEETINGS

- 12.1 The Access Committee will meet bi-monthly on the second Thursday of the month, from 1:00pm 3:00pm.
- 12.2 A meeting will be limited to a maximum of two hours duration unless the Access Committee resolves to extend the length of the meeting to a particular time or the completion of business.

- 12.3 Extraordinary meetings may be called by the Chairperson in consultation with the CEO (or their 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 working days' notice has been given to all members.

## 13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, Access Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Access Committee must observe the provisions of any relevant Council policies and procedures.
- 13.3 Minutes of meetings must be kept in accordance with the procedures set out in the Council's Code of Meeting Practice.
- 13.4 The minutes of each Access 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 Access Committee.

## 15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of Access Committee are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Access Committee.
- 15.2 Should a member of the Access 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 Access Committee member concerned being excluded from membership of the Access Committee.
- 15.4 If an Access Committee member has a pecuniary interest in any matter with which the Access Committee is concerned, and is present at a meeting of the Access 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 may be taken as seeking to influence the voting on the motion.
- 15.5 A member of the Access Committee who has a non-pecuniary conflict of interest in any matter with the which the Access Committee is concerned and is present at a meeting of the Access Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Access 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 An Access Committee member will deal with a non-pecuniary conflict of interest in a least one of these ways:
  - 15.6.1 Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Access Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
  - 15.6.2 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 nor take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
- 15.7 Access 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.

## 16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 Access Committee members through their involvement on the Access Committee may come in contact with confidential or personal information retained by Council. Access Committee members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.
- 16.2 *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.

## 17. MEDIA PROTOCOL

- 17.1 The Access Committee Chairperson is the only person permitted to speak to the media on behalf of the Access Committee, subject to obtaining the appropriate approval in accordance with Council's Media and Representation Policy.
- 17.2 No other member of the Access Committee is permitted to speak to the media in his or her capacity as a Committee member.

## 18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

18.1 Council will review the work of the Access Committee and this charter every two years.

## AUTHORISED BY

**Council Resolution** 

## EFFECTIVE FROM

XX April 2020

## DEPARTMENT RESPONSIBLE

City Community and Culture (Community Development and Planning)

## **REVIEW DATE**

XX April 2022

## VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	November 2012	234799.2012
2	Council Resolution	24 September 2014	295658.2014
3	Council Resolution	17 June 2015	091653.2015
4	Council Resolution	27 April 2016	113073.2016
5	Council Resolution	28 March 2018	339382.2017
6	Council Resolution	XX April 2020	082549.2020

## REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Management Plan

#### Appendix A – Council's responsibilities to Access Committee

## 1. RELATIONSHIP WITH LIVERPOOL CITY COUNCIL

The relationship of the Access Committee to Liverpool City Council includes:

- The Access Committee considers and makes recommendations on issues relevant to people in the Local Government Area to Liverpool City Council through advice on policy, Development Applications submissions, Social Impact Assessments and other initiatives;
- B) Recommendations of the Access Committee will be considered in Council's deliberations on any issues;
- c) Council's Community Development and Planning team will support and resource the Access Committee through:
  - Administrative support (including: assistance with minutes, photocopying, access to phones, Internet, budget and Council reporting) to Access Committee representatives to enable them to meet their accountability requirements;
  - ii) Training to Access Committee representatives to enable them to sufficiently perform their duties;
  - iii) Additional support for disadvantaged members or members with disability to support them in meeting their commitments as requested;
  - iv) Reimbursement of costs related to Access Committee business Council acknowledges the need for members of the Access Committee to be adequately reimbursed for any costs they incur when performing their duties. Any reimbursements will be with the prior approval of Council's Community Development Worker (Aged & Disability) and upon production of a receipt;
  - v) Assistance with phone expenditure all phone calls must be detailed on the phone expenditure form and submitted to the Community Development Worker (Aged & Disability) each quarter. All local calls will be reimbursed at 25 cents per call. Any mobile calls (to or from a mobile) will be reimbursed at the total value, only if a copy of the bill is attached to the expenditure sheet;
  - vi) Remaining with Access Committee members who are under the age of 18 years until they have been picked up Council Staff will wait with Access Committee members after meetings and events until all members have been picked up from the meeting or event venue. Note it is mandatory that

a parent/guardian or other responsible adult picks up an Access Committee member;

- vii) Providing assistance in emergency circumstances. In the instance of the Access Committee member being under the age of 18 years, and if there is any issue that may arise relating to transport, Council Staff will contact the member's parent/guardian for permission to arrange for the member to be transported home by Taxi with costs to be met by the member or their parent/guardian;
- d) Travel Access Committee Members are responsible for their own travel to and from Access Committee meetings and events. Any Access Committee member under the age of 18 years wishing to be transported by another Access Committee member will need to provide written or verbal permission from their parent/guardian allowing them to do so.

## 2. RESPONSIBILITIES OF ACCESS COMMITTEE MEMBERS

The Access Committee members have the following responsibilities:

- a) Actively seek views and opinions of people and relevant issues to be brought to the attention of the Access Committee;
- b) Contribute items of interest to the meeting agendas, either prior to the meeting to the convenor or as General Business during the meeting;
- c) Actively participate in discussion and decisions at meetings;
- d) Actively participate in various working parties and events involving the Access Committee;
- e) Represent the views and act in the interest of all residents across the Liverpool Local Government Area;
- f) Communicate issues regarding the Access Committee, including being absent at meetings, to the Community Development Worker;
- g) Agree to act within the guidelines of the Access Committee as outlined in this Charter at all times. This is to be confirmed by signing an agreement following a briefing session on the Charter and Code of Conduct training;
- Follow Liverpool City Council policy regarding the use of the Internet (website and Facebook page), e-mail, representing the Access Committee at forums / conferences and speaking to the media.

- i) Access Committee members are not permitted to make public statements relating to or on behalf of the Access Committee;
- j) Any correspondence regarding the Access Committee must be printed on Council's official letterhead and approved by the Community Development Worker (Aged & Disability); and
- k) All members of the Access Committee are to abide by the Council's Code of Conduct.

## 3. RESPONSIBILITIES OF COUNCIL TO ACCESS COMMITTEE

Council's Community Development Worker responsibilities include:

- a) Support and resource the Access Committee to achieve its aims;
- b) Mentor, liaise with and support the Access Committee and its members;
- c) Write Council reports and represent Access Committee recommendations at Council and Agenda review meetings;
- Ensure members are aware of Liverpool City Council's processes and protocols;
- e) Conduct an evaluation of the Access Committee functions at the completion of each two-year term;
- f) Conduct a mid-term evaluation of the Access Committee outcomes in reference to the Access Committee Charter and any items adopted by the Access Committee for the term;
- g) Manage the Access Committee's budget and be responsible for issues relating to finances of the Access Committee; and
- h) Maintain accurate records according to Liverpool City Council practices.

# LIVERPOOL CITY COUNCIL

## LIVERPOOL COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE CHARTER

Adopted: XX April 2020

TRIM: 082557.2020



## 1. NAME

Liverpool Community Safety and Crime Prevention Advisory Committee.

## 2. INTERPRETATION

For the purpose of this Charter:

- a) "Act" means the Local Government Act 1993.
- b) "CEO" means the Chief Executive Officer.
- c) "Council" means Liverpool City Council.
- d) "Member" means a member of the Committee.
- e) "LCSCPAC" means the Liverpool Community Safety and Crime Prevention Advisory Committee.
- f) "Committee" means the Liverpool Community Safety and Crime Prevention Advisory Committee.
- g) "Observer" means the person attends the meeting but has no voting rights.

## 3. STATUS OF COMMITTEE

Advisory Committee of Council.

## 4. PURPOSE

The Community Safety and Crime Prevention Advisory Committee has been established to:

- a) Make relevant advice and recommendations to Council which relate to community safety and crime prevention matters in the Liverpool Local Government Area (LGA) including the Liverpool City Centre. The crime and safety matters include the improvement of perceptions of safety, drug and alcohol issues, injury prevention, implementation of recommendations through safety audits, and hotspots improvement through delivery of various projects and programs.
- b) Improve the perception of crime and safety in the area that will have a positive impact on economic and social development.
- c) Promote an integrated strategic approach to deal with local crime and safety issues.
- d) Maximise the skills and expertise that exist in the community to complement the role of Council in planning and policy-making.

e) Improve community engagement outcomes relating to crime and safety matters.

## 5. FUNCTION

The main functions of the Liverpool Community Safety and Crime Prevention Advisory Committee are to:

- a) Provide specialist advice to Council on community safety and crime issues and concerns, including policy issues.
- b) Act as a consultative mechanism for Council on issues that affect a diverse range of community.
- c) Provide a forum for agencies to take a leading role in initiating collaborative approaches to address crime and safety issues including injury prevention, drug and alcohol related and other injuries, domestic and family violence, road safety, public spaces safety, small business safety, and safety in recreation areas such as open space and play grounds.
- d) Initiate and deliver educational and training programs to assist the local community to develop capacity and leadership to enhance community pride.
- e) Foster and deliver safe environments that improve businesses confidence.
- f) Deliver projects and programs in accordance with the Pan Pacific Safe Community Network objectives to maintain Liverpool City's accreditation as a Pan Pacific Safe Community.

## 6. OUTCOMES

The Liverpool Community Safety and Crime Prevention Advisory Committee aims to achieve the following outcomes:

- a) Improve perception of safety and reduce crime in Liverpool LGA.
- b) Improve community and business confidence.

- c) Increase partnerships between Council, and government and nongovernment agencies including NSW Police Force, emergency service departments, NSW Health, NSW Department of Family and Community Services, local businesses and the community.
- d) Facilitate community input into Council decision-making processes in relation to local crime and safety issues and concerns.
- e) Deliver projects and programs in accordance with the Pan Pacific Safe Communities Network objectives to maintain Liverpool City's accreditation as a Pan Pacific Safe Community.

# 7. COMMITTEE DELEGATIONS

- 7.1 The Liverpool Community Safety and Crime Prevention Advisory Committee is an Advisory Committee of Council.
- 7.2 The Liverpool Community Safety and Crime Prevention Advisory 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.
- 7.3 Recommendations made by the Liverpool Community Safety and Crime Prevention Advisory Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director, and any action or decision not to act will be reported to the committee on a regular basis.

## 8. MEMBERSHIP

#### 8.1 Councillor representation

- 8.1.1 The Mayor (or their delegate) and a Councillor nominated by Council will be members of this Committee.
- 8.1.2 Councillor representatives are encouraged to attend meetings of the Committee and contribute to discussions.

### 8.2 Council staff representation

- 8.2.1 The following staff (or their delegated representatives) are assigned to this committee:
  - a) Chief Executive Officer;
  - b) Director City Community and Culture;
  - c) Manager Community Development and Planning; and
  - d) Representatives across Council departments where required.
- 8.2.2 Staff required to attend the Committee will participate equally with others in terms of discussion and debate but will not have any voting rights.

#### 8.3 Community representation

- 8.3.1 Membership of the Community Safety and Crime Prevention Advisory Committee is determined by an application process every two years. Selection is based on the following criteria:
  - a) Representation will be sought from government and nongovernment agencies to include:
    - a. Liverpool City Police Area Command
    - b. NSW Health including Drug Health and Injury Prevention units
    - c. NSW Department of Family and Community Services
    - d. NSW Fire and Rescue
    - e. NSW State Emergency Services (SES)
    - f. Liverpool Chamber of Commerce
    - g. Community Drug Action Team
    - h. Liverpool City Liquor Accord
    - i. Liverpool Domestic Violence Liaison Committee
    - j. Relevant providers and agencies such as Western Sydney Migrant Resource Centre and Liverpool Neighbourhood Connections, and other community organisations providing services to local community
    - k. Other peak bodies and user groups
  - b) Community representatives should be available to attend meetings (usually occuring in the morning), actively participate and commit to the full term of the Liverpool Community Safety and Crime Prevention Advisory Committee, being two years.

c) An informal interview / meeting will be conducted with all nominees by the, Manager Community Development and Planning (or delegate) and the Community Development Worker (Community Safety). Following an assessment by Council staff, applicants will be nominated against selection/eligibility criteria and recommendations for appointments will be submitted to Council for endorsement.

## 8.4 Support Staff

8.4.1 The Community Development Worker (Community Safety) will attend meetings to provide administrative and other support to the committee. Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

#### 8.5 Chairperson and Deputy Chairperson

- 8.5.1 The Mayor (or delegate) will be the chairperson of this Advisory Committee.
- 8.5.2 The Committee may elect the position of Deputy Chairperson.
- 8.5.3 If an election is required for the Deputy Chairperson, this should occur at the first meeting of the new committee.
- 8.5.4 The role of the Chairperson is to preside at meetings of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee. In the absence of the Chairperson, the Deputy Chairperson shall preside at the meeting.
- 8.5.5 If the Chairperson (or the Deputy Chairperson) is not able or willing to preside at a meeting, the Committee will elect a member to be the Acting Chairperson for that meeting.
- 8.5.6 If the Chairperson (or the Deputy Chairperson) of the Committee is not present at the time designated for the commencement of a meeting, the first business of the meeting must be the election of an Acting Chairperson to preside at the meeting.
- 8.5.7 The election of a Chairperson, Deputy Chairperson or Acting Chairperson must be conducted:
  - a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or

b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

#### 8.6 Other Office Bearers

There are no other office bearers on this Committee.

#### 9. TERM OF OFFICE

- 9.1 Liverpool Community Safety and Crime Prevention Advisory Committee members serve a two year term. At the commencement of a new term, previous members may reapply.
- 9.2 A community representative appointed to the Liverpool Community Safety and Crime Prevention Advisory Committee will continue as a member until the Advisory Committee is reviewed at the end of the two year term, or following Council elections, whichever is sooner.

### 9.3 Casual Vacancy

9.3.1 Following the confirmation of each new Liverpool Community Safety and Crime Prevention Advisory Committee, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the stipulated criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

## 9.4 Non-Attendance at Meetings

- 9.4.1 Reasonable apologies. A Liverpool Community Safety and Crime Prevention Advisory Committee member should notify the Committee Chairperson of their planned absence from a meeting.
- 9.4.2 Any Liverpool Community Safety and Crime Prevention Advisory Committee member knowing that they will be absent from three or more consecutive meetings should notify the Chairperson in writing of the planned absence.
- 9.4.3 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the Committee, the Committee can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

#### 9.5 Resignation from the Committee

9.5.1 Any Liverpool Community Safety and Crime Prevention Advisory Committee members wishing to resign from the Committee shall do so in writing to the Chairperson.

#### 10. QUORUM AND DECISION MAKING

- 10.1 The quorum required to enable business to be transacted at meetings is ten, and must include a nominated Councillor.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- 10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, the Liverpool Community Safety and Crime Prevention Advisory Committee members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Liverpool Community Safety and Crime Prevention Advisory Committee meeting with a quorum present.
- 10.4 Wherever possible, recommendations of the Liverpool Community Safety and Crime Prevention Advisory Committee will be made on the basis of consensus, i.e. where all 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.
- 10.5 Liverpool Community Safety and Crime Prevention Advisory Committee recommendations are not binding on Council. To obtain Council endorsement a committee recommendation must be reported to the Council for their decision.

#### 11. MEETINGS AND MEMBERS OF THE PUBLIC

11.1 The Liverpool Community Safety and Crime Prevention Advisory Committee will usually not be open to members of the general public. However, the Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the CEO (or delegate).

11.2 Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

#### 12. TIMETABLE FOR MEETINGS

- 12.1 The Community Safety and Crime Prevention Advisory Committee will meet quarterly on the first Thursday of the month, from 10:00am to 12.00noon.
- 12.2 A meeting will be limited to a maximum of two hours duration unless the Liverpool Community Safety and Crime Prevention Advisory Committee resolves to extend the length of the meeting to a particular time or the completion of business.
- 12.3 Extraordinary meetings may be called by the Chairperson of the Committee in consultation with the CEO (or his / her delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 The Liverpool Community Safety and Crime Prevention Advisory Committee meetings can only be held if five working days' notice has been given to all members.

## 13. MEETING PRACTICE AND PROCEDURES

- 13.1 Community Safety and Crime Prevention Advisory Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Liverpool Community Safety and Crime Prevention Advisory Committee must observe the provisions of any other relevant Council policies and procedures.
- 13.3 Minutes of the meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 13.4 The minutes of each Liverpool Community Safety and Crime Prevention Advisory Committee meeting will be submitted to the next available meeting of Council.

#### 14. INSURANCE COVER

14.1 The Liverpool Community Safety and Crime Prevention Advisory Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the committee.

#### 15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of Community Safety and Crime Prevention Advisory Committee are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Advisory Committee.
- 15.2 Should a member of the Liverpool Community Safety and Crime Prevention Advisory 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 Advisory Committee member concerned being excluded from membership of the Advisory Committee.
- 15.4 If a Liverpool Community Safety and Crime Prevention Advisory Committee member has a pecuniary interest in any matter with which the Advisory Committee is concerned, and is present at a meeting of the Advisory 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 may be taken as seeking to influence the voting on the motion.
- 15.5 A member of the Liverpool Community Safety and Crime Prevention Advisory Committee who has a non-pecuniary conflict of interest in any matter with the which the Advisory Committee is concerned and is present at a meeting of the Advisory Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Liverpool Community Safety and Crime Prevention Advisory 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 member of the Liverpool Community Safety and Crime Prevention Advisory Committee will deal with a non-pecuniary conflict of interest in a least one of these ways:
  - 15.6.1 Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Advisory Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
  - 15.6.2 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 nor take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
- 15.7 Liverpool Community Safety and Crime Prevention Advisory 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.

## 16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 Community Safety and Crime Prevention Advisory Committee members through their involvement on the Advisory Committee may come in contact with confidential or personal information retained by Council. Advisory Committee members are required to maintain the security and confidentiality of 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.

## 17. MEDIA PROTOCOL

17.1 The Liverpool Community Safety and Crime Prevention Advisory Committee Chairperson is the only person permitted to speak to the media on behalf of the Committee, subject to obtaining the appropriate approval in accordance with Council's Media Representation Policy.

17.2 No other member of the Liverpool Community Safety and Crime Prevention Advisory Committee is permitted to speak to the media in their capacity as a Committee member.

#### 18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

18.1 Council will review the work of the Liverpool Community Safety and Crime Prevention Advisory Committee and this charter every two years.

#### AUTHORISED BY

Council Resolution

# EFFECTIVE FROM

XX April 2020

#### DEPARTMENT RESPONSIBLE

City Community and Culture (Community Development and Planning)

#### THIS CHARTER HAS BEEN DEVELOPED AFTER CONSULTATION WITH

City Corporate (Governance and Legal Services)

#### **REVIEW DATE**

XX April 2022

#### VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	25 November 2015	289981.2015
2	Council Resolution	28 March 2018	348126.2017
3	Council Resolution	XX April 2020	082557.2020

#### REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Management Plan



Adopted: XX April 2020

TRIM: 082552.2020



#### 1. NAME

Liverpool Youth Council

### 2. INTERPRETATION

For the purpose of this Charter:

"Council" means Liverpool City Council. "Member" means a member of the Liverpool Youth Council. "CEO" means the Chief Executive Officer. "YC" means the Youth Council.

## 3. STATUS OF YOUTH COUNCIL

Advisory committee of Council.

#### 4. PURPOSE

The Liverpool Youth Council has been established:

- a) To provide advice to Council about issues relating to young people; and
- b) To act as a consultative mechanism for young people and to promote the interests of young people in Liverpool.

#### 5. FUNCTION

The main functions of the YC are to:

- a) Provide specialist advice to Council on youth issues and youth policy;
- b) Involve young people in the community and in the processes of Council;
- c) Act as a consultative mechanism for Council on issues that affect a diverse range of young people;
- d) Provide a forum for young people to develop an understanding of the role of local government;
- e) Plan and organise cultural, environmental, recreational and social activities citywide for young people;
- f) Assist young people to develop various skills, including leadership, meeting procedures, communication and various administration skills;
- g) Lobby and advocate on issues affecting young people; and
- h) Promote positive stories and images of young people.

## 6. OUTCOMES

The YC aims to:

a) Deliver projects that benefit young people as agreed by the YC;

b) Inform Council about issues that are important to young people in Liverpool; and

c) Provide an opportunity for Council and other organisations and levels of government to consult representatives of the young population.

## 7. YC DELEGATIONS

- 7.1 The YC shall not have the power to incur expenditure outside of the designated YC budget.
- 7.2 The YC does not have the power to bind the Council, unless given a specific delegated authority from Council.
- 7.3 The YC can make recommendations to the Council or another committee of the Council on all relevant business presented before it. Recommendations of the YC will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Council YC may or may not be adopted by Council.
- 7.4 Recommendations made by the YC which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director, and any action or decision not to act will be reported to the YC on a regular basis.

#### 8. MEMBERSHIP

- 8.1 The YC does not have the authority to co-opt anyone to its membership.
- 8.2 <u>Councillor representation</u>
   8.2.1 Two Councillors elected by Council are members of the YC.
  - 8.2.2 Councillor representatives are encouraged to attend meetings of the
  - YC and contribute to discussions.

- 8.3 <u>Council staff representation</u>
  - 8.3.1 The Manager, Community Development and Planning (or delegate) will attend all YC meetings, as well as working party meetings organised by the YC.
  - 8.3.2 Council staff members required to attend the YC will participate equally with others in terms of discussion and debate but will not have any voting rights.

#### 8.4 <u>Community representation</u>

- 8.4.1 Membership of the YC is via an application process preceding the beginning of each term, and selection is based on the following criteria:
  - a) The young person must be between the ages of 12 and 24 years;
  - b) The young person must reside in the Liverpool Local Government Area (LGA) or spend 12 hours or more per week working, volunteering and/or studying inside the Liverpool LGA;
  - c) The young person should be available to attend meetings (usually occurring in the evening), actively participate and commit to the full term of the YC, being two years;
  - d) The total membership must reflect a range of ages, genders, abilities, cultural backgrounds and suburbs of residence;
  - e) Incoming Youth Councillors must undergo training between their confirmation and the commencement of their term (Appendix 2.1 (I);
  - f) YC members or their parents or guardians must give formal written approval for their name, age and photo to appear in any publicity in relation to the YC or Council. A member 18 years or over, or a member's parents or guardians are required to sign a YC permission note at the beginning of their two-year term which covers these issues;
  - g) Each young person is to complete the Liverpool YC Registration Form as part of the recruitment process; and
  - Each young person aged 18 years or over will be required to provide a Working With Children Check (WWCC) clearance, or be willing to apply for the clearance (This check is free for volunteers).

8.4.2 Informal interviews/ meetings will be conducted with all shortlisted nominees by the Community Development Worker, and one existing YC member. The interviews will discuss the issues on the nomination forms, any concerns and are an opportunity to get to know the young people. Following the assessment, nominees will be nominated against the selection/eligibility criteria and recommendations for appointments to will be submitted to Council for endorsement.

#### 8.5 President and Deputy President

- 8.5.1 The election of the President and Deputy President should occur at the first meeting of the new YC.
- 8.5.2 The role of the President is to preside at a meeting of the YC. The President requires the skills to be able to facilitate the effective functioning of the YC. In the absence of the President, the Deputy President shall preside at the meeting.
- 8.5.3 If the President or the Deputy President of the YC is not able or willing to preside at a meeting of the YC, the YC will elect a member of the YC to be Acting President for that meeting.
- 8.5.4 If the President (or the Deputy President) of a YC is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting President to preside at the meeting.
- 8.5.5 The election of a President, Deputy President or Acting President must be conducted:
  - a) By the CEO or, in their absence, an employee of Council designated by the CEO to conduct such an election; or
  - b) If neither is present at the meeting by the person who called the meeting or a person acting on his or her behalf.

#### 8.6 Other Office Bearers

The following executive positions of the Liverpool YC will be elected in the same manner as the President.

8.6.1 The YC Secretary shall:

a) Have the role of taking minutes throughout the meetings, noting all actions and motions;

- b) Be responsible for ensuring that minutes of each meeting are typed and forwarded to Council Staff no later than 2 weeks after the meeting;
- c) Attend to any correspondence needs of the YC with support from the Council staff. Correspondence is to be written on Council's official letterhead (which includes the current YC logo) and approved by the Community Development Worker; and
- d) Be assisted by the Deputy Secretary where appropriate.
- 8.6.2 The YC Deputy Secretary shall:
  - a) Assist the Secretary as required with any of the above responsibilities, or in his or her absence.
- 8.6.3 The YC Treasurer shall:
  - a) Liaise with the Community Development Worker regarding expenses and the current balance of budget. They shall report on the budget at each YC meeting.
- 8.6.4 The Media Representative shall:
  - a) Speak to the media on behalf of the YC, subject to approval from the Mayor; and
  - b) Liaise with the Community Development Worker regarding media representation of the YC.
- 8.6.5 The Youth Liaison Representative shall:
  - a) Actively liaise with Schools, Universities and TAFE colleges in Liverpool to promote the YC and its associated activities; and
  - b) Where possible, visit these education sites to seek feedback on the needs of local young people to assist in the planning of activities during the YC's two-year term.

#### 9. TERM OF OFFICE

9.1 YC members serve a two-year term, with a maximum of two consecutive terms served by any one member (i.e. members can serve a maximum of four years).

- 9.2 A young person appointed to the YC will continue as a member until the YC is disbanded at the end of the two-year term, or following Council elections, whichever is sooner.
- 9.3 <u>Casual Vacancy</u>
  - 9.3.1 Following the confirmation of each new YC, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the stipulated criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

#### 9.4 Non-Attendance at Meetings

- 9.4.1 Youth Councillors are expected to participate in all meetings, working parties where relevant, and YC activities / events.
- 9.4.2 In the event that a Youth Councillor cannot attend a YC meeting, an apology or notification must be made to the Community Development Worker prior to the meeting, via email or phone call with a least twenty four (24) hours' notice unless an emergency arises.
- 9.4.3 Youth Councillors who miss three meetings during the term of the YC without prior apology will be contacted by the Community Development Worker to discuss reasons for their absence. If the member continues to be absent without apology after this discussion then they may have their position declared vacant by a motion of the YC.
- 9.4.4 Where any member, including executive position holders, is not meeting their roles and responsibilities, the YC has the right to question their membership. To do this, any members of the YC must approach the Community Development Worker outside an ordinary meeting in order to maintain confidentiality and professionalism. The person identified will be notified and the matter will be discussed with the Community Development Worker. If the member is still not meeting their roles and responsibilities they may have their position declared vacant by a motion of the YC.
- 9.4.5 The Community Development Worker may also initiate the process outlined in 9.4.4 by contacting the Youth Councillor to request they attend a meeting within 14 days of contact to discuss the issues with them. At this meeting the Youth Councillor will be given the opportunity to state their case before the motion goes to a vote at a YC meeting. If the member does not respond to the requests for a

meeting, then they may have their position declared vacant by a motion of the YC.

- 9.4.6 At the expiration of 14 days, the procedure to declare a position vacant will be executed as follows:
  - a) A recommendation to the YC to raise a motion to have the position of membership declared vacant, at the next ordinary meeting;
  - b) A phone call to advise that a motion will be submitted at the next ordinary meeting to declare the position vacant;
  - c) A follow up email if the phone call was not successful; and
  - d) A letter to confirm that the action was undertaken.
- 9.4.7 Youth Councillors acting outside this charter and Council's Code of Conduct could be subject to possible dismissal by a motion of censure, passed by a majority of the YC.
- 9.4.8 Youth Councillors can take a leave of absence if agreed to by the Community Development Worker at a meeting for each individual during their two-year term. There will be a maximum of three members on leave at a time. A maximum of three months leave of absence is permitted. The Community Development Worker will notify YC of the approved leave at the next ordinary YC meeting. The leave of absence will be minuted at the meetings accordingly. This may include "study leave" for such purposes as the Higher School Certificate (HSC) or equivalent.
- 9.5 Resignation from YC
  - 9.5.1 Any YC member wishing to resign from the YC shall do so in writing to the Community Development Worker.

### 10. QUORUM AND DECISION MAKING

- 10.1 Half of the YC membership plus one (i.e. quorum is equal to seven members), and one Councillor must be present to enable a quorum.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- 10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, the YC present may discuss the agenda items. Any recommendations made will not become formalised until they have been ratified at the next YC meeting with a quorum present.
- 10.4 Wherever possible, recommendations of the YC will be made on the basis of consensus, i.e. where all present agree. At the discretion of the

President, 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 President will exercise the deciding vote.

- 10.5 YC recommendations are not binding on Council. To obtain Council endorsement, a YC recommendation must be reported to the Council for their decision.
- 10.6 At the discretion of the President, a vote may be called to decide 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 decided by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the President will exercise the deciding vote.

## 11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 YC meetings will usually not be open to members of the general public. However, the YC can decide to open the meeting to the public, subject to the agreement of the President in consultation with the CEO (or delegate).
- 11.2 Representatives of organisations or the general community may be invited to address the YC on matters on the agenda.

#### 12. TIMETABLE FOR MEETINGS

- 12.1 The YC will meet every once per month on a date determined by YC members at the beginning of each term. Meetings will be held from 6:00pm 7:45pm.
- 12.2 A meeting will be limited to a maximum of two hours duration unless the YC resolves to extend the length of the meeting to a particular time or the completion of business.
- 12.3 Extraordinary meetings may be called by the President of the YC in consultation with the CEO (or their delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 YC meetings can only be held if five working days' notice has been given to all members.

#### 13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, YC meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The YC must observe the provisions of any other relevant Council policies and procedures.
- 13.3 Minutes of the meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 13.4 The minutes of each YC meeting will be submitted to the next available meeting of Council.

#### 14. INSURANCE COVER

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

#### 15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of YC are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the YC.
- 15.2 Should a member of the YC 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 YC member concerned being excluded from membership of the YC.
- 15.4 If a YC member has a pecuniary interest in any matter with which the YC is concerned and is present at a meeting of the YC 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 may be taken as seeking to influence the voting on the motion.
- 15.5 A member of the YC who has a non-pecuniary conflict of interest in any matter with the which the YC is concerned and is present at a meeting of the YC at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the YC 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 YC member will deal with a non-pecuniary conflict of interest in a least one of these ways:
  - a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or YC member should consider providing an explanation as to why it is considered that only a minimal or nonexistent 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 nor take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied; or
  - c) YC 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.

#### 16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 YC members through their involvement on the YC may come in contact with confidential or personal information retained by Council. YC members are required to maintain the security and confidentiality of 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 Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.

#### 17. MEDIA PROTOCOL

- 17.1 The President of the YC and the Media and the Assistant Media Representatives are the only persons permitted to speak to the media on behalf of the YC, subject to obtaining the approval of the Mayor in accordance with section 226 of the *Local Government Act* 1993.
- 17.2 No other member of the YC is permitted to speak to the media in his or her capacity as a YC member.

#### 18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

Council will review the work of the YC and this charter every two years.

## AUTHORISED BY

**Council Resolution** 

## EFFECTIVE FROM

XX April 2020

## DEPARTMENT RESPONSIBLE

City Community and Culture (Community Development and Planning)

#### **REVIEW DATE**

XX April 2022 VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	28 November 2012	261527.2013
2	Council Resolution	24 September 2014	242167.2014
3	Council Resolution	24 March 2015	078286.2015
4	Council Resolution	28 October 2015	289760.2015
5	Council Resolution	1 February 2017	025617.2017
6	Council Resolution	XX April 2020	082552.2020

### REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy Liverpool City Council: Privacy Policy



#### Appendix A – Council's responsibilities to YC

#### 1. RELATIONSHIP WITH LIVERPOOL CITY COUNCIL

- 1.1 The relationship of the YC to Council includes:
  - a) The YC considers and makes recommendations on issues relevant to young people in the Local Government Area to Council through advice on policy, DA submissions, social impact assessments and other initiatives;
  - b) Recommendations of the YC will be considered in Council's deliberations on any issues;
  - c) Council's Community Development Team will support and resource the YC through:
  - Administrative support (including: assistance with minutes, photocopying, access to phones, Internet, budget and Council reporting) to YC representatives to enable them to meet their accountability requirements;
  - ii) Training to YC representatives to enable them to sufficiently perform their duties;
  - iii) Additional support for disadvantaged members or members with a disability to support them in meeting their commitments as requested;
  - iv) Reimbursement of costs related to YC business: Council acknowledges the need for members of the YC to be adequately reimbursed for any costs they incur when performing their duties. Any reimbursements will be with the prior approval of Council's Community Development Worker and upon production of a receipt;
  - v) Assistance with phone expenditure: all phone calls must be detailed on the phone expenditure form and submitted to the Community Development Worker each quarter. All local calls will be reimbursed at 25 cents per call. Any mobile calls (to or from a mobile) will be reimbursed at the total value, only if a copy of the bill is attached to the expenditure sheet;
  - vi) Remaining with YC members who are under the age of 18 years until they have been picked up: Council staff will wait with YC members after meetings and events until all members have been picked up from the meeting or event venue. Note: It is mandatory that a parent/guardian or other responsible adult picks up a Youth Councillor;
  - vii) Providing assistance in emergency circumstances: In the instance of the Youth Councillor being under the age of 18 years, and if there is any issue that may arise relating to transport, Council staff will contact the member's parent/ guardian for permission to arrange for the member to be transported home by Taxi with costs to be met by the member or their parent/guardian;

d) Travel: YC Members are responsible for their own travel to and from YC meetings and events. Any YC member under the age of 18 years wishing to be transported by another YC member will need to provide written or verbal permission from their parent/guardian allowing them to do so.

## 2. RESPONSIBILITIES OF YC MEMBERS

- 2.1 A Youth Councillor shall:
  - a) Actively seek views and opinions of young people and relevant issues to be brought to the notice of the YC;
  - b) Contribute items of interest to the meeting agendas, by contacting the President between meetings;
  - c) Actively participate in discussion and decisions that take place at meetings;
  - Actively participate in various working parties and events involving the YC;
  - e) Represent the views and act in the interest of all young people across the Liverpool Local Government Area;
  - f) Communicate any issues regarding YC, including absences from meetings or activities with the Community Development Worker;
  - g) Agree to act within the guidelines of the YC as outlined in this Charter at all times. This is to be confirmed by signing an agreement form following a briefing session on this Charter and Code of Conduct training;
  - h) Council protocols are to be followed by the YC members regarding the use of the Internet (YC website and Facebook page), e-mail, representing the YC at forums/ conferences and speaking to the media.
  - No Youth Councillors shall make public statements relating to or on behalf of the YC, unless prior authorisation is received through a motion of the YC, unless otherwise negotiated and in accordance with Council's Media Representation Policy and communications procedures;
  - Any correspondence regarding YC must be printed on Council's official letterhead (which may include a YC logo) and approved by Community Development Worker;
  - k) All members of the YC are to abide by the Council's Code of Conduct; and
  - All members of the YC participate in five training sessions to understand their role as a Youth Councillor. Training topics include -Induction and Information; Consultation and Meeting Procedures; Business Planning; Events and Media Training and Team Building activities.

### 3. RESPONSIBILITIES OF COUNCIL TO YC

- 3.1 The Community Development Worker shall:
  - a) Support and resource the YC to achieve its aims;
  - b) Mentor, liaise with and support the YC and its members;
  - c) Write Council reports and represent YC recommendations at Council and Agenda review meetings. These positions will also be responsible for writing covering Council reports as required by the YC;
  - d) Check YC's email account weekly and respond where appropriate;
  - e) Demonstrate awareness of Council processes and protocols;
  - f) Conduct an evaluation of the YC at the completion of each two year term;
  - g) Conduct a mid-term evaluation of the YC in reference to the YC Charter and any aims adopted by the YC for the preceding term period;
  - h) Manage the YC's budget and be responsible for issues relating to finances of the YC; and
  - i) Maintain accurate records according to Council practices.

# ORDINARY MEETING 29 APRIL 2020 CITY COMMUNITY AND CULTURE REPORT

COM 03	Response to NOM 2 - Ferrington Park
	Leading through Collaboration
Strategic Direction	Encourage community participation in decision-making
File Ref	042967.2020
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning
Approved By	Dr Eddie Jackson - Director City Community and Culture

# **EXECUTIVE SUMMARY**

At its meeting on 25 September 2019, Council resolved to:

- Work with all the stakeholders involved in the Ferrington Park project to document the lessons learned and develop a policy to encourage similar projects throughout the LGA; and
- Bring a draft policy back to Council by March 2020.

The Ferrington Park Project was initiated in 2017 as a place-making concept to engage community members in the planning, design and management of an underutilised public space. As a pilot community capacity building and partnership initiative, the project provided an opportunity for Council to closely support the local residents and Liverpool Men's Shed to redevelop a small pocket park at Ferrington Crescent, Liverpool for the benefit of residents. The lessons learnt from the project are documented in this report.

Council's Recreation, Open Space and Sports (ROSS) Strategy which was adopted in 2018, provides strategic direction to Council for the planning and delivery of recreation facilities, parks, open space and sports infrastructure. The ROSS Strategy includes the framework for classification of parks and open space; and pocket parks are considered as part of this hierarchy.

While Council decided that a Policy be developed, the review of existing strategies and programs, such as the ROSS Strategy, has found that initiatives similar to Ferrington Park are adequately covered by Council's adopted strategies and programs. This report recommends that instead of a standalone policy, revitalisation of open spaces, including the pocket parks are aligned with the strategic direction and action plan of the ROSS Strategy, Council's delivery program; and in accordance with community needs, gaps and demand analysis. To address future challenges similar to the Ferrington Park Project, the report also recommends

the development of an Assessment and Planning Framework when working with the community on open space revitalisation projects.

# RECOMMENDATION

That Council:

- 1. Notes the alignment of revitalisation of pocket parks with Council's Recreation, Open Space and Sports Strategy; and
- 2. Notes the development of an Assessment and Planning Framework when working with the community on open space revitalisation projects.

# REPORT

# BACKGROUND AND LESSONS LEARNED

The Ferrington Park Project was initiated in 2017 as a place-making concept to engage community members in the planning, design and management of underutilised public spaces. The project was initiated through a \$15,000 Matching Grant from Council's Grants and Donations Program. The project provided an opportunity for Council to work closely with the local residents to redevelop a local park for the benefit of residents. The primary role of Council was to assist local residents to work with residents and the Liverpool Men's Shed to revitalise the local park.

The Ferrington Park Project was a community-led revitalisation initiative which focused on the redevelopment of a Pocket Park in Ferrington Crescent, Liverpool. A group of residents, the Ferrington Collaborative, the Men's Shed and Council worked together to redevelop the land into an inviting space for residents and their families to meet and play.

## Challenges

As a pilot community capacity building partnership initiative, the project presented many challenges throughout its implementation. The challenges that needed to be rectified during project implementation phase included:

- The initial project scope changed from renewal of a portion of the site to include all of the park;
- The changed scope of works resulted in realignment of the capital works program to respond to project objectives;
- Compliance with Council's WHS and parks and open space requirements needed to be built into the project;

- While the Ferrington Collaborative remained as project lead, to meet these requirements, Council assumed responsibility for delivery of a majority of the redevelopment works including kerbs, footpaths, concrete and play equipment which impacted on staff resources;
- To maintain public safety it was determined that Council would maintain mowing of the grass; and
- Due to changed project scope, the project delivery timeframe was prolonged by approximately 12 months.

The Ferrington Park Project was initiated prior to the development and endorsement of the ROSS Strategy. Elements of the project were not effectively researched and understood by all project partners, which had implications on the design, plans and delivery of the project. An example of this occurred where the Men's Shed was responsible for designing and building a picnic table for the park. Built with recycled materials, this table did not meet compliance standards, and therefore it could not be installed in the park. As this element of the project had not been accurately scoped and considered, staff time and resources were redirected to ensure the new features met Council's safety compliance standards.

The cost and scope of this project well exceeded the funding allocated through the Grants, Donations and Corporate Sponsorship Program. Numerous Council departments including Community Development and Planning, Infrastructure Delivery and City Works contributed significant staff and physical resources including the provision of:

- Playground equipment;
- Concrete supply and installation of footpaths;
- Mulch;
- Garden edging;
- Sandstone boulders;
- Soil contamination report;
- Plants and soil; and
- Grant and project management support.

Costs for these additional works were redirected from other projects scheduled as part of Council's ongoing capital works and maintenance programs. The ongoing maintenance of Ferrington Park such as the mowing of grass, pruning of trees, weeding of gardens and general maintenance has been included as part of Council's parks maintenance.

# Opportunities

While the project experienced a number of setbacks and resulted in additional costs, the long-term social capital and outcomes for the community have exceeded the challenges.

Neighbourhood parks could serve as a focal point to build a safe and cohesive community, as demonstrated through the Ferrington Park Project. The project provided a platform for local residents to:

- Meet on regular basis to develop and design the project ideas, build a sense of ownership and capacity;
- Make decisions on how they intend to utilise the open space in their street;
- Develop partnerships and build relationships with Council and members of the Liverpool Men's Shed;
- Engage the whole community, including children, in the design and development of the park;
- Improve their understanding and capacity of Council's policies and procedures, including renewal and management of open space; and
- Develop skills in grant applications, reporting and acquittal.

Ultimately, in spite of the challenges faced throughout the project, the Ferrington Park Project has resulted in a welcoming and renewed open space in which the residents of Ferrington Crescent take a great deal of pride in what they have achieved. It will be necessary for Council to monitor and evaluate the residents' interactions with the park and its broader community utilisation over the coming years to determine if the community engagement and ownership of the park remains at its current level. Further, the revitalisation of parks and open space, including pocket parks, needs to be aligned with Council's strategic directions and action plan outlined in the ROSS Strategy and Council's delivery program; inclusive of community needs, utilisation and demand analysis. This realignment could also include exploring external funding options to supplement the capital works program such as the My Community Grants Program.

# **RECREATION, OPEN SPACE AND SPORTS STRATEGY 2018-2028**

The Recreation, Open Space and Sports (ROSS) Strategy endorsed in 2018, provides strategic directions to Council for the planning and delivery of recreation and sporting fields, parks, open space and sports infrastructure. The strategy guides Council to create best practice recreation, open space and sports facilities for the community and seeks to plan for the future needs of a diverse and growing population of Liverpool. The Strategy further provides a set of core principles and outlines the classification framework for development and management of open space.

The ROSS Strategy includes the framework for classification of parks and open space. The pocket parks are considered as part of this hierarchy.

# **DEFINITION AND HIERARCY OF POCKET PARKS**

A pocket park is a small park accessible to the general public. Pocket parks serve small communities of less than 500 people and are generally sized between 100-500m2. Historically they were created in established areas on single vacant building blocks, such as the one in Ferrington Crescent, irregular parcels of land or to create linkages between streets.

Pocket parks are now more commonly created as a component of the public space requirement of large density projects, such as new housing or mixed-use developments. Pocket parks are typically found in high density areas and are intended in part to increase the ratio of open space to build infrastructure such as housing, commercial and retail spaces in an area.

Along with other recreation and open space facilities, pocket parks are included in the ROSS Strategy hierarchy for classification of Liverpool's open space as follows:

Classification	Approximate size (sq.m)
Regional Park	10,000 -15,000
District Park	5,000 - 10,000
Neighbourhood Park	1,500 – 5,000
Local Park	500 – 1,500
Pocket Park	100 - 500
Natural reserve	3,000 or more

It is acknowledged that classification of parks and open space is not sufficient enough to guide their renewal, operation and maintenance. Aligned with the ROSS Strategy, it is recommended that an Assessment and Planning Framework be developed that allows partnership opportunities for open space revitalisation projects similar to the Ferrington Park Project.

This recommended two-stage framework would take into consideration criteria and key elements of such projects as follows:

## Planning Phase

- The zoning and classification of a nominated piece of land;
- Site feasibility;
- Community objectives and the communities' capacity to participate; and
- Project alignment with Council strategies, action plans, guidelines, financial implications, plans of management and master plans.

# **Implementation Phase**

- Develop a project plan for projects that meet the above criteria;
- Define the roles and responsibilities of all stakeholders;
- Identify resources (physical, staff and financial) required to implement the project;
- Identify appropriate funding sources;
- Outline the timeframe for delivery, particularly with consideration to time constraints of grant funding, where applicable; and
- Develop a detail plan for the ongoing management and maintenance of the space.

# CONCLUSION

Since the development of the Ferrington Park Project in 2017, Council has adopted the ROSS Strategy (2018) which provides strategic direction for planning, design, construction and management of parks and open space. The lessons learnt from the Ferrington Park Project demonstrates the need to align revitalisation of parks and open space with existing strategies; and with the delivery and operational plans. While Council decided that a Policy be developed, the review of existing strategies and programs, such as the ROSS Strategy, has found that initiatives similar to Ferrington Park are adequately covered by Council's adopted strategies and programs. Therefore, this report recommends that alignment and revitalisation of such projects are planned in accordance with existing strategies and programs and in response to community needs, gaps and demand, rather than a standalone policy.

Incorporating future projects of a similar nature into the ROSS Strategy will ensure Council is implementing projects which align with its strategic direction, plans, programs, policies, guidelines, plans of management and master plans. This approach will also ensure that any community-led revitalisation projects are aligned with identified community needs and Council's delivery framework and scope for parks and open space in Liverpool.

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community. Promote community harmony and address discrimination.

# CONSIDERATIONS

Civic Leadership	Foster neighbourhood pride and a sense of responsibility. Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions.
Legislative	There are no legislative considerations relating to this report.

# ATTACHMENTS

Nil

CORP 01	Car parking options within 100 metres of Liverpool train station	
CORFUT		
Strategic Direction	Generating Opportunity	
	Meet the challenges of Liverpool's growing population	
File Ref	095230.2020	
Report By	John Milicic - Manager Property	
Approved By	George Hampouris - Acting Director City Corporate	

# **EXECUTIVE SUMMARY**

Council at its meeting on 26 February 2020, as part of the Liverpool City Centre Car Parking Strategy report, resolved that Council officers identify locations within 100m of Liverpool train station, which Council owns or can acquire for a carpark, and for this to be reported to the April 2020 Council meeting.

It has been identified that Council owns no land within the specified 100 metre radius of Liverpool train station. The land holdings are primarily in the ownership of NSW Government as outlined in this report.

It is recommended that Council receive and note this report.

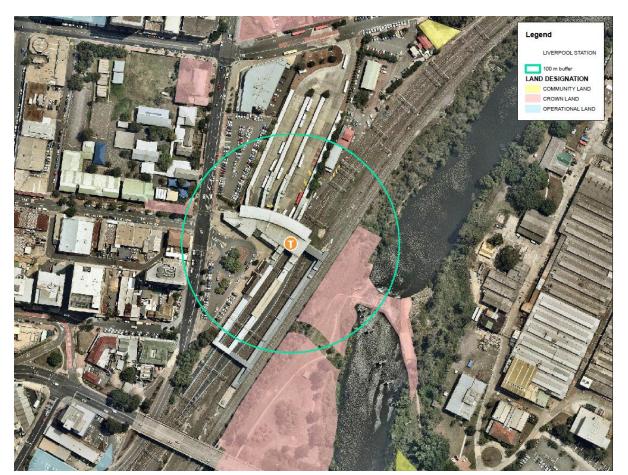
# RECOMMENDATION

That Council receive and note this report.

# REPORT

Council at its meeting on 26 February 2020, as part of the Liverpool City Centre Car Parking Strategy, resolved that Council officers identify locations within 100m of Liverpool train station, which Council owns or can acquire for a carpark, and for this to be reported to the April 2020 Council meeting.

# ORDINARY MEETING 29 APRIL 2020 CITY CORPORATE REPORT



The following is a map that identifies a 100 metre radius of the Liverpool train station.

In investigating the land holdings within the100m radius, it is identified that there are no sites owned by Council. A section of Light Horse Park, which is NSW Crown Land is managed by Council as the Crown Land Manager under the Crown Land Management Act 2016.

The section of Light Horse Park situated within the 100 metre radius is identified as being in the high flood risk category adjoining the Georges River and unlikely to be a viable option for the provision of car parking.

The predominant land holdings around the station perimeter are owned by Rail Corporation NSW which form part of the station precinct, including commuter car parking and bus interchange.

An opportunity may exist for Transport for NSW to consider parking options either underground or to provide decked parking in any future planning for the site, given the potential floor plate footprint available if all NSW Government land holdings in the Liverpool train station precinct were to be consolidated.

Although part of the radius includes private properties, it is considered that due to the nature of existing improvements and businesses, that the opportunity to acquire a reasonable sized footprint for construction of a car park within the100 metre radius is significantly limited.

It is recommended that Council receive and note this report.

# CONSIDERATIONS

Economic	Further develop a commercial centre that accommodates a variety of employment opportunities. Provide efficient parking for the City Centre.
Environment	Support the delivery of a range of transport options.
Social	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision making processes.
Legislative	There are no legislative considerations relating to this report.

# ATTACHMENTS

Nil

	<b>Response to NOM 05 - A Prominent Permanent</b>
CORP 02	Home for the City of Liverpool and District
	Historical Society

Strategic Direction	Creating Connection Celebrate diversity, promote inclusion and recognise heritage
File Ref	300783.2019
Report By	Michal Szczepanski - Senior Property Officer
Approved By	George Hampouris - Acting Director City Corporate

#### EXECUTIVE SUMMARY

In response to a notice of motion supporting the identification of a permanent and prominent home for the City of Liverpool and District Historical Society (CLDHS), the following motion was adopted by Council:

Prepare a report which includes possibilities for the precinct, on the cost of a new iconic community building with a Liverpool History theme to be erected parallel to the Hume Highway in the Destination Precinct for a new community hall and in view of providing a new permanent home for the City of Liverpool and District Historical Society

MBM Quantity Surveyors were engaged to prepare indicative cost plans, allowing for four different building size scenarios. The resulting cost estimates ranged between \$4,198,997 +GST for a 200 square metre building, up to \$9,604,263 +GST for a 1,000 square metre building.

Based on the potential capital costs identified in the MBM Cost Plan reports, and new opportunities which may arise as a result of the Liverpool Civic Place development, and the master planning of other Liverpool Council owned sites including the existing Liverpool Regional Museum site, it is recommended that a further review of potential locations for CLDHS be undertaken in the next 3 to 5 years.

#### RECOMMENDATION

That Council:

- 1. Receives and notes this report;
- 2. Maintains the CLDHS in their existing location on the basis of the preliminary cost analysis provided in this report; and



3. Undertakes further reviews of potential locations for the CLDHS within a three to five year timeframe, as new opportunities arise as a result of the Liverpool Civic Place development, and the master planning of other Liverpool City Council owned sites, including the existing Liverpool Regional Museum site.

#### REPORT

#### DETAILS OF THE PROPOSED LOCATION:

The identified location of the proposed building encompasses the following Lots, both of which are classified as 'Community Land' and zoned RE1 Public Recreation.

1. Lot 184 DP 241158 2. Lot 100 DP 788434

Site Plan:



#### ESTIMATED CONSTRUCTION COSTS:

MBM Quantity Surveyors were engaged to prepare indicative cost plans to construct a new iconic community building with a Liverpool History theme, to be erected parallel to the Hume Highway for a new community hall and small office space.

The cost estimates are summarised in the table below, and the Cost Plans have been attached to this report for reference. It is noted that the existing Liverpool Regional Museum building is approximately 500 square metres in size, as comparison.

Building Size	CONSTRUCTION COST ESTIMATES (excluding GST)
200 square metres	\$4,198,997
300 square metres	\$4,874,046
500 square metres	\$6,063,522
1,000 square metres	\$9,604,263

The design scoping and development exercise would require engagement of a specialist architect who has experience in heritage sites and museum buildings.

A heritage architect to provide advice and an Aboriginal heritage consultant would also be required to undertake an assessment of the impacts. The cost of engagement of all three could range between an estimated \$100,000 and \$200,000 over and above the construction estimates noted in the table above.

#### **Operational Costs:**

The ongoing annual building operational outgoings rate has been assumed to be \$100 per square metre, which is considered an average rate for an office building in Sydney. This cost typically includes all statutory and operational costs required to operate a building.

Building Operational Costs (excluding GST)				
Building Size	Annual Cost			
200 square metres	\$20,000			
300 square metres	\$30,000			
500 square metres	\$50,000			
1,000 square metres	\$100,000			

#### Other considerations:

The proposed location forms part of the State Heritage Listing for Collingwood House and Parklands. Proposed development may trigger a requirement for archaeology studies, and the design would need to consider maintaining views to Collingwood House.

The current master planning of a number of Council owned sites may provide future opportunities to co-locate the CLDHS into a multi-purpose facility, which would likely result in significant cost savings associated with construction and ongoing operational costs against the costs identified in this report if a single purpose built facility was to be considered.

In view of current projects such a as the Liverpool Civic Place development and master planning of other Liverpool City Council owned sites, including the existing Liverpool Regional Museum site, it is recommended that Council undertakes further reviews of potential locations for the CLDHS within a three to five year timeframe, as new opportunities arise.

On this basis it is recommended that Council note this report and that a further review of potential locations for the CLDHS occur within a three to five year timeframe.

Economic	Facilitate the development of new tourism based on local attractions.
Environment	There are no environmental and sustainability considerations.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.

#### CONSIDERATIONS

#### ATTACHMENTS

- 1. Cost Plan 200 Square Metre Option
- 2. Cost Plan 300 Square Metre Option
- 3. Cost Plan 500 Square Metre Option
- 4. Cost Plan 1,000 Square Metre Option



•mbm

## **Community Hall & Office**

## Cost Plan 1 - Option 3-200m2

## **Liverpool City Council**

0525-0008



QUANTITY SURVEYING | BUILDING CONSULTANCY | TAX & ASSET SERVICES | PPP ADVISORY | INFRASTRUCTURE | FACILITIES MANAGEMENT ADVISORY | EXPERT WITNESS



Project Number: 0525-0008	Reviewed By: Helga Maynier	Prepared By: Elaine Human
Document Title	Issued To:	Issue Date:
Cost Plan 1 Option 3	Liverpool City Council	13/12/2019

ſ	SUMMARY				"mbm
	Client: Liverpool City Council Project: Community Hall & Office	Details: Cost Plan 1 - Option 3-200m2 0525-0008 Date - 13/12/2019			
Code	Description	Page	% of Cost	Cost/m2	Total
1	General notes	4			0
2	Trade Cost Option 3 - 200m2	4	66.39	13,938	2,787,532
3	Preliminaries - 16%		10.62	2,230	446,005
4	Margin - 4%		3.08	647	129,341
5	Construction total		80.09	16,814	3,362,878
6	Consultant fees - 12%		9.61	2,018	403,545
7	Authority fees - 1.35%		1.21	254	50,847
	Design to a set in the set of 10%		9.09	1.909	381,727
8	Project contingency - 10%			_,	

3 of 6

#### 224 CORP 02 Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society Attachment 1 Cost Plan - 200 Square Metre Option

	REPORT DETAILS				"mbm
	Client: Liverpool City Council Project: Community Hall & Office	Details:	Cost Plan 0525-000 Date - 13/		i0m2
Code	Description	Quantity	Unit	Rate	Amount
1	General notes				
1.1	Cost Plan				
1.2	Project: 200m2 Community Hall & Office				
1.3	Client: Liverpool City Council				
1.4	Prepared by: Ling Chen/Elaine Human				
1.5	Reviewed by: Helga Maynier				
1.6	Introduction				
1.7	This estimate is based on our professional opinion and the source material listed below.				
1.8	Issue Schedule				
1.9	Cost Plan 1 Option 3 - issued 13 December 2019				
1.10	Documentation				
1.11	Project brief provided by Liverpool City Council				
1.12	Assumptions				
1.13	No drawings provided. This cost is based on our assumptions of scope, finishes etc. MBM reserves the right to update costs as information becomes available.				
1.14	Exclusion				
1.15	HAZMAT removal				Exc
1.16	Items noted "EXCL" in the estimate				Exc
1.17	After hours works / acceleration costs				Exc
1.18	Unknown site conditions in excess of allowances made				Exc
1.19	Any works outside the extent of works shown on drawings				Exc
1.20	Legal costs, land holding cost, stamp duty etc				Exc
1.21	Operation & maintenance costs				Exc
1.22	GST				Exc
2	Trade Cost Option 3 - 200m2				
2.1	Site preparation and ground work	4,832	m2	19	89,34
2.2	Community hall and offices		m2	2,800	560,00
2.3	Extra over for Iconic Heritage Design, incl facade features & timber floors	200	m2	1,600	320,00
2.4	Extra over for semi-commercial kitchen	1	item	150,000	150,00
2.5	Allowance for loose furniture	200	m2	120	24,00
2.6	Road and carpark	1	Item	564,148	564,14
2.7	Landscaping	2,348	m2	297	697,30
2.8	Substation	1	item	250,000	250,00
2.9	Design contingency - 5%				132,74
2.10	Trade total				2,787,53

0525-0008

225 Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society Cost Plan - 200 Square Metre Option

Attachment 1

DIS	SCLAIMER			"mbm
Client Projet	: Liverpool City Council ct: Community Hall & Office		Details:	Cost Plan 1 - Option 3-200m2 0525-0008 Date - 13/12/2019
and may cont	ain privileged or confidential	information. Any unautho	rised disclosure	are intended only for the Addressee e is strictly prohibited. If you have t we may correct our internal records.
This report is following:	qualified in its entirety by and	d should be considered in	the light of the	agreed terms of engagement and the
for any other				be relied upon by any other third party in connection with the purpose in
	egardless of whether MBM's y to whom this report is discl			ssume any liability or responsibility to
				on with any public or private offering of ny person other than the Addressee.
	ed its reasonable endeavour s vailable and is based on info			eflects the most accurate and timely f this report.
verified this i		o responsibility and make		and by third parties. MBM has not tions with respect to adequacy,
	general knowledge of the ind			y MBM from our independent research, ee, addressee employee and
addition, this Circumstance control and w	report is based upon informates and events may occur follo	ation that was obtained or wing the date on which su ngs and projections conta	n or before the o uch information ined in this rep	dings contained in this report. In date in which this report was prepared. was obtained that are beyond our ort. MBM specifically disclaims any s of this report.
				ng, without limitation, any assumptions eport be excised from the body of this
including any				ts and trade marks rights) in this report of MBM. The addressee may use and
5 of 6				MBM0525-0008

CORP 02

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## **Community Hall & Office**

## Cost Plan 1 - Option 4-300m2

## **Liverpool City Council**

0525-0008



QUANTITY SURVEYING | BUILDING CONSULTANCY | TAX & ASSET SERVICES | PPP ADVISORY | INFRASTRUCTURE | FACILITIES MANAGEMENT ADVISORY | EXPERT WITNESS



	Issue Date: 13/12/2019
ool City Council	13/12/2019

I	SUMMARY				"mbm
	Client: Liverpool City Council Project: Community Hall & Office	De	0525	Plan 1 - Option 4-3 -0008 · 13/12/2019	300m2
Code	Description	Page	% of Cost	Cost/m2	Total
1	General notes	4			0
2	Trade Cost Option 4 - 300m2	4	66.39	10,786	3,235,667
3	Preliminaries - 16%		10.62	1,726	517,707
4	Margin - 4%		3.08	501	150,135
5	Construction total		80.09	13,012	3,903,509
6	Consultant fees - 12%		9.61	1,561	468,421
			1.21	197	59,021
7	Authority fees - 1.35%		1.21	191	55,021
7 8	Authority fees - 1.35% Project contingency - 10%		9.09	1,477	443,095

#### 230 CORP 02 Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society Attachment 2 Cost Plan - 300 Square Metre Option

	REPORT DETAILS				"mbm
	Client: Liverpool City Council Project: Community Hall & Office	Details:	0525-000	1 - Option 4-300 08 /12/2019	Dm2
Code	Description	Quantity	Unit	Rate	Amount
1	General notes				
1.1	Cost Plan				
1.2	Project: 300m2 Community Hall & Office				
1.3	Client: Liverpool City Council				
1.4	Prepared by: Ling Chen/Elaine Human				
1.5	Reviewed by: Helga Maynier				
1.6	Introduction				
1.7	This estimate is based on our professional opinion and the source material listed below.				
1.8	Issue Schedule				
1.9	Cost Plan 1 Option 4 - issued 13 December 2019				
1.10	Documentation				
1.11	Project brief provided by Liverpool City Council				
1.12	Assumptions				
1.13	No drawings provided. This cost is based on our assumptions of scope, finishes etc. MBM reserves the right to update costs as information becomes available.				
1.14	Exclusion				
1.15	HAZMAT removal				Exc
1.16	Items noted "EXCL" in the estimate				Exc
1.17	After hours works / acceleration costs				Exc
1.18	Unknown site conditions in excess of allowances made				Exc
1.19	Any works outside the extent of works shown on drawings				Exc
1.20	Legal costs, land holding cost, stamp duty etc				Exc
1.21	Operation & maintenance costs				Exc
1.22	GST				Exc
2	Trade Cost Option 4 - 300m2				
2.1	Site preparation and ground work	4,832	m2	19	89,34:
2.2	Community hall and offices	300		2,800	840,000
2.3	Extra over for Iconic Heritage Design, incl facade features & timber floors	300		1,600	480,000
2.4	Extra over for semi-commercial kitchen	1	item	150,000	150,000
2.5	Allowance for loose fumiture	300	m2	120	36,000
2.6	Road and carpark	1	Item	564,148	564,148
2.7	Landscaping	2,248	m2	299	672,099
2.8	Substation	1	item	250,000	250,000
2.9	Design contingency - 5%				154,079
2.10	Trade total				3,235,667

3,235,667

CORP 02

231

Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society Cost Plan - 300 Square Metre Option Attachment 2

DI	SCLAIMER				"mbm
Clie: Proj	nt: Liverpool City Council ect: Community Hall & Office	D	o	ost Plan 1 - Option 4-3 525-0008 ate - 13/12/2019	00m2
and may cor	the documents attached hereto, a ntain privileged or confidential info	rmation. Any unauthorised o	lisclosure is	strictly prohibited.	lf you have
	s report in error, please notify MBN s qualified in its entirety by and sh		-		
for any othe	has been prepared for the exclusive r purposes unless expressly permit which this report is provided.				
	regardless of whether MBM's cons rty to whom this report is disclosed			me any liability or	responsibility to
	prior written consent of MBM, this r other similar purpose where it mig				
	sed its reasonable endeavour so th available and is based on informa				rate and timely
verified this	tion of this report has relied on inf information and we assume no re completeness of such information	sponsibility and make no rep	dressee and presentation	l by third parties. N s with respect to a	/IBM has not dequacy,
	s based on estimates, assumption general knowledge of the industry ives.				
addition, thi Circumstanc control and	ee or warranty is made by MBM in its report is based upon information ces and events may occur following which may impact on the findings ty where such circumstances or events on the section of the	that was obtained on or be g the date on which such inf and projections contained ir	fore the date ormation wa o this report.	e in which this repo is obtained that ar MBM specifically	ort was prepared. e beyond our
	in this report must be viewed in this is report must be viewed in this isclaimers provided. Under no circ				
including an	al property rights (including, but no y forecasts, spreadsheets or other naterials for internal use.				
5 of 6					MBM0525-0008

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## **Community Hall & Office**

## Cost Plan 2 - Option 1-500m2

## **Liverpool City Council**

0525-0008



QUANTITY SURVEYING | BUILDING CONSULTANCY | TAX & ASSET SERVICES | PPP ADVISORY | INFRASTRUCTURE | FACILITIES MANAGEMENT ADVISORY | EXPERT WITNESS



Project Number: 0525-0008	Reviewed By: Helga Maynier	Prepared By: Elaine Human
Document Title	Issued To:	Issue Date:
Cost Plan 1 Option 1	Liverpool City Council	12/12/2019
Cost Plan 2 Option 1	Liverpool City Council	13/12/2019

EXPERT

WITNESS

MANAGEMENT

ADVISORY

INFRASTRUCTURE

ſ	SUMMARY				"mbm
	Client: Liverpool City Council Project: Community Hall & Office	De	0525	Plan 2 - Option 1-5 -0008 - 13/12/2019	500m2
Code	Description	Page	% of Cost	Cost/m2	Total
1	General notes	4			0
2	Trade Cost Option 1 - 500m2	4	66.39	8,051	4,025,309
3	Preliminaries - 16%		10.62	1,288	644,049
4	Margin - 4%		3.08	374	186,774
5	Construction total		80.09	9,712	4,856,132
6	Consultant fees - 12%		9.61	1,166	582,736
	Authority fees - 1.35%		1.21	147	73,425
7	Autionly lees - 1.35%				
7 8	Project contingency - 10%		9.09	1,103	551,229

#### 236 CORP 02 Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society Attachment 3 Cost Plan - 500 Square Metre Option

	REPORT DETAILS				<b>"</b> mbm
	Client: Liverpool City Council Project: Community Hall & Office	Details:	Cost Plan : 0525-000 Date - 13/		i0m2
Code	Description	Quantity	Unit	Rate	Amount
1	General notes				
1.1	Cost Plan				
1.2	Project: 500m2 Community Hall & Office				
1.3	Client: Liverpool City Council				
1.4	Prepared by: Ling Chen/Elaine Human				
1.5	Reviewed by: Helga Maynier				
1.6	Introduction				
1.7	This estimate is based on our professional opinion and the source material listed below. Issue Schedule				
1.8	Cost Plan 1 Option 1 - issued 12 December 2019				
1.10	Cost Plan 2 Option 1 - issued 13 December 2019				
1.11	Documentation				
1.12	Project brief provided by Liverpool City Council				
1.13	Assumptions				
1.14	No drawings provided. This cost is based on our assumptions of scope, finishes etc. MBM reserves the right to update costs as information becomes available.				
1.15	Exclusion				
1.16	HAZMAT removal				Exc
1.17	Items noted "EXCL" in the estimate				Exc
1.18	After hours works / acceleration costs				Exc
1.19	Unknown site conditions in excess of allowances made				Exc
1.20	Any works outside the extent of works shown on drawings				Exc
1.21	Legal costs, land holding cost, stamp duty etc				Exc
1.22	Operation & maintenance costs				Exc
1.23	GST				Exc
2	Trade Cost Option 1 - 500m2				
2.1	Site preparation and ground work	4,832	m2	19	89,34
2.2	Community hall and offices		m2	2,800	1,400,00
2.3	Extra over for Iconic Heritage Design, incl facade features & timber floors	500	m2	1,600	800,00
2.4	Extra over for semi-commercial kitchen	1	item	150,000	150,00
2.5	Allowance for loose furniture	500	m2	120	60,00
2.6	Road and carpark	1	Item	564,148	564,14
2.7	Landscaping	2,048	m2	254	520,13
2.8	Substation	1	item	250,000	250,00
2.9	Design contingency - 5%				191,68
2.10	Trade total				4,025,30

4,025,309

237 Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society CORP 02

	DIS	CLAIMER				<b>"</b> mbm
	Client: Project:	Liverpool City Counc Community Hall & O			Details:	Cost Plan 2 - Option 1-500m2 0525-0008 Date - 13/12/2019
and n	iay contai	n privileged or cor	nfidential informatio	on. Any unauthorise	ed disclosure	are intended only for the Addressee e is strictly prohibited. If you have t we may correct our internal records.
	eport is qu					agreed terms of engagement and the
This r for an	eport has y other pu		pressly permitted o			be relied upon by any other third party in connection with the purpose in
				as been provided, s herwise made avai		ssume any liability or responsibility to
						n with any public or private offering of ny person other than the Addressee.
				e data contained in nat was current as c		eflects the most accurate and timely f this report.
verifie	d this info		assume no respons			and by third parties. MBM has not ions with respect to adequacy,
intelli		neral knowledge o				MBM from our independent research ee, addressee employee and
additi Circur contro	on, this re nstances I and whi	port is based upo and events may o ch may impact on	n information that occur following the o the findings and p	was obtained on or date on which such	before the c information d in this repo	dings contained in this report. In late in which this report was prepared. was obtained that are beyond our ort. MBM specifically disclaims any s of this report.
	and discl					ng, without limitation, any assumptions eport be excised from the body of this
includ	ing any fo		neets or other mate			s and trade marks rights) in this report of MBM. The addressee may use and
		_				
5 of 6						MBM0525-00

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## **Community Hall & Office**

## Cost Plan 2 - Option 2-1000m2

### **Liverpool City Council**

0525-0008



QUANTITY SURVEYING | BUILDING CONSULTANCY | TAX & ASSET SERVICES | PPP ADVISORY | INFRASTRUCTURE | FACILITIES MANAGEMENT ADVISORY | EXPERT WITNESS



Project Number: 0525-0008	Reviewed By: Helga Maynier	Prepared By: Elaine Humar
Document Title	Issued To:	Issue Date:
Cost Plan 1 Option 2	Liverpool City Council	12/12/2019
Cost Plan 2 Option 2	Liverpool City Council	13/12/2019

EXPERT

WITNESS

MANAGEMENT

ADVISORY

INFRASTRUCTURE

QUANTITY Surveying

SUMMARY				"mbm
Client: Liverpool City Council Project: Community Hall & Office	De	0525	-0008	.000m2
Description	Page	% of Cost	Cost/m2	Total
General notes	4			0
Trade Cost Option 2 - 1,000m2	4	66.39	6,374	6,373,861
Preliminaries - 16%		10.62	1,020	1,019,818
Margin - 4%		3.08	296	295,747
Construction total		80.09	7,689	7,689,426
Consultant fees - 12%		9.61	923	922,731
Authority fees - 1.35%		1.21	116	116,264
Project contingency - 10%		9.09	873	872,842
The sector and se				
	Client: Liverpool City Council Project: Community Hall & Office Description General notes Trade Cost Option 2 - 1,000m2 Preliminaries - 16% Margin - 4% Construction total Consultant fees - 12% Authority fees - 1.35%	Client:       Liverpool City Council       Der         Project:       Community Hall & Office       Page         Description       Page       Page         General notes       4       4         Trade Cost Option 2 - 1,000m2       4       4         Preliminaries - 16%       6       6         Margin - 4%       6       6         Construction total       6       6         Authority fees - 1.25%       6       6	Client:Liverpool City CouncilDetails:Cost of 0525 DateProject:Community Hall & OfficePage% of CostDescriptionPage% of CostGeneral notes4Trade Cost Option 2 - 1,000 m2466.39Preliminaries - 16%10.62Margin - 4%3.08Construction total80.09Consultant fees - 12%9.611.21	Client:Liverpool City Council Project:Details:Cost Page ObjectCost Page ObjectCost/m2DescriptionPage% of CostCost/m2General notes466.396,374Trade Cost Option 2 - 1,000m2466.396,374Preliminaries - 16%10.621,020Margin - 4%3.08296Construction total80.097,689Consultant fees - 12%9.61923Authority fees - 1.35%116

#### 242 CORP 02 Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society Attachment 4 Cost Plan - 1,000 Square Metre Option

	REPORT DETAILS				"mbm
	Client: Liverpool City Council Project: Community Hall & Office	Details:	Cost Plan 0525-000 Date - 13/		00m2
Code	Description	Quantity	Unit	Rate	Amount
1	General notes				
1.1	Cost Plan				
1.2	Project: 1,000m2 Community Hall & Office				
1.3	Client: Liverpool City Council				
1.4	Prepared by: Ling Chen/Elaine Human				
1.5	Reviewed by: Helga Maynier				
1.6	Introduction				
1.7	This estimate is based on our professional opinion and the source material listed below. Issue Schedule				
1.9	Cost Plan 1 Option 2 - issued 12 December 2019				
1.10	Cost Plan 2 Option 2 - issued 13 December 2019				
1.11	Documentation				
1.12	Project brief provided by Liverpool City Council				
1.13	Assumptions				
1.14	No drawings provided. This cost is based on our assumptions of scope, finishes etc. MBM reserves the right to update costs as information becomes available.				
1.15	Exclusion				
1.16	HAZMAT removal				Exc
1.17	Items noted "EXCL" in the estimate				Exc
1.18	After hours works / acceleration costs				Exc
1.19 1.20	Unknown site conditions in excess of allowances made Any works outside the extent of works shown on drawings				Exc
1.20	Legal costs, land holding cost, stamp duty etc				Exc
1.22	Operation & maintenance costs				Exc
1.23	GST				Exc
-					
2	Trade Cost Option 2 - 1,000m2				
2.1	Site preparation and ground work	4,832	m2	19	89,34
2.2	Community hall and offices	1,002		2,800	2,800,00
2.3	Extra over for Iconic Heritage Design, incl facade features & timber floors	1,000		1,600	1,600,00
2.4	Extra over for semi-commercial kitchen	1	item	150,000	150,00
2.5	Allowance for loose furniture	1,000	m2	120	120,00
2.6	Road and carpark	1	Item	564,148	564,14
2.7	Landscaping	1,548	m2	321	496,85
2.8	Substation	1	item	250,000	250,00
2.9	Design contingency - 5%				303,51
2.10	Trade total				6,373,86

6,373,861

0525-0008

243 CORP 02 Response to NOM 05 - A Prominent Permanent Home for the City of Liverpool and District Historical Society Attachment 4 Cost Plan - 1,000 Square Metre Option

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#### **ORDINARY MEETING 29 APRIL 2020**

**CITY CORPORATE REPORT** 

CORP 03	Investment Report February 2020
Strategic Direction	Leading through Collaboration
File Ref	Seek efficient and innovative methods to manage our resources 055849.2020
Report By	John Singh - Accountant - Investments & Treasury Management
Approved By	Vishwa Nadan - Chief Financial Officer

#### EXECUTIVE SUMMARY

This report details Council's investment portfolio.

As at 29 February 2020, Council held investments with a market value of \$298 million.

The portfolio yield to the end of February 2020 is 117 basis points above the AusBond Bank Bill index.

	AusBond Bank Bill Index (BBI)
Benchmark	1.30%
Portfolio yield	2.47%
Performance above benchmarks	1.17%

Return on investment for February 2020 was \$828k lower than the budget.

Council's investments and reporting obligations fully comply with the requirements of section 625 of the *Local Government Act 1993* and clause 212 of the *Local Government (General) Regulation 2005*.

Council's portfolio also fully complies with limits set out in its Investment Policy.

NSW TCorp Credit Committee requires that Council commits to its balanced investment framework as a condition to any loan. This means that Council will have to progressively decrease its investment in lower-rated ADI's.

#### RECOMMENDATION

That Council receives and notes this report.

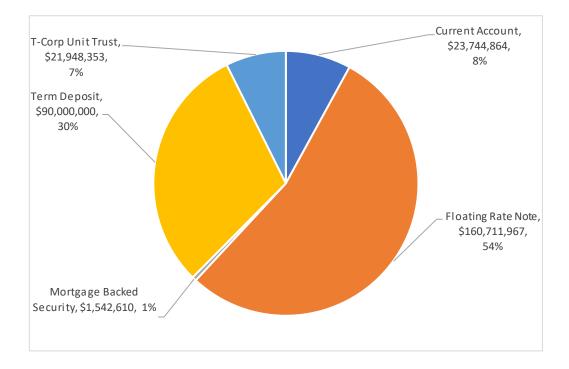


#### REPORT

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 29 February 2020, Council held investments with a market value of \$298 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	Feb-20	Jun-19
Senior Debts (FRN's ,TCD's & FRB)*	100.63%	100.76%
MBS (Reverse Mortgage Backed Securities)	59.15%	59.48%
T-Corp Unit Trusts	104.52%	103.65%

#### \*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.

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#### ORDINARY MEETING 29 APRIL 2020 CITY CORPORATE REPORT

Council is fully compliant with the requirements of the Ministerial Investment Order including the grandfathering provisions. The grandfathering provisions state that Council may continue 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 Credit Committee requires that Council commits to its balanced investment framework as a condition to any loan. This means that Council will have to progressively decrease its investment in lower-rated ADI's. Council staff will monitor and work 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	Term to	Complies to
Term to Maturity	Total	% Holdings	Maturity Policy Limit Minimum	Maturity Policy Limit Maximum	Policy' "Yes/No"
Current Account	23,744,864	7.97%			
Term Deposits < 1 Yr	73,000,000	24.50%			
T-Corp Unit Trust	21,948,353	7.37%			
Tradeable securities	160,711,967	53.94%			
Portfolio % < 1 Yr - ( Short term liquidity)	\$279,405,184	93.78%	40%	100%	Yes
Term Deposit > 1 Yr < 3Yrs	17,000,000	5.70%	0%	60%	Yes
Grand Fathered Securities	1,542,610	0.52%	N/A	N/A	Yes
Portfolio % Medium term liquidity)	\$18,542,610	6.22%			Yes
Total Portfolio	\$297,947,794	100.00%			

#### CITY CORPORATE REPORT

#### 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	BBB+	13,593,221	4.56%	25%	Yes
ANZ Banking Group Ltd	AA-	18,121,834	6.08%	25%	Yes
Auswide Bank Ltd	BBB	7,009,024	2.35%	15%	Yes
Bank Australia Ltd	BBB	3,505,933	1.18%	15%	Yes
Bank of China/Sydney	А	2,008,154	0.67%	25%	Yes
Bank of Communications Co. Ltd/Sydney	A-	3,005,934	1.01%	25%	Yes
Bank of Nova Scotia	A+	5,542,969	1.86%	25%	Yes
Bank of Queensland Ltd	BBB+	9,516,678	3.19%	15%	Yes
Bendigo & Adelaide Bank Ltd	BBB+	503,279	0.17%	15%	Yes
Citibank Australia Ltd	A+	1,000,798	0.34%	25%	Yes
Commonwealth Bank of Australia Ltd	AA-	51,393,919	17.25%	35%	Yes
Credit Union Australia Ltd	BBB	4,518,904	1.52%	15%	Yes
Emerald Reverse Mortgage Trust (Class A)	AAA	767,131	0.26%	35%	Yes
Emerald Reverse Mortgage Trust (Class C)	А	775,480	0.26%	2%	Yes
G&C Mutual Bank Limited	BBB-	1,000,000	0.34%	15%	Yes
Heritage Bank Ltd	BBB+	3,520,430	1.18%	15%	Yes
HSBC Sydney Branch	AA-	8,011,994	2.69%	25%	Yes
Macquarie Bank	A+	23,999,162	8.05%	25%	Yes
Members Banking Group Ltd t/a RACQ Bank	BBB+	2,513,772	0.84%	15%	Yes
Members Equity Bank Ltd	BBB	1,608,715	0.54%	15%	Yes
National Australia Bank Ltd	AA-	33,227,241	11.15%	35%	Yes
Newcastle Permanent Building Society Ltd	BBB	3,546,905	1.19%	15%	Yes
NSW Treasury Corporation	AAA	20,859,101	7.00%	35%	Yes
NSW Treasury Corporation	AA	1,089,252	0.37%	35%	Yes
P&N Bank Ltd	BBB	2,000,000	0.67%	15%	Yes
Police Credit Union	Not Rated	2,000,000	0.67%	2%	Yes
Qbank	BBB-	4,469,182	1.50%	15%	Yes
Rabobank Australia Ltd	A+	2,000,000	0.67%	25%	Yes
Rabobank Nederland Australia Branch	A+	2,021,356	0.68%	25%	Yes
Suncorp Bank	A+	13,024,481	4.37%	25%	Yes
Teachers Mutual Bank Ltd	BBB	2,120,532	0.71%	15%	Yes
Westpac Banking Corporation Ltd	AA-	49,672,419	16.67%	35%	Yes
Portfolio Total		\$297,947,794	100.00%		

Credit Rating	Market Value	% Portfolio	Maximum Policy Limit	Complies to Investment Policy' "Yes/No"
AAA Category -T Corp	21,626,232	7.26%	100%	Yes
AA Category	161,516,659	54.21%	100%	Yes
A Category or Below	53,378,332	17.92%	60%	Yes
BBB Category	59,426,571	19.95%	40% - 45%	Yes
Unrated	2,000,000	0.67%	5% - 10%	Yes
Total Portfolio	\$297,947,794	100.00%		

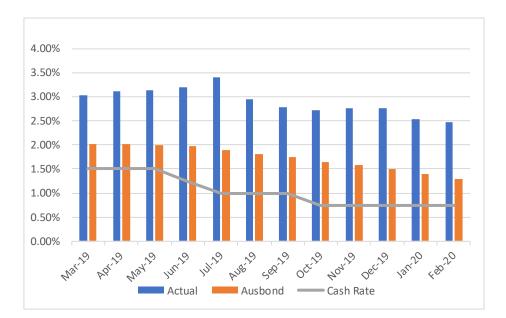
#### **Overall Portfolio Credit Framework compliance to Investment Policy**

#### Portfolio performance against relevant market benchmark.

Council's Investment Policy prescribes the AusBond Bank Bill Index (ABBI) as a benchmark to measure return on cash and fixed interest securities. The ABBI represents the 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 29 February 2020 exceeded the AusBond Bank Bill index by 117 basis points (2.47% against 1.30 %).

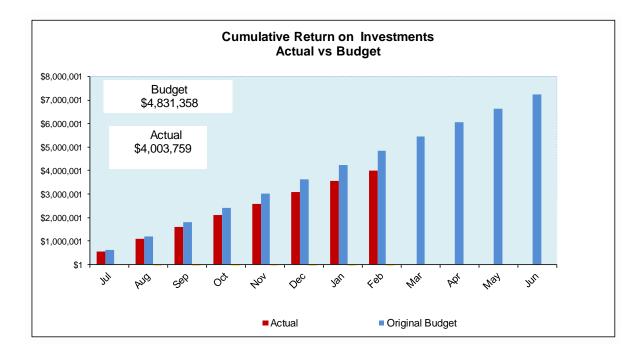
Council portfolio continues to performance at above benchmark rates despite ongoing margin contraction and significantly lower market term deposit yields. Comparative yields for the previous months are charted below:





#### Performance of Portfolio Returns against Budget

Council's investment income for February 2020 is lower than the budget by \$828k.



#### Investment Portfolio at a Glance

Portfolio Performance	~	The portfolio yield to 29 February 2020 exceeded the AusBond Bank Bill index by 117 basis points (2.47% against 1.30%).
Annual Income vs. Budget	×	Council's investment interest income is lower than the budget by \$828k as at 29 February 2020 and will be closely monitored.

#### **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 decided to lower the cash rate by 25 basis point in its meeting on 3 March 2020 to the official cash rate of 0.50 per cent. The current 0.50 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 Council's Investment Policy at the time of their placement. The previous investments are covered by the grandfathering clauses of the current investment guidelines issued by the Minister for Local Government.

#### Independent verification by Head of Audit, Risk and Improvement (HARI)

Council has requested an on-going independent review of its investment portfolio by the 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 – the next certificate will be presented to Council on 27 May 2020.

Economic	Council's investment interest income is lower than the budget by \$828k as at 29 February 2020 and will be closely monitored.
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 <i>Local Government Act 1993</i> – Investment Order (authorized investments) and with reporting requirements under clause 212 of the <i>Local Government (General) Regulation 2005.</i>

#### CONSIDERATIONS

#### ATTACHMENTS

1. Investment Portfolio - February 2020



#### Portfolio Valuation As At 29 February 2020

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
AMP Notice Account		BBB+	275,368.95	275,368.95	0.09%	1.55%
AMP Business Saver		BBB+	322,431.65	322,431.65	0.11%	1.05%
CBA Business Saver		AA-	17,041,084.37	17,041,084.37	5.72%	1.00%
CBA General Account		AA- AA-	6,105,979.41	6,105,979.41	2.05%	0.25%
ODA General Account			23,744,864.38	23,744,864.38	7.97%	0.25 //
Fixed Rate Bond						
AMP Bank	7/12/2020	BBB+	5,000,000.00	5,000,580.00	1.68%	2.99%
			5,000,000.00	5,000,580.00	1.68%	
Floating Rate Deposit						
Westpac	18/08/2022	AA-	6,000,000.00	6,000,000.00	2.01%	1.95%
			6,000,000.00	6,000,000.00	2.01%	
Floating Rate Note						
AMP Bank	10/09/2021	BBB+	5,000,000.00	4,994,840.00	1.68%	1.97%
ANZ Bank	9/05/2023	AA-	3,000,000.00	3,025,581.00	1.02%	1.81%
ANZ Bank	6/12/2023	AA-	7,000,000.00	7,091,959.00	2.38%	1.92%
ANZ Bank	29/08/2024	AA-	5,000,000.00	5,004,990.00	1.68%	1.58%
ANZ Bank	16/01/2025	AA-	3,000,000.00	2,999,304.00	1.01%	1.64%
Auswide Bank	13/07/2020	BBB	2,000,000.00	2,004,536.00	0.67%	2.05%
Auswide Bank	6/11/2020	BBB	2,000,000.00	2,004,488.00	0.67%	2.02%
Bank Australia	30/08/2021	BBB	1,500,000.00	1,508,260.50	0.51%	2.11%
Bank Australia	2/12/2022	BBB	2,000,000.00	1,997,672.00	0.67%	1.79%
Bank of China (Australia)	19/04/2021	A	2,000,000.00	2,008,154.00	0.67%	1.90%
Bendigo and Adelaide	25/01/2023	BBB+	500,000.00	503,278.50	0.17%	1.93%
BOQ	26/10/2020	BBB+	1,500,000.00	1,506,340.50	0.51%	2.05%
BOQ	18/05/2021	BBB+	1,000,000.00	1,010,337.00	0.34%	2.38%
Citibank, N.A.	14/11/2024	A+	1,000,000.00	1,000,798.00	0.34%	1.80%
Commonwealth Bank	25/04/2023	AA-	3,000,000.00	3,016,281.00	1.01%	1.68%
Commonwealth Bank	16/08/2023	AA-	7,500,000.00	7,573,102.50	2.54%	1.84%
Commonwealth Bank	11/01/2024	AA-	9,500,000.00	9,657,472.00	3.24%	2.03%
Credit Union Australia	6/09/2021	BBB	2,000,000.00	2,014,934.00	0.68%	2.14%
Credit Union Australia	24/10/2024	BBB	2,500,000.00	2,503,970.00	0.84%	2.01%
Heritage Bank	29/03/2021	BBB+	3,500,000.00	3,520,429.50	1.18%	2.15%
HSBC	27/09/2024	AA-	3,000,000.00	3,002,664.00	1.01%	1.75%
HSBC	27/09/2024	AA-	2,000,000.00	2,001,776.00	0.67%	1.75%
HSBC Bank Australia	7/12/2022	AA-	3,000,000.00	3,007,554.00	1.01%	1.69%
Macquarie Bank	21/06/2022	A	2,000,000.00	2,005,196.00	0.67%	1.67%
Macquarie Bank	7/08/2024	A	4,000,000.00	3,998,712.00	1.34%	1.72%
Macquarie Bank	12/02/2025	A+	3,000,000.00	2,995,253.80	1.01%	1.76%
Members Equity Bank	16/04/2021	BBB	1,600,000.00	1,608,715.20	0.54%	2.15%
NAB	16/05/2023	AA-	2,000,000.00	2,016,534.00	0.68%	1.81%
NAB	26/09/2023	AA-	8,000,000.00	8,076,616.00	2.71%	1.85%
NAB	26/09/2023	AA-	4,000,000.00	4,038,308.00	1.36%	1.85%
NAB	26/02/2024	AA-	5,000,000.00	5,065,035.00	1.70%	1.89%
NAB	19/06/2024	AA-	4,000,000.00	4,030,748.00	1.35%	1.81%
Newcastle Permanent	24/01/2022	BBB	2,000,000.00	2,030,694.00	0.68%	2.54%
Newcastle Permanent	6/02/2023	BBB	1,500,000.00	1,516,210.50	0.51%	2.32%
QBANK	14/12/2021	BBB-	1,000,000.00	998,924.00	0.34%	2.40%

					%	
	Maturity	Security	Face Value		Total	Running
Fixed Interest Security	Date	Rating	Current	Market Value	Value	Yield
QBANK	25/03/2022	BBB-	1,500,000.00	1,494,133.50	0.50%	2.32%
QBANK	6/12/2022	BBB-	2,000.000.00	1,976,124.00	0.66%	2.04%
Rabobank Australia Branch	3/03/2022	A+	2,000,000.00	2,021,356.00	0.68%	1.97%
RACQ Bank	11/05/2022	BBB+			0.34%	2.01%
RACQ Bank	23/05/2022	BBB+	1,000,000.00	1,001,104.00	0.54 %	1.93%
ScotiaBank			1,500,000.00	1,512,667.50	1.01%	
ScotiaBank	8/09/2022	A+ A+	3,000,000.00	3,022,101.00	0.85%	1.81%
	7/09/2023		2,500,000.00	2,520,867.50		1.87%
Suncorp	12/04/2021	A+	2,000,000.00	2,019,534.00	0.68% 0.34%	2.28% 1.88%
Suncorp	16/08/2022	A+	1,000,000.00	1,007,957.00		
Suncorp	30/07/2024	A+	3,000,000.00	2,998,194.00	1.01%	1.67%
Suncorp	30/07/2024	A+	2,000,000.00	1,998,796.00	0.67%	1.67%
Teachers Mutual Bank	2/07/2021	BBB	2,100,000.00	2,120,531.70	0.71%	2.30%
Westpac	6/03/2023	AA-	5,000,000.00	5,029,885.00	1.69%	1.72%
Westpac	16/11/2023	AA-	6,000,000.00	6,061,482.00	2.03%	1.86%
Westpac	24/04/2024	AA-	4,000,000.00	4,066,184.00	1.36%	2.03%
Westpac	16/08/2024	AA	2,500,000.00	2,514,867.50	0.84%	1.79%
			151,700,000.00	152,705,452.70	51.25%	
Floating Rate TCD						
Bank of Communications	28/10/2022	A	3,000,000.00	3,005,934.00	1.01%	1.77%
			3,000,000.00	3,005,934.00	1.01%	
Mortgage Backed Security						
EmeraldMBS2006-1A	21/08/2051	AAA	1,107,870.78	767,130.72	0.26%	1.34%
EmeraldMBS2006-1C	21/08/2056	A	1,000,000.00	495,521.00	0.17%	2.09%
EmeraldMBS2007-1C	23/07/2057	Α _	500,000.00	279,958.50	0.09%	1.80%
			2,607,870.78	1,542,610.22	0.52%	
Term Deposit						
AMP Bank	27/04/2020	BBB+	3,000,000.00	3,000,000.00	1.01%	1.75%
Auswide Bank	6/09/2021	BBB	3,000,000.00	3,000,000.00	1.01%	1.80%
BOQ	19/08/2020	BBB+	1,000,000.00	1,000,000.00	0.34%	3.05%
BOQ	7/09/2020	BBB+	1,000,000.00	1,000,000.00	0.34%	3.00%
BOQ	7/09/2020	BBB+	1,000,000.00	1,000,000.00	0.34%	3.00%
BOQ	8/02/2021	BBB+	2,000,000.00	2,000,000.00	0.67%	3.60%
BOQ	7/02/2022	BBB+	2,000,000.00	2,000,000.00	0.67%	3.75%
Commonwealth Bank	7/04/2020	AA-	5,000,000.00	5,000,000.00	1.68%	1.24%
Commonwealth Bank	4/05/2020	AA-	3,000,000.00	3,000,000.00	1.01%	1.37%
G&C Mutual Bank	30/03/2020	BBB-	1,000,000.00	1,000,000.00	0.34%	3.60%
Macquarie Bank	2/03/2020	A+	5,000,000.00	5,000,000.00	1.68%	1.80%
Macquarie Bank	3/03/2020	A+	5,000,000.00	5,000,000.00	1.68%	1.80%
Macquarie Bank	21/05/2020	A+	3,000,000.00	3,000,000.00	1.01%	1.60%
Macquarie Bank	1/06/2020	A+	2,000,000.00	2,000,000.00	0.67%	1.60%
NAB	1/07/2020	AA-	5,000,000.00	5,000,000.00	1.68%	1.58%
NAB	31/07/2020	AA-	2,000,000.00	2,000,000.00	0.67%	1.60%
NAB	30/09/2020	AA-	3,000,000.00	3,000,000.00	1.01%	1.60%
P&N Bank	14/08/2020	BBB	2,000,000.00		0.67%	3.00%
Police Credit Union SA				2,000,000.00		
Rabobank Australia Branch	16/08/2021 29/08/2022	Unrated A+	2,000,000.00	2,000,000.00 2,000,000.00	0.67%	3.20%
	29/08/2022		2,000,000.00		0.67%	3.38%
Suncorp	2/04/2020	A+	5,000,000.00	5,000,000.00	1.68%	1.60%
Westpac	2/09/2020	AA-	5,000,000.00	5,000,000.00	1.68%	1.59%
Westpac	8/09/2020	AA-	5,000,000.00	5,000,000.00	1.68%	1.62%
Westpac	28/09/2020	AA-	4,000,000.00	4,000,000.00	1.34%	3.05%
Westpac	28/09/2020	AA-	4,000,000.00	4,000,000.00	1.34%	3.05%
Westpac	14/12/2020	AA-	3,000,000.00	3,000,000.00	1.01%	2.88%
Westpac	21/12/2020	AA-	3,000,000.00	3,000,000.00	1.01%	3.00%
Westpac	31/08/2022	AA	2,000,000.00	2,000,000.00	0.67%	3.32%
			84,000,000.00	84,000,000.00	28.19%	

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
F1 Total			276,052,735.16	275,999,441.30	92.63%	
			Face Value			
Security Type			Current	Market Value		
NSWTC IM Cash Fund			20,000,000.00	20,859,100.95	7.00%	
NSWTC IM Short Term Income Fund			1,000,000.00	1,089,252.05	0.37%	
			21,000,000.00	21,948,353.00	7.37%	
F1 Total			276,052,735.16	275,999,441.30	92.63%	
Portfolio Total			297,052,735.16	297,947,794.30	100.00%	

CITY CORPORATE REPORT

CORP 04	Amendment to Councils Investment Policy			
Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources			
File Ref	060049.2020			
Report By	John Singh - Accountant - Investments & Treasury Management			
Approved By	Vishwa Nadan - Chief Financial Officer			

#### **EXECUTIVE SUMMARY**

Council's Investment policy is the main instrument guiding Council's investment decisions. In practice it is reviewed at least annually to reflect changes to investment strategy, the Minister's Order on Investments, any circulars from the OLG or the impact of changes in the investment market. Non-compliance with the Investment policy is reported to the Council in the monthly investment report and appropriate actions taken to rectify where necessary.

This report seeks a council resolution to adapt amendments to the investment policy. The key changes/ additions include:

- Explicit policy position to use by default Standard & Poor's credit ratings;
- Amendments to institutional & portfolio credit limit frameworks;
- Addition of an investment strategy to comply with NSW TCorp low interest loans lending criteria;
- Council's position to invest in ADI's with higher Environmental, Social and Governance Standards (ESG) where possible; and
- Explicit policy position on trading instruments;

#### RECOMMENDATION

That Council considers and adopts the amended Investment Policy.

#### REPORT

Council's Investment policy is the main instrument guiding Council's investment decisions. In practice it is reviewed at least annually to reflect changes to investment strategy, Minister's Order on Investments or impact of changes in the investment market. Non-compliance to the

Investment policy is reported to the Council in the monthly investment report and appropriate

actions taken to rectify where necessary.

The paper seeks a council resolution to adapt changes to the investment policy. The key changes include:

#### Use of Standard & Poor's Credit Ratings by Default

Council's current policy follows a consensus category but there is some evidence of ADI's engaging in ratings agency arbitrage to obtain ratings higher than they would normally achieve from Standard & Poor's. In addition, the use of S&P as the primary ratings agency simplifies the policy and makes it clearer.

#### Amendments to institutional and portfolio credit limit frameworks

The recommended changes provide further flexibility to deal with systemic changes to credit ratings outside of Council's control.

#### Investing in ADI's with higher Environmental, Social and Governance Standards (ESG)

This is a statement of intent rather than placing any binding conditions on Council and is included in policy for completeness.

#### **Trading Instruments**

The current policy is silent but Council does not engage in active trading of securities. The changes include a policy statement to that effect.

Economic	The changes recommended will allow Council to reduce its ri exposure and update the policy in view of the current mark conditions.			
Environment	The environmental and sustainability considerations if any are all positive as this is becoming a consideration under the policy.			
Social	There are no social and cultural considerations.			
Civic Leadership	There are no civic leadership and governance considerations.			

#### CONSIDERATIONS

#### ATTACHMENTS

1. Amended Investment Policy (Under separate cover)

## **ORDINARY MEETING 29 APRIL 2020**

**CITY CORPORATE REPORT** 

CORP 05	Investment Report March 2020				
Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources				
File Ref	084313.2020				
Report By	John Singh - Accountant - Investments & Treasury Management				
Approved By	Vishwa Nadan - Chief Financial Officer				

#### EXECUTIVE SUMMARY

This report details Council's investment portfolio and its performance for the month ended 31<sup>st</sup> March 2020:

- Council held investments with a market value of \$287 million;
- The economic environment globally, including Australia, has suffered significantly from the COVID-19 pandemic. As a result, the market value of Council's investment in FRN's and grand-fathered investments declined in aggregate by \$2.1m (approx. 2% of the portfolio);
- Council held at end of March \$26m in its current account. Term deposits maturing in next few months will not be reinvested to maintain liquidity;
- The portfolio yield was 115 basis points above the AusBond Bank Bill index;

	AusBond Bank Bill
	Index (BBI)
Benchmark	1.23%
Portfolio yield	2.38%
Performance above benchmarks	1.15%

- Return on investment was \$980k lower than the budget;
- Council's investments and reporting obligations fully complied with the requirements of section 625 of the *Local Government Act 1993* and clause 212 of the *Local Government (General) Regulation 2005*;
- Council's portfolio also fully complied with limits set out in its current Investment Policy; and
- Council is committed to NSW TCorp's balanced investment framework and held 20.97% of its portfolio in ADI's rated BBB and below.



## ORDINARY MEETING 29 APRIL 2020

CITY CORPORATE REPORT

On 8<sup>th</sup> April, Fitch Ratings Agency downgraded Australia's major banks credit ratings. Downgrading from Standard & Poor and Moody is likely to follow and will include all Australian ADI's. Whilst Council has buffers within its policy limits to withstand one notch downgrades, Council has received advice to restrict its future investments to major banks only.

#### RECOMMENDATION

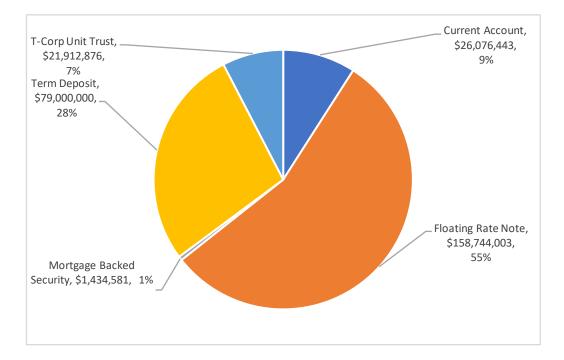
That Council receives and notes this report.

#### 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 March 2020, Council held investments with a market value of \$287 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	Mar-20	Jun-19
Senior Debts (FRN's ,TCD's & FRB)*	99.40%	100.76%
MBS (Reverse Mortgage Backed Securities)	55.01%	59.48%
T-Corp Unit Trusts	104.35%	103.65%

#### \*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.

The economic environment globally, including Australia, has suffered significantly from the COVID-19 pandemic. As a result, the market value of Council's investment in FRN's and grand-fathered investments declined in aggregate by \$2.1m (approx. 2% of the portfolio). Council has sufficient funds in its current account and has no plans at this stage to sell off any of its FRN's to meet its short-term cashflow requirements.

Council is fully compliant with the requirements of the Ministerial Investment Order including the grandfathering provisions. The grandfathering provisions state that Council may continue 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.

On 8<sup>th</sup> April, Fitch Ratings Agency downgraded Australia's major banks credit ratings. Downgrading from Standard & Poor and Moody is likely to follow and will include all Australian ADI's. Whilst Council has buffers within its policy limits to withstand one notch downgrades, Council has received advice to restrict its future investments to major banks only.

Council is committed to NSW TCorp's balanced investment framework and held 20.97% of its portfolio in ADI's rated BBB and below.

## ORDINARY MEETING 29 APRIL 2020 CITY CORPORATE REPORT

## 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	26,076,443	9.08%			
Term Deposits < 1 Yr	62,000,000	21.59%			
T-Corp Unit Trust	21,912,876	7.63%			
Tradeable securities	158,744,003	55.28%			
Portfolio % < 1 Yr - ( Short term liquidity)	\$268,733,322	93.58%	40%	100%	Yes
Term Deposit > 1 Yr < 3Yrs	17,000,000	5.92%	0%	60%	Yes
Grand Fathered Securities	1,434,581	0.50%	N/A	N/A	Yes
Portfolio % Medium term liquidity)	\$18,434,581	6.42%			Yes
Total Portfolio	\$287,167,903	100.00%			

#### CITY CORPORATE REPORT

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

				Maximum Institutional Policy Limit %	Complies to Investment Policy'
Issuer	Security Rating		% Total Value	holdings	"Yes/No"
AMP Bank Ltd	BBB	13,587,289	4.73%	25%	Yes
ANZ Banking Group Ltd	AA-	17,821,174	6.21%	25%	Yes
Auswide Bank Ltd	BBB	7,002,556	2.44%	15%	Yes
Bank Australia Ltd	BBB	3,480,651	1.21%	15%	Yes
Bank of China/Sydney	A	2,002,266	0.70%	25%	Yes
Bank of Communications Co. Ltd/Sydney	A-	2,962,629	1.03%	25%	Yes
Bank of Nova Scotia	A+	5,483,807	1.91%	25%	Yes
Bank of Queensland Ltd	BBB+	9,509,547	3.31%	15%	Yes
Bendigo & Adelaide Bank Ltd	BBB+	497,217	0.17%	15%	Yes
Citibank Australia Ltd	Α	984,393	0.34%	25%	Yes
Commonwealth Bank of Australia Ltd	AA-	53,437,184	18.61%	35%	Yes
Credit Union Australia Ltd	BBB	4,468,254	1.56%	15%	Yes
Emerald Reverse Mortgage Trust (Class A)	AAA	738,611	0.26%	35%	Yes
Emerald Reverse Mortgage Trust ( Class C)	A	695,970	0.24%	2%	Yes
Heritage Bank Ltd	BBB+	3,506,556	1.22%	15%	Yes
HSBC Sydney Branch	A+	7,865,484	2.74%	25%	Yes
Macquarie Bank	A+	13,829,717	4.82%	25%	Yes
Members Banking Group Ltd t/a RACQ Bank	BBB+	2,490,771	0.87%	15%	Yes
Members Equity Bank Ltd	BBB	1,602,933	0.56%	15%	Yes
National Australia Bank Ltd	AA-	32,879,459	11.45%	35%	Yes
Newcastle Permanent Building Society Ltd	BBB	3,519,204	1.23%	15%	Yes
NSW Treasury Corporation	AAA	20,832,579	7.25%	35%	Yes
NSW Treasury Corporation	AA	1,080,298	0.38%	35%	Yes
P&N Bank Ltd	BBB	2,000,000	0.70%	15%	Yes
Police Credit Union	Not Rated	2,000,000	0.70%	2%	Yes
Qbank	BBB	4,435,683	1.54%	15%	Yes
Rabobank Australia Ltd	A+	2,000,000	0.70%	25%	Yes
Rabobank Nederland Australia Branch	A+	2,011,464	0.70%	25%	Yes
Suncorp Bank	A+	12,923,762	4.50%	25%	Yes
Teachers Mutual Bank Ltd	BBB	2,105,223	0.73%	15%	Yes
Westpac Banking Corporation Ltd	AA-	49,413,228	17.21%	35%	Yes
Portfolio Total		\$287,167,903	100.00%		

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

				Complies to
			Maximum Policy	Investment Policy'
Credit Rating	Market Value	% Portfolio	Limit	"Yes/No"
AA Category -T Corp	21,571,190	7.51%	100%	Yes
AA Category	154,631,342	53.85%	100%	Yes
A Category or Below	50,759,492	17.68%	60%	Yes
BBB Category	58,205,879	20.27%	40% - 45%	Yes
Unrated	2,000,000	0.70%	5% - 10%	Yes
Total Portfolio	\$287,167,903	100.00%		

#### Portfolio performance against relevant market benchmark.

Council's Investment Policy prescribes the AusBond Bank Bill Index (ABBI) as a benchmark to measure return on cash and fixed interest securities. The ABBI represents the 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 March 2020 exceeded the AusBond Bank Bill index by 115 basis points (2.38% against 1.23%).

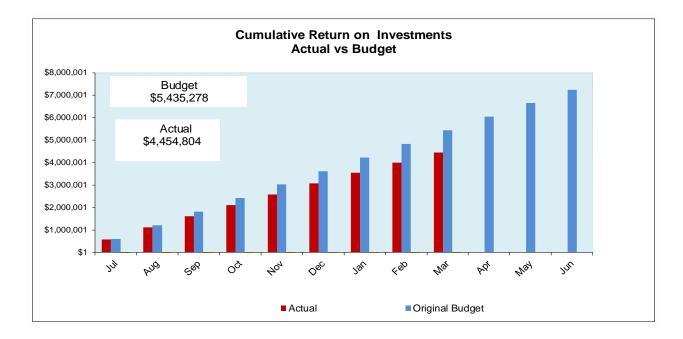
Council portfolio continues to perform at above benchmark rates despite ongoing margin contraction and significantly lower market term deposit yields. Comparative yields for the previous months are charted below:



**CITY CORPORATE REPORT** 

#### Performance of Portfolio Returns against Budget

Council's investment income for March 2020 is lower than the budget by \$980k.



#### Investment Portfolio at a Glance

Portfolio Performance	~	The portfolio yield to 31 March 2020 exceeded the AusBond Bank Bill index by 115 basis points (2.38% against 1.23%).
Annual Income vs. Budget	~	Council's investment interest income is lower than the budget by \$980k as at 31 March 2020 and will be closely monitored.

#### 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 decided to lower the cash rate by 25 basis point in its meeting on 19 March 2020 to the official cash rate of 0.25 per cent. The current 0.25 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 Council's Investment Policy at the time of their placement. The previous investments are covered by the grandfathering clauses of the current investment guidelines issued by the Minister for Local Government.

#### Independent verification by Head of Audit, Risk and Improvement (HARI)

Council has requested an on-going independent review of its investment portfolio by the 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 – the next certificate will be presented to the Council on 27 May 2020.

Economic	Council's investment interest income is lower than the budget by \$980k as at 31 March 2020 and will be closely monitored.
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 <i>Local Government Act 1993</i> – Investment Order (authorized investments) and with reporting requirements under clause 212 of the <i>Local Government (General) Regulation 2005</i> .

#### CONSIDERATIONS

#### ATTACHMENTS

1. Investment Portfolio - March 2020



#### Portfolio Valuation As At 31 March 2020

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
AMP Notice Account		BBB+	275,708.07	275,708.07	0.10%	1.30%
AMP Business Saver		BBB+	322,700.64	322,700.64	0.11%	0.75%
CBA Business Saver		AA-	21,852,256.74	21,852,256.74	7.61%	0.50%
CBA General Account		AA-	3,625,777.40	3,625,777.40	1.26%	0.10%
			26,076,442.85	26,076,442.85	9.08%	
Fixed Rate Bond						
AMP Bank	7/12/2020	BBB+	5,000,000.00	5,009,265.00	1.74%	2.99%
			5,000,000.00	5,009,265.00	1.74%	
Floating Rate Deposit						
Westpac	18/08/2022	AA-	6,000,000.00	6,000,000.00	2.09%	1.95%
			6,000,000.00	6,000,000.00	2.09%	
Floating Rate Note						
AMP Bank	10/09/2021	BBB+	5,000,000.00	4,979,615.00	1.73%	1.65%
ANZ Bank	9/05/2023	AA-	3,000,000.00	2,988,939.00	1.04%	1.81%
ANZ Bank	6/12/2023	AA-	7,000,000.00	6,984,621.00	2.43%	1.58%
ANZ Bank	29/08/2024	AA-	5,000,000.00	4,913,965.00	1.71%	1.58%
ANZ Bank	16/01/2025	AA-	3,000,000.00	2,933,649.00	1.02%	1.64%
Auswide Bank	13/07/2020	BBB	2,000,000.00	2,000,410.00	0.70%	2.05%
Auswide Bank	6/11/2020	BBB	2,000,000.00	2,002,146.00	0.70%	2.02%
Bank Australia	30/08/2021	BBB	1,500,000.00	1,505,044.50	0.52%	2.11%
Bank Australia	2/12/2022	BBB	2,000,000.00	1,975,606.00	0.69%	1.47%
Bank of China (Australia)	19/04/2021	А	2,000,000.00	2,002,266.00	0.70%	1.90%
Bendigo and Adelaide	25/01/2023	BBB+	500,000.00	497,216.50	0.17%	1.93%
BOQ	26/10/2020	BBB+	1,500,000.00	1,503,214.50	0.52%	2.05%
BOQ	18/05/2021	BBB+	1,000,000.00	1,006,332.00	0.35%	2.38%
Citibank, N.A.	14/11/2024	A+	1,000,000.00	984,393.00	0.34%	1.80%
Commonwealth Bank	25/04/2023	AA-	3,000,000.00	2,980,779.00	1.04%	1.68%
Commonwealth Bank	16/08/2023	AA-	7,500,000.00	7,471,597.50	2.60%	1.84%
Commonwealth Bank	11/01/2024	AA-	9,500,000.00	9,506,773.50	3.31%	2.03%
Credit Union Australia	6/09/2021	BBB	2,000,000.00	2,006,246.00	0.70%	1.80%
Credit Union Australia	24/10/2024	BBB	2,500,000.00	2,462,007.50	0.86%	2.01%
Heritage Bank	29/03/2021	BBB+	3,500,000.00	3,506,555.50	1.22%	1.62%
HSBC	27/09/2024	AA-	3,000,000.00	2,929,869.00	1.02%	1.26%
HSBC	27/09/2024	AA-	2,000,000.00	1,953,246.00	0.68%	1.26%
HSBC Bank Australia	7/12/2022	AA-	3,000,000.00	2,982,369.00	1.04%	1.35%
Macquarie Bank	21/06/2022	А	2,000,000.00	1,987,906.00	0.69%	1.21%
Macquarie Bank	7/08/2024	A	4,000,000.00	3,925,772.00	1.37%	1.72%
			-	-		

					0/	
	Maturity	Security	Face Value		% Total	Running
Fixed Interest Security	Date	Rating	Current	Market Value	Value	Yield
Macquarie Bank	12/02/2025	A+	3,000,000.00	2,916,039.00	1.02%	1.76%
Members Equity Bank	16/04/2021	BBB	1,600,000.00	1,602,932.80	0.56%	2.15%
NAB	16/05/2023	AA-	2,000,000.00	1,993,366.00	0.69%	1.81%
NAB	26/09/2023	AA-	8,000,000.00	7,960,424.00	2.77%	1.38%
NAB	26/09/2023	AA-	4,000,000.00	3,980,212.00	1.39%	1.38%
NAB	26/02/2024	AA-	5,000,000.00	4,986,365.00	1.74%	1.89%
NAB	19/06/2024	AA-	4,000,000.00	3,959,092.00	1.38%	1.57%
Newcastle Permanent	24/01/2022	BBB	2,000,000.00	2,017,024.00	0.70%	2.54%
Newcastle Permanent	6/02/2023	BBB	1,500,000.00	1,502,179.50	0.52%	2.32%
QBANK	14/12/2021	BBB-	1,000,000.00	993,530.00	0.35%	2.09%
QBANK	25/03/2022	BBB-	1,500,000.00	1,483,876.50	0.52%	1.86%
QBANK	6/12/2022	BBB-	2,000,000.00	1,958,276.00	0.68%	1.70%
Rabobank Australia Branch	3/03/2022	A+	2,000,000.00	2,011,464.00	0.70%	1.67%
RACQ Bank	11/05/2020	BBB+	1,000,000.00	1,000,659.00	0.35%	2.01%
RACQ Bank	23/05/2022	BBB+	1,500,000.00	1,490,112.00	0.52%	1.93%
ScotiaBank	8/09/2022	A+	3,000,000.00	2,987,649.00	1.04%	1.47%
ScotiaBank	7/09/2023	A+	2,500,000.00	2,496,157.50	0.87%	1.53%
Suncorp	12/04/2021	A+	2,000,000.00	2,011,344.00	0.70%	2.28%
Suncorp	16/08/2022	A+	1,000,000.00	999,253.00	0.35%	1.88%
Suncorp	30/07/2024	A+	3,000,000.00	2,947,899.00	1.03%	1.67%
Suncorp	30/07/2024	A+	2,000,000.00	1,965,266.00	0.68%	1.67%
Teachers Mutual Bank	2/07/2021	BBB	2,100,000.00	2,105,222.70	0.73%	2.30%
Westpac	6/03/2023	AA-	5,000,000.00	4,974,315.00	1.73%	1.38%
Westpac	16/11/2023	AA-	6,000,000.00	5,972,178.00	2.08%	1.86%
Westpac	24/04/2024	AA-	4,000,000.00	3,998,852.00	1.39%	2.03%
Westpac	16/08/2024	AA-	2,500,000.00	2,467,882.50	0.86%	1.79%
•		-	151,700,000.00	150,772,109.00	52.50%	
Floating Rate TCD						
Bank of Communications	28/10/2022	A-	3,000,000.00	2,962,629.00	1.03%	1.77%
		-	3,000,000.00	2,962,629.00	1.03%	
Mortgage Backed Security				i i		
EmeraldMBS2006-1A	21/08/2051	AAA	1,107,870.78	738,610.80	0.26%	1.34%
EmeraldMBS2006-1C	21/08/2056	А	1,000,000.00	446,699.00	0.16%	2.09%
EmeraldMBS2007-1C	23/07/2057	А	500,000.00	249,271.00	0.09%	1.80%
		-	2,607,870.78	1,434,580.80	0.50%	
Term Deposit						
AMP Bank	27/04/2020	BBB+	3,000,000.00	3,000,000.00	1.04%	1.75%
Auswide Bank	6/09/2021	BBB	3,000,000.00	3,000,000.00	1.04%	1.80%
BOQ	19/08/2020	BBB+	1,000,000.00	1,000,000.00	0.35%	3.05%
BOQ	7/09/2020	BBB+	1,000,000.00	1,000,000.00	0.35%	3.00%
BOQ	7/09/2020	BBB+	1,000,000.00	1,000,000.00	0.35%	3.00%
BOQ	8/02/2021	BBB+	2,000,000.00	2,000,000.00	0.70%	3.60%
BOQ	7/02/2022	BBB+	2,000,000.00	2,000,000.00	0.70%	3.75%
Commonwealth Bank	7/04/2020	AA-	5,000,000.00	5,000,000.00	1.74%	1.24%
Commonwealth Bank	4/05/2020	AA-	3,000,000.00	3,000,000.00	1.04%	1.24%
- standard Durin			0,000,000.00	0,000,000.00	1.0470	1.01 /0

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
Macquarie Bank	21/05/2020	A+	3,000,000.00	3,000,000.00	1.04%	1.60%
Macquarie Bank	1/06/2020	A+	2,000,000.00	2,000,000.00	0.70%	1.60%
NAB	1/07/2020	AA-	5,000,000.00	5,000,000.00	1.74%	1.58%
NAB	31/07/2020	AA-	2,000,000.00	2,000,000.00	0.70%	1.60%
NAB	30/09/2020	AA-	3,000,000.00	3,000,000.00	1.04%	1.60%
P&N Bank	14/08/2020	BBB	2,000,000.00	2,000,000.00	0.70%	3.00%
Police Credit Union SA	16/08/2021	Unrated	2,000,000.00	2,000,000.00	0.70%	3.20%
Rabobank Australia Branch	29/08/2022	A+	2,000,000.00	2,000,000.00	0.70%	3.38%
Suncorp	2/04/2020	A+	5,000,000.00	5,000,000.00	1.74%	1.60%
Westpac	2/09/2020	AA-	5,000,000.00	5,000,000.00	1.74%	1.59%
Westpac	8/09/2020	AA-	5,000,000.00	5,000,000.00	1.74%	1.62%
Westpac	28/09/2020	AA-	4,000,000.00	4,000,000.00	1.39%	3.05%
Westpac	28/09/2020	AA-	4,000,000.00	4,000,000.00	1.39%	3.05%
Westpac	14/12/2020	AA-	3,000,000.00	3,000,000.00	1.04%	2.88%
Westpac	21/12/2020	AA-	3,000,000.00	3,000,000.00	1.04%	3.00%
Westpac	31/08/2022	AA-	2,000,000.00	2,000,000.00	0.70%	3.32%
		_	73,000,000.00	73,000,000.00	25.42%	
F1 Total			267,384,313.63	265,255,026.65	92.37%	

	Face Value		
Security Type	Current	Market Value	
NSWTC IM Cash Fund	20,000,000.00	20,832,578.85	7.25%
NSWTC IM Short Term Income Fund	1,000,000.00	1,080,297.54	0.38%
	21,000,000.00	21,912,876.38	7.63%
F1 Total	267,384,313.63	265,255,026.65	92.37%
Portfolio Total	288,384,313.63	287,167,903.04	100.00%

## ORDINARY MEETING 29 APRIL 2020 CITY INFRASTRUCTURE AND ENVIRONMENT REPORT

INF 01	Upgrades to Whitlam Leisure Centre

Strategic Direction	Creating Connection Provide community facilities which are accessible to all
File Ref	051729.2020
Report By	Benny Wong - Project Manager – Building Construction
Approved By	Raj Autar - Director City Infrastructure and Environment

#### **EXECUTIVE SUMMARY**

Council, at its meeting held on 5 February 2020, resolved that Council be provided with estimated costs to undertake a range of improvements at the Whitlam Leisure Centre Exhibition Hall. The improvements are to include:

- a) Painting of the exhibition hall;
- b) Improvements to the internal acoustics to improve the performance and amenity of the Hall; and
- c) Upgrades to the electricity supply to enable proper operation of the air conditioning unit in the exhibition hall.

Based on preliminary investigations, the above works are estimated to cost approximately \$1,500,000.

#### RECOMMENDATION

That Council:

- a) Receives and notes this report; and
- b) Notes that identified works will be included in future capital works program following completion of all required investigations and design.

#### REPORT

Following a comprehensive condition assessment of the Whitlam Leisure Centre facilities, an Asset Management Plan (AMP) was developed in 2017 to guide future renewal and upgrade works at this facility, with corresponding long-term expenditure forecasts. Based on this AMP, a range of renewal works has already been undertaken, which has included:

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- pool concourse resurfacing;
- fire panel upgrades; and
- pool plant and equipment switchboard upgrades.

While painting of the exhibition hall and the electrical upgrades have been identified previously, improvements to the acoustics have not been identified. However, preliminary investigations show that noise disturbances could arise from simultaneous operation of the exhibition hall and other event rooms. In this regard, Council proposes to engage an acoustics specialist to seek advice regarding noise disruptions, appropriate noise amelioration treatments and corresponding estimated costs. Preliminary estimates for the soundproofing works are around \$500,000.

With regards to required electrical upgrades to enable the air conditioning system to operate at desired capacity, Council has been in negotiations with the adjoining property owner with the view to securing an easement to allow necessary electrical cabling upgrades to be provided. However, this process hasn't been successful. Accordingly, Council has been exploring an alternative route for the cabling and will be undertaking necessary investigation and design to allow required electricity upgrades to be completed in 2021. These works are estimated to cost approximately \$700,000.

The following presents preliminary costs for the identified works:

1. Provision of a new substation and associated electricity upgrades	- \$700,000
2. Exhibition Hall acoustic improvements	- \$500,000
3. Exhibition Hall painting	- \$100,000
4. Other costs and contingencies	- \$200,000
Total	\$1,500,000

#### CONSIDERATIONS

Economic	Enhance the environmental performance of buildings. Culture and sports industries.
Environment	Manage noise pollution. Enhance the environmental performance of buildings.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community. Deliver high quality services for children and their families.
Civic Leadership	Deliver services that are customer focused.



Legislative	There are no legislative considerations relating to this report.
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#### ATTACHMENTS

Nil

INF 02	Roads in Middleton Grange and Western Sydney				
	Parklands				
Strategic Direction	Generating Opportunity				
Strategic Direction	Meet the challenges of Liverpool's growing population				
File Ref	052678.2020				
Report By	Jay Vaidya - Coordinator Civil Construction				
Approved By	Raj Autar - Director City Infrastructure and Environment				

#### **EXECUTIVE SUMMARY**

Council, at its meeting held on 5 February 2020, resolved that Council review the condition of roads in Middleton Grange and the Western Sydney Parklands with the view to developing estimated costs for upgrading roads that are found to be in poor condition to a condition that is satisfactory.

This report presents relevant costs of the required upgrade works as well as an overview of Council's road maintenance strategy for its rural roads.

#### RECOMMENDATION

That Council:

- 1. Receives and notes this report; and
- 2. Notes that a program of improvement works covering the identified rural roads will be included in Council's 2019/20 works program.

#### REPORT

#### Middleton Grange and Western Sydney Parklands

Council has an ongoing program for the comprehensive inspection and assessment of all its roads. The condition and performance information gained from these inspections informs Council's short and long-term road improvement programs, which comprise routine maintenance, pavement renewals and rehabilitations, and full reconstruction.

A more recent inspection of roads in Middleton Grange and Western Sydney Parklands have found that while most roads are in a satisfactory condition, several roads are in a poor to very poor condition requiring major maintenance and renewal works. These include Twenty Seventh Avenue and sections of Flynn Avenue. The cost to bring these roads to a satisfactory condition is estimated to be around \$270,000 and the improvement works will include:

- 1. Twenty Seventh Avenue, between Fifteenth and Flynn complete regrade and resheet followed by application of sprayed bituminous seal; and
- 2. Flynn Avenue, between Twenty Seventh and Percival heavy patching and shoulder improvements to improve riding conditions and safety.

These works can be programmed to be undertaken as part of Council's pavement renewal program and at this stage, it is anticipated that the works can be completed by May 2020. This is in addition to close to \$2M of road improvement projects that are already underway or due to commence soon in Middleton Grange to address safety, amenity and road capacity issues. These include:

- 1. Kingsford Smith Avenue at Flynn Avenue construction of missing kerb and gutter and shoulder resurfacing to improve safety and turning capacity;
- 2. Flynn Avenue at Percival Avenue road widening and kerb and gutter construction. These works are now complete;
- 3. Sixteenth Avenue and Qantas Blvd. intersection upgrade to improve traffic flow and safety. Works are currently underway; and
- 4. Bird Walton Avenue construction of missing kerb and gutter, shared path and half road construction on its northern side. Works are planned to commence soon.

#### Council's Rural Roads Maintenance Strategy

Council has close to 120km of rural roads in the urban release areas of the LGA, which will ultimately undergo significant change to support the emerging residential developments and associated town centers. Consequently, Council's rural roads maintenance management strategy proposes low-cost maintenance treatments to hold these rural roads in a reasonable condition until such time as final upgrades can occur.

The adopted strategies involve only routine maintenance and holding treatments that deliver enhanced and longer-lasting levels of maintenance. These include provision of pavement strengthening, sealing and heavy patching. Further, Council has developed a long-term capital program of works to manage its rural roads and accordingly allocates approximately \$2.5M to \$3.5M annually to ensure all its rural roads remain in a serviceable condition over the long term. The long-term priority program is reviewed annually to accommodate the changing condition of roads.

## CONSIDERATIONS

Economic	Deliver and maintain a range of transport related infrastructures such as roads, footpaths, bus shelters and bikeways. Deliver a high-quality local road system including provision and maintenance of infrastructure and management of traffic issues.		
Environment	There are no environmental and sustainability considerations.		
Social	There are no social and cultural considerations.		
Civic Leadership	Deliver services that are customer focused.		
Legislative	There are no legislative considerations relating to this report.		

## ATTACHMENTS

Nil

## ORDINARY MEETING 29 APRIL 2020 CITY INFRASTRUCTURE AND ENVIRONMENT REPORT

INF 03	<b>Conservation of Koala Habitat Corridors</b>		
Strategic Direction	Strengthening and Protecting our Environment Protect and enhance bushland, rivers and the visual landscape		
File Ref	058439.2020		
Report By	Michael Zengovski - Manager City Environment		
Approved By	Raj Autar - Director City Infrastructure and Environment		

#### **EXECUTIVE SUMMARY**

Council, at its meeting held on 11 December 2019, considered a report on Council's progress regarding the creation and preservation of Koala habitat corridors as a means of stabilising Koala populations across the LGA.

This report provides an update on a range of actions undertaken to date.

#### RECOMMENDATION

That Council:

- 1. Receives and notes this report; and
- 2. Notes that a further report will be provided following completion of investigations into the feasibility of provision of a koala hospital and sanctuary within the LGA.

#### REPORT

Background

At its meeting held on 11 December 2019, Council resolved that Sutherland Shire Council should be thanked for supporting Liverpool's endeavours regarding the preservation of Koala habitat corridors to stabilise and strengthen koala populations across the LGA.

At this meeting, it was also decided that Council engage with Featherdale Wildlife Park and the Western Sydney Parklands with the view to exploring opportunities for the provision of a tourist attraction within Liverpool LGA, which could also provide a koala hospital and sanctuary.

#### Koala Corridors through Defence Land

Attached is a copy of a letter thanking Sutherland Shire Council for supporting Liverpool's efforts relating to the preservation of Koala habitat corridors to stabilise and strengthen koala populations across the LGA.

While, based on recent advice from the Minister for Defence Industry, koala populations within the Defence lands are adequately managed, it is considered that both Liverpool and Sutherland Councils should continue to advocate for greater koala protection along the urban interfaces, where vehicle strikes result in koala fatalities. In this regard, Council has invited Sutherland Council to jointly write to the State Government to lobby for improved protections of the existing Koala populations.

#### Featherdale Wildlife Park and the Western Sydney Parklands

Council has initiated discussions with the Western Sydney Parklands Trust (Trust) regarding their capacity to support a wildlife sanctuary and koala hospital within the southern precinct of the parklands, within the Liverpool LGA. The matter was scheduled for further discussion at the Trust board meetings

Further updates to Council will be provided following receipt of advice from Western Sydney Parklands Trust.

Council is also following up with Featherdale Wildlife Park and will provide a response following receipt of advice.

Economic	There are no economic considerations.	
Environment	Protect, enhance and maintain areas of endangered ecologica communities and high quality bushland as part of an attractive mix of land uses.NmentRaise 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. Actively advocate for federal and state government support, funding and services.	
Legislative	There are no legislative considerations relating to this report.	

#### CONSIDERATIONS

## ATTACHMENTS

1. Letter to Sutherland Shire Council - Protection of Koalas



Ref No.: Contact: Phone: Date: 077413.2019 Michael Zengovski 8711 7885 12 March 2020

Ms Manjeet Grewal Chief Executive Officer Sutherland Shire Council Locked Bag 17 SUTHERLAND NSW 1499

Dear Ms Grewal,

#### Re: Protection of Koalas

Liverpool City Council would like to thank Sutherland Shire Council for supporting Liverpool's endeavours to preserve Koala habitat corridors as a means of stabilising koala populations across the LGA.

While Koala populations in the Holsworthy Training Area are adequately managed, Liverpool considers that both Council's should continue to advocate for improved Koala outcomes in the increasingly urbanised areas of this region.

In particular, Council would like to invite Sutherland to join us in writing a collaborative letter to the State Government to lobby for:

- a) Greater protection of the core Koala population, through the development of a comprehensive Koala Management plan for the Macarthur population; and
- b) Provision of improved fencing along the urban interfaces to prevent vehicle strikes.

Liverpool looks forward to working with Sutherland to help preserve Koala populations and protect the identified habitat corridors.

Please contact Michael Zengovski, Manager City Environment on 8711 7885 or on ZengovskiM@liverpool.nsw.gov.au to discuss this matter further.

Yours sincerely

Dr Eddie Jackson Acting Chief Executive Officer



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

INF 04	Animal Holding Facility	
Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources	
File Ref	083909.2020	
Report By	Adam McInnes - Senior Projects Manager	
Approved By	Raj Autar - Director City Infrastructure and Environment	

#### **EXECUTIVE SUMMARY**

Council, at its meeting held on 26 February 2020, resolved to explore options for the establishment of Council's own animal holding facility and to develop concept plans for such a facility on land owned by Council.

At the time of writing this report, Council is in the process of investigating both its own landholdings and other landholding options to identify land that would be both suitable and cost effective for development as an animal holding facility. It is proposed that a further report which will identify potential suitable site options will be presented to the May 2020 Council meeting.

In the interim and in order to provide Council with relevant information regarding a broad scope and cost of such a facility, Council has referred extensively to a study commissioned by the Western Sydney Regional Organisation of Councils (WSROC) into animal holding facility requirements for the Greater Western Sydney region. Based on this study, this report provides preliminary concepts, timelines, and strategic cost estimates for the establishment of an animal holding facility.

This report also identifies phased budget requirements to facilitate planning, feasibility study and design of Council's own animal holding facility following selection of a suitable site.

#### RECOMMENDATION

That Council:

- 1. Receives and notes this report; and
- 2. Notes that a further report comprising concept designs and funding strategy will be provided following selection of a suitable site for the proposed animal holding facility.

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## ORDINARY MEETING 29 APRIL 2020 CITY INFRASTRUCTURE AND ENVIRONMENT REPORT

#### REPORT

At its meeting held on 26 February 2020, Council resolved to explore options for the establishment of Council's own animal holding facility and to develop concept plans for such a facility on land owned by Council. While investigations are underway to identify suitable land options for the development of an animal holding facility, this report provides preliminary concepts, timelines, and strategic cost estimates for such a holding facility based on extensive research and study undertaken by the Western Sydney Regional Organisation of Councils (WSROC).

The WSROC commissioned a study in 2017 to explore potential long-term sustainable animal holding solutions over the next 20 years for the Greater Western Sydney Region. The scope of the study included:

- a) Fact finding to understand the current and future context of animal holding within the Greater Western Sydney Area;
- b) Benchmarking to establish a standard for 'best practice' animal holding; and
- c) Recommendations to give WSROC Councils clear recommendations on how to achieve a long-term sustainable solution for animal holding in their respective areas.

As part of the fact-finding phase, the study considered high level concepts of an animal holding facility that was being planned by Blacktown City Council. Known as the Western Sydney Animal Rehoming Centre, it is designed to provide sufficient capacity for the requirements of Blacktown City and a number of other councils over the long term. The preliminary concepts and illustrations that follow relate to early designs for this facility.

1. Typical layout of animal holding facility (source: WSROC, Blacktown City Council & Sam Crawford Architects, *Study into animal holding facilities in the Greater Western Sydney Area*, July 2017)



a) Concept view of front elevation



## ORDINARY MEETING 29 APRIL 2020 CITY INFRASTRUCTURE AND ENVIRONMENT REPORT

b) Aerial view and reception



c) Concept view of dog kennels



d) Concept view of typical exercise areas



e) Typical layout showing key elements of the facility

Following a review of the WSROC Study as well as Council's own assessment of its requirements for an animal holding facility, it has been determined that Council's proposed facility would need to accommodate the following functional aspects:

- A. Reception
- B. Adoptions, administration, Office
- C. Multi-function area
- D. Kitchen/Laundry
- E. Vet clinic
- F. Cattery
- G. Animal drop-off office
- H. Delivery/Van

- I. Kennels
- J. Poultry/Livestock
- K. Storage
- L. Rubbish collection
- M. Rubbish collection
- N. Animal quarantine
- O. Fenced open lawn for dogs
- P. Fenced open space for cats
- Q. Fenced open space for adoption

Based on the above, the following preliminary layout has been developed by Council's own Landscape Architect. The above legend is to be read in conjunction with the following concept layout.



#### 2. Preliminary cost estimates

An animal holding facility of a size similar to the Renbury Farm Animal Shelter and as shown in Section 1 above, could be developed to provide a capacity for 120 various types of animals including cats, dogs and other pets or livestock. The WSROC study recommended that a construction cost rate of \$70,000 per animal enclosure be used for estimating purposes (2017 rates adjusted for price escalation).

Other attributes of an animal holding facility:

- Site location
- Approx. site area / building footprint
- Animal holding capacity
- to be determined
  - 13,000m<sup>2</sup>/2,000m<sup>2</sup>
- 120 dogs, cats and other pets

Further, the facility will need to comply with the minimum standards for animal enclosures in accordance with the Prevention of Cruelty to Animals (Dogs and Cats in Council Pounds and Animals Shelters) Standards 2014.

Based on the above broad functional requirements of the proposed facility, the total construction cost of a new facility to meet current standards is estimated to be \$10 million, including contingencies. This figure does not include any associated land costs.

#### 3. High level program

The following presents a high-level program for the planning, design, construction and commissioning of the animal holding facility.

Activity		Duration	Start	Finish
1. Confirm location	for animal holding facility	16 weeks	Mar 2020	Jun 2020
2. Concept design, to strategy	feasibility study & funding	28 weeks	Jun 2020	Dec 2020
3. Council approval	of project and funding	4 weeks	Feb 2021	Feb2021
4. Community const	ultation	8 weeks	Feb 2021	Mar 2021
5. Detailed design		20 weeks	Feb 2021	Jun 2021
6. Development cor	isent	24 weeks	Jul 2021	Dec 2021
7. Tender documen	tation	24 weeks	Jul 2021	Dec 2021
8. Tender process		14 weeks	Jan 2022	Apr 2022
9. Council acceptan	ce of tender	4 weeks	May 2022	May 2022
10. Contract formatio	n and award	8 weeks	Jun 2022	Jul 2022
11. Construction		48 weeks	Aug 2022	Jun 2023
12. Commission facility		4 weeks	Jul 2023	Jul 2023

#### 4. Budget phasing

It is considered that the following budget provisions will need to be made to enable necessary investigations and designs to be completed.

Activity		Budget	Year
1. Site investigations, concept design, feasibility study\$500,0002020/2*		2020/21	
2.	Detailed design, Environmental assessment, DA preparation	\$500,000	2021/22
3.	3. Construction and project management		2022/23
	Total	\$10,000,000	

#### CONCLUSION

As required by Council's resolution, this report has presented preliminary concepts, timelines and estimated expenditures associated with establishing Council's own animal holding facility. Since a suitable site for its location hasn't been identified, the required information is largely based on a study commissioned by WSROC to explore potential long-term sustainable animal holding solutions over the next 20 years for the Greater Western Sydney Region.

It is proposed that a further report be presented to the May 2020 Council meeting, which will present suitable site options for the establishment of council's animal holding facility. Based on the program above, this will be followed by a more targeted investigation and design process, and a report back to Council with concept designs and estimated costs.

CONSIDERATIO	NS
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Economic	Provide a new and efficient animal holding facility for the Liverpool Local Government Area.	
Environment	Environment and sustainability issues to be considered at Development Approval stage.	
Social	Raise awareness in the community about the available services and facilities.	
Civic Leadership	Deliver services that are customer focused.	
Legislative	Companion animals Act 1998. Companion Animal Regulations 1998.	

#### **ATTACHMENTS**

# Minutes of the Liverpool Community Safety andCTTE01Crime Prevention Advisory Committee meetingheld on 5 March 2020

Strategic Direction	Creating Connection Implement access and equity for all members of the community	
File Ref	081065.2020	
Report ByGalavizh Ahmadi Nia - Manager Community Development and Planning		
Approved By	Dr Eddie Jackson - Director City Community and Culture	

## **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee Meeting held on 5 March 2020.

#### RECOMMENDATION

That Council receives and notes the Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee Meeting held on 5 March 2020.

#### REPORT

The Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee meeting held on 5 March 2020 are attached for the information of Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

#### CONSIDERATIONS

Economic	There are no economic and financial considerations.	
Environment	There are no environmental and sustainability considerations.	

Social	Support policies and plans that prevent crime.	
Civic Leadership	There are no civic leadership considerations relating to this report.	
Legislative	There are no legislative considerations relating to this report.	

## ATTACHMENTS

1. Minutes of the Liverpool Community Safety and Crime Prevention Advisory Committee meeting held on 5 March 2020.

## LIVERPOOL CITY COUNCIL

#### MINUTES FROM COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE MEETING

5 March 2020

#### COUNCILLORS:

Geoff Shelton Peter Harle Karress Rhodes

#### COMMITTEE MEMBERS:

Eva Kovacevic Det. Insp. Tim Liddiard Bemardino Siry Jason Aquilina Carly Cosmo Andrew Miles Mick Carroll Santhya Tuy Sonia Bui

#### Liverpool Neighbourhood Connections Liverpool City Police Area Command Liverpool City Police Area Command University of Wollongong TAFE NSW Liverpool & Miller South West Sydney Local Health District

Liverpool City Council (Chairperson)

Liverpool City Council

Liverpool City Council

Liverpool City Council

Liverpool City Council

Liverpool City Council (Minutes)

South West Sydney Local Health District NSW Fire Rescue Hume Community Housing Green Valley Liverpool Domestic Violence Service

COUNCIL ATTENDEES:

Muizz Khan Paola Jamett-Caru Rose Koch

#### APOLOGIES:

Mayor Wendy Waller Richard Carbury Paul Monkerud Estela Torredimare Lilly Lertsinpakdee Jacqueline Druart Greg Rankin Liesa Davis Genene Peisley Toula Athanasiou Liverpool City Council Scott Street Clinic All Saints Parish CORE Community Services Drug & Alcohol Multicultural Education Centre MTC Australia NSW Fire Rescue Wesley Mission Department of Communities & Justice Road Safety Officer

## LIVERPOOL CITY COUNCIL

#### OPEN

Meeting opened at 10:05 am.

#### 1. WELCOME, ATTENDANCE AND APOLOGIES

Councillor Shelton opened the meeting and acknowledged the traditional custodians of the land.

#### 2. DECLARATIONS OF INTEREST

Nil

#### 3. REPORTS

#### 3.1 Liverpool City Police Area Command (PAC) Report

Detective Inspector Tim Liddiard provided the following updates:

- The recent summer period has seen people spending more time outdoors. This has led to an
  increase of incidences of crimes of opportunity such as breaking and entering of dwellings,
  stolen vehicles, street robberies (particularly Kemps Creek), parcel and mail theft;
- Community engagement is important in helping to reduce these crimes by spreading the message to keep vehicles locked as offenders often try to open doors as opposed to breaking windows;
- There has been a significant number of break and enter offences at storage units and parking areas in high rise buildings. Council is working with developers to introduce additional safety measures for new buildings; and
- An Anti-Theft Unit has been formulated within the Liverpool City PAC. A number of arrests for crimes of opportunity have been made as a result of establishing this unit.

#### **Queries & Discussion**

i. Jason Acquilina queried whether the existing statistics on reported crime data can be categorised as domestic, residential and commercial premises.

Detective Inspector Liddiard advised that these can be broken down to categories such as non-dwellings, commercial businesses, office blocks and non-occupied spaces.

ii. Carly Cosmo noted the increase of drug affected people approaching students and queried whether this has been the case in Bigge Park.

Det. Insp. Liddiard advised that the issue of robbery is an issue overall in the Liverpool CBD and is not strictly associated with Bigge Park. Police have the authority to remove known offenders who are known to frequent an area. Committee members were encouraged to contact Liverpool Police Station if they are aware of this situation and to leave 000 for emergencies.

iii. Councillor Harle queried whether the issue of squatting in abandoned homes is an issue that is handled by the Police.

Detective Inspector Liddiard advised that this falls within the jurisdiction of the NSW Sheriff.

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## LIVERPOOL CITY COUNCIL

iv. Councillor Shelton queried whether the personal safety of university students in Liverpool is a concern.

Detective Inspector Liddiard advised that there is no known specific targeting of university students as victims of crime. The victims of robbery offences in Liverpool vary and cannot be attributed to a specific target group.

Action: Detective Inspector Liddiard to provide statistics in relation to the victims of robbery offences.

#### 3.2 Councillor's Report

Councillor Shelton provided the following update:

- A grass fire was deliberately lit at Lieutenant Cantello Reserve in Hammondville, in the vicinity
  of a retirement village and nursing home, which was partially evacuated;
- 8000 people attended Council's New Year's Eve celebration of "Light Up the Lake" at Chipping Norton. Firework displays were cancelled due to the bushfires;
- Recent flash flooding in the LGA saw impact to the banks of George's River, Riverpark Drive Liverpool and the Casula Parklands;
- The recent Council meeting held on 26 February 2020 had the following items discussed:
  - Council reversed its decision to proceed with a combined animal shelter facility at Blacktown following community campaigns to investigate options to retain the current facility in Austral;
  - Council's submission on land use around the perimeter of the Aerotropolis was considered, particularly in relation to Dwyer Road. Concerns relating to land rezoning and the level of carbon emission permissible in the area was discussed;
  - The Chief Executive Officer's (CEO) tenure will expire in December 2020. The newly
    elected Council will determine the next CEO following the election in September 2020;
    and
  - Council acknowledged and expressed solidarity for the impact of COVID 19 on businesses and members of the Chinese community.

#### 4. PROJECT UPDATES

Muizz Khan was introduced to the Committee. Muizz has replaced Kamrun Rahman, the previous convenor of this committee. Muizz will be responsible for convening the Committee for future meetings.

#### 4.1 Drug and Alcohol

#### 4.1a Alcohol Free Zones (AFZ)

The existing alcohol-free zones in the Liverpool CBD are currently being renewed following expiration. The recommended locations will be submitted to Council for endorsement in April 2020.

Councillor Harle expressed disappointment that Council had not taken proactive measures to remain on the forefront for alcohol free zones. Committee members were assured that Council is now implementing strategies to ensure the ongoing management of these zones.

Councillor Harle requested that the new signs for AFZs be made UV proof as the existing signs have been impacted by sunlight, which has reduced readability.

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#### 4.1b Box with the Cop program

Box with the Cop program is being held at Miller High School for refugee and migrant young people. This program aims to reduce communication barriers between young people and Police, provides education and awareness of drug use. The program targets people of 12 - 17 years.

#### 4.1c Sharp Objects Warwick Farm

Andrew Miles congratulated Council's efforts and involvement in the removal of sharp objects at Warwick Farm.

#### 4.2 Domestic Violence

In spite of the closure of White Ribbon Australia and its workplace accreditation program, Council remains committed to raising community awareness of Family and Domestic Violence (FDV). The Liverpool Domestic Violence Liaison Committee is planning community events to raise awareness of domestic violence for mid-2020.

Sonia Bui is currently involved in a Safety Planning Working Group that assists to improve community responses to domestic violence in SWSLHD.

The "Love Bites" Program will be held to target schools in Miller and Warwick Farm on awareness of relationships and consent. Starting date of the program to be confirmed.

#### 4.3 Road Safety

The relevant staff were not present at this meeting to provide an update.

#### 4.4 Fall and Trip Related Injuries

Council is working with NSW Health to deliver the Stepping On program. This program aims to reduce fall and trip related injuries in older people.

#### 4.5 Pan Pacific Safe Community Progress & Reporting

Liverpool was accredited as a Pan Pacific Safe Community in March 2019. Council will be required to report on actions to the Pan Pacific Board in July 2020.

#### 4.6 Community Safety & Crime Prevention Advisory Committee Charter

The Committee charter is due for review. The current charter has been shared with the Committee for review and feedback. The deadline for feedback is 13 March. Committee members were encouraged to provide feedback to Jacqueline Newsome, Coordinator Community Development via email at <a href="mailto:newsome@liverpool.nsw.gov.au">newsome@liverpool.nsw.gov.au</a>.

#### 5. GENERAL BUSINESS

#### 5.1 COVID - 19

Councillor Rhodes raised concerns regarding COVID 19. It is recommended that precautions be taken with large groups and at Council's community events to avoid potential spread of the virus.

Councillor Shelton noted it had been suggested for Early Childhood Centres to be closed until further notice. Committee members were advised that Council will follow the directives of relevant health services in making decisions regarding the closure of services.

#### CLOSE

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Meeting closed at 11:10 am.

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CTTE 02	Liverpool Sports Committee Minutes of meeting	
	held 5 March 2020	
Strategic Direction	Creating Connection	
	Create a dynamic, inclusive environment, including programs to support healthy living	
File Ref	081615.2020	
Report By	Mark Westley - Manager Recreation and Community Outcomes	
Approved By	Dr Eddie Jackson - Director City Community and Culture	

## **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Sports Committee Meeting held on 5 March 2020.

The Sporting Donations Program applications have been endorsed for funding by the CEO as per delegation (for amounts up to \$1000) in accordance with sections 356(3), 377(1), and 378 of the Local Government Act 1993.

## RECOMMENDATION

That Council receives and notes the Minutes of the Liverpool Sports Committee Meeting held on 5 March 2020.

# REPORT

The Minutes of the Liverpool Sports Committee meeting held on 5 March 2020 are attached for the information of Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

The Sporting Donations Program applications have been endorsed for funding by the CEO as per delegation (for amounts up to \$1000) in accordance with sections 356(3), 377(1), and 378 of the Local Government Act 1993.

# CONSIDERATIONS

Economic	A financial allocation of \$400 is recommended under the Sports
	Grants. Provision exists within the allocated Sports Grants Budget.
Environment	There are no environmental and sustainability considerations.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	Sections 356(3), 377(1), and 378 of the Local Government Act 1993.
Economic	There are no economic or financial considerations.

# ATTACHMENTS

1. Minutes of Liverpool Sports Committee meeting held 5 March 2020

# LIVERPOOL

# Minutes

# MINUTES OF LIVERPOOL SPORTS COMMITTEE MEETING 5 MARCH 2020

#### COMMITTEE MEMBERS:

Monica Anastasi Daniel Di Lucca John Scott Tony Jackson Brian Martin

Clr Charishma Kaliyanda Liverpool City Council (Chairperson) Werriwa All Breeds Dog Training Tennis Hockey Softball Sports less than 100 Participants delegate NSW Barefoot Water Skiing Club Baseball Netball **PSSA and Schools** 

## COUNCIL ATTENDEES:

Chris Corby

Fiona Heath Melissa King

Janette Bartram

Liverpool City Council

#### APOLOGIES:

Craig Hardman Alistair Dobson Blake Medhurst Adrian Rumiz Greg Blaxland Peter Moore John Pearce Ron Hughes Craig Lambeth Mark Westley

Athletics Archery Swimming Remote Control Car Racing Basketball Cricket Rugby League Football Liverpool City Council Liverpool City Council

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# **Minutes**

## AGENDA:

#### 1. WELCOME, ATTENDANCE AND APOLOGIES

Chairperson Clr Charishma Kaliyanda welcomed everyone and opened the meeting at 7.12pm

#### 2. DECLARATIONS OF INTEREST

Nil.

#### 3. CONFIRMATION OF PREVIOUS MINUTES

The minutes from the meeting held on 28 November 2019 were confirmed as a true record of that meeting.

Moved: Fiona Heath Seconded: John Scott

Motion: To confirm the minutes from the Liverpool Sports Committee meeting held on 28 November 2019

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

## 4. CONFIRMATION OF QUORUM PRESENT

At any Committee meeting the presence of 30% of delegates constitutes a quorum. If no quorum is present within 20 minutes of the advertised time of the meeting, the meeting must be postponed. 30% of delegates were present and formal decisions may be ratified.

Moved: Tony Jackson Seconded: Monica Anastasi

Motion: That the information be received and noted.

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

## 5. LIVERPOOL SPORTING DONATIONS

The following applications for sporting donations have been received by Council since the last Sports Committee meeting in November 2019, and were presented to the Committee for discussion and recommendation for funding.

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# Minutes

Applicant Details	Eligibility	Sports Committee Recommendation for funding
	Local Resident – Liverpool	\$0
	Representing Australia at the	Due to the event time frame
Australian Muslim	FANCA International Event (soccer) held in Auckland, New	
(FANCA) Sports	Zealand on 14 October 2020 to 19 October 2020	required, the Sports Committee
Association Inc		moved to decline the Sporting
		Donation but to encourage the
		applicant to reapply in the next round of funding.
	Local Resident – Horningsea Park	\$200
	Representing NSW at the	Letter confirming selection from
Josh Kingston	Hancock Prospecting Australian Age Swimming held in	Governing Body (Swimming
	Perth, Western Australia on 7 to 14 April 2020	NSW)
Riley Collison	Local Resident – Prestons	\$200
	Representing NSW at the	Letter confirming selection from
	2020 Australian Junior Indoor Cricket National	Governing Body (Indoor Sports
	Championships held in Cranbourne, Victoria on 3 to 12 July 2020	NSW)

#### <u>Totals</u>

Number of requests received:	3
Number of requests recommended for funding by Sports Committee:	2
Number of requests approved pending further information:	1
Amount of funding recommended by Sports Committee:	\$400
Additional donations approved pending supply of further information:	\$0
Amount of funding required:	\$400
Current funds in budget:	\$11,800

Moved: Monica Anastasi Seconded: Daniel Di Lucca

**Motion:** That the convenor organise the approval of the payment of Sporting Donations as recommended by the Sports Committee in line with Council policy.

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

## 6. FEBRUARY 2020 SPORTS COMMITTEE MEETING VENUE

As per Council resolution the Liverpool Sports Committee will now meet four times per year. Moorebank Sports Club has been confirmed as the venue for the next meeting on Thursday 28 May 2020.

Moved: Fiona Heath Seconded: Brian Martin

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Minutes

Motion: That the information be received and noted.

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

#### 7. LIVERPOOL SPORTING GRANTS PROGRAM 2020

Chris Corby (Liverpool City Council) provided an update to all Sports Committee Members on the Liverpool Sporting Grants Program 2020.

This program offers funding to sporting clubs and junior disability sporting clubs to assist with the development of young people and encourage participation of the broader community in local sporting and recreational activities. Grants can also be used towards the purchase or maintenance of sporting equipment.

All sports Committee members present were provided with an update that the application window is now closed. Recreation Services are currently sorting applications. The selection panel is schedule to meet on 26 March 2020 to assess the Sporting Grant applications.

The 2020 selection panel will consist of the following Sports Committee Members:

- Monica Anastasi
- Tony Jackson
- Daniel Di Lucca

Moved: Monica Anastasi Seconded: Daniel Di Lucca

Motion: That the information be received and noted.

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

## 8. INDIVIDUAL SPORTS UPDATES

#### Dog Training

Dog training have begun their season later than usual due to the bush fire smoke earlier in January with the season commencing on the last Sunday in February. The floods in February impacted on Freeman Oval with the Oval and clubhouse becoming flooded. Council has helped the Werriwa All Breeds Dog Training Club get back on its feet with assisting with the repair of damaged parts of the building and removing the rubbish from the club clean up.

2020 has seen an influx of new members with Christmas puppies being brought down to the club to be trained by their owners.

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# **Minutes**

#### Hockey

Hockey have concluded the summer season with the Moorebank Liverpool District Hockey Club claiming victory in the Sydney wide indoor league. Six local players were representatives in the Sydney Championships where they won their twelfth consecutive title. The 2020 season is scheduled to begin in March and training is already underway. The Moorebank Liverpool District Hockey Club is currently working through Council approvals to construct a spectator viewing area to allow the venue to host Hockey Australia events such as the U21 Australian Championships scheduled for 8 July – 15 July 2020.

#### <u>Tennis</u>

Tennis has been busy as tennis participation is in peak over the summer season. The contract for the lease of the new tennis facility being built at McGirr Park has been offered to Tennis First Academy and Council Recreation staff are currently in the process of finalising the agreement. Over summer a local junior player became the sixth ranked ten year old female in NSW. Participation has been growing aided by the Australian Open boosting tennis participation numbers.

#### Softball

The summer softball season is in the final weeks of their competition. The recent flooding affected Jacqui Osmond Reserve greatly as flood waters caused damage to the playing fields, fences, batting boxes and floodwaters inside the clubhouse reached over one meter in depth. Softball at Jacqui Osmond Reserve is just starting to get back on its feet after it lost \$30,000 worth of equipment in the flooding. Softball is entering finals this weekend and plans are being made to use fields in the Georges River area while the diamonds are being repaired.

#### Sports less than 100 Participants delegate NSW Barefoot Water skiing Club

The Barefoot Water skiing season is well underway with five of the regular tournaments already being completed. Each of these competitions averaged around 35 competitors at each event with some travelling from interstate to compete.

The Nationals held in January saw 100 skiers compete in divisions from Sub-Junior to Veterans. This meant that the age range of the competitors was 7 to 75 years of age. Although the weather conditions for the nations was very hot, water conditions were perfect.

2020 State titles are on 7-8th March with 45 competitors entered. These include some interstate athletes who are still attempting to qualify for the World Championships in April. The Australian Team has been picked for the World Championships with 8 athletes from NSW. Those who do not make the team can qualify as independents for Australia.

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# LIVERPOOL

CTTE 02



The Barefoot Water Ski Club have engaged live streaming service 'Ship 2 Shore' to film the Nationals. This worked well as the events could be shown live on a large screen at the clubhouse as well as on social media.

Council has been assisting the Barefoot Water Ski Club with weed management in the Georges River by organising the spraying. The recent heavy rains also has cleared most of the weed from the river.

The recent flooding nearly reached the elevated clubhouse at Helles Park. While the building remained untouched, Helles Park required a major clean up with the cleaning and repairing docks which were washed from their mornings.

#### **Baseball**

Baseball are currently in the middle of their finals series. Three Moorebank Baseball Clubs teams are already through to the Grand Final. Baseball venues were not heavily impacted by the recent flooding with Hammondville Reserve, Riverside Park and Daruk Park remaining largely undamaged. Baseball is currently in preparations for the 2020 winter season. Two local athletes have also been selected to represent the NSW state team who will be playing in Canberra this week.

#### Net ball

Netball is preparing for the start of their season this March. Numbers of local Netball players are strong with 1,800 current registered players. Representative teams are currently being selected for the upcoming season. On the Easter long weekend the Senior Representative Championships will take place. A local female player was also selected in the 17s state squad, this is a great achievement as she is currently 16.

#### **PSSA and Schools**

For schools and PSSA things have been progressing well. During the upcoming winter season PSSA will move to later on a Friday afternoon to allow schools to participate. There are also some structural changes to offerings such as hockey due to resources available.

Moved: John Scott Seconded: Tony Jackson

Motion: That the information be received and noted.

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

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#### 9. GENERAL BUSINESS WITHOUT NOTICE

Fiona Heath has asked if Council can advise why bins collections have been irregular at Hammondville Reserve Baseball.

**Action:** Chris Corby advised he would follow up with Council's City Presentation Department and will request that regular collections resume. Clr Charishma Kaliyanda also advised she would email Peter Patterson (Director City Presentation)

# Fiona Heath has asked if Council can provide a pressure clean to the toilets at Hammondville Reserve Baseball between seasons.

**Action:** Clr Charishma Kaliyanda advised she would email Peter Patterson (Director City Presentation). Chris Corby to raise service request for Council Cleaning staff to action pressure cleaning of toilets between seasons.

Fiona Heath has asked if Council can investigate and remove temporary orange mesh fencing beneath trees at Hammondville Reserve Baseball fields.

**Action:** Council's Recreation Department to follow up with Council's City Presentation Department to understand why the fencing is in place and to ask them to action the required works to ensure that it is removed.

Fiona Heath has asked for a repair to the handrail of the ramp at Hammondville Reserve Baseball fields.

Action: Council's City Presentation Department to investigate and action repairs.

Fiona Heath has asked if council can repair the snake warning sign that has fallen over near the clubhouse.

Action: Council's City Presentation Department to investigate and action repairs.

# The Sports Committee has asked if Council can provide the best contact number to log issues of vandalism and antisocial behaviour.

Action: Chris Corby has advised that the best contact number is the Police Assistance line on 131 444.

Page 7 of 8

# **Minutes**

Moved: Monica Anastasi Seconded: John Scott

Motion: That the information be received and noted.

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

## 10. CLOSE

There being no further business, the meeting closed at 8:37pm

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CTTE 03	Meeting Notes of the Liverpool Youth Council
	meeting held on 12 February 2020 and Minutes
	of the Liverpool Youth Council meeting held on 4
	March 2020

Strategic Direction	Creating Connection Implement access and equity for all members of the community
File Ref	081925.2020
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning
Approved By	Dr Eddie Jackson - Director City Community and Culture

## **EXECUTIVE SUMMARY**

This report is tabled in order to present the Meeting Notes of the Liverpool Youth Council meeting held on 12 February 2020 and the Minutes of the Liverpool Youth Council meeting held on 4 March 2020.

# RECOMMENDATION

That Council:

- 1. Receives and notes the Meeting Notes of the Liverpool Youth Council meeting held on 12 February 2020; and
- 2. Receives and notes the Minutes of the Liverpool Youth Council meeting held on 4 March 2020.

## REPORT

The Meeting notes of the Liverpool Youth Council meeting held on 12 February 2020 and the Minutes of the Liverpool Youth Council meeting held on 4 March 2020 are attached for the information of Council.

The Meeting Notes and Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

# CONSIDERATIONS

Economic	There are no economic and financial considerations.	
Environment	There are no environmental and sustainability considerations.	
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community.	
Civic Leadership	Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions.	
Legislative	There are no legislative considerations relating to this report.	

# ATTACHMENTS

- 1. Minutes of the Liverpool Youth Council meeting held on 4 March 2020
- 2. Meeting Notes of the Liverpool Youth Council meeting held on 12 February 2020

# LIVERPOOL CITY COUNCIL

# Minutes

# MINUTES OF LIVERPOOL YOUTH COUNCIL MEETING

# 4 March 2020

#### COUNCILLORS:

Councillor Nathan Hagarty Councillor Charishma Kaliyanda Liverpool City Council Liverpool City Council

## **COMMITTEE MEMBERS:**

Madison Young Simbarashe Zimbudzana Saurabh Sibal Alyssia Dower Vishal Senthilkumar Jayesh Joshi Michael Azzi Chairperson Deputy Chairperson/ Secretary Treasurer Youth Councillor Youth Councillor Youth Councillor Youth Councillor

## **COUNCIL ATTENDEES:**

Derek Tweed

Community Development Worker (Youth)

## **APOLOGIES:**

Mayor Wendy Waller Lily Bolin Cheryl Anthony Shonali Kumar Tjarani Barton-Vaofanua Manar Al-Ogaidi Liverpool City Council Youth Councillor Media Representative Media Representative Youth Councillor Youth Councillor

## **GUESTS**:

Rhonda Stone

Department of Education

Minutes

#### 1. WELCOME, ATTENDANCE AND APOLOGIES Chairperson Madison Young welcomed everyone and opened the meeting at 6.10pm.

#### 2. DECLARATIONS OF INTEREST Nil.

## 3. GUEST SPEAKER – Rhonda Stone, Regional Industry Education Partnerships, NSW Department of Education

The Regional Industry Education Partnerships Project functions are as follow:

- · Facilitates networking between local schools and industries;
- Delivers the Educational Pathways Pilot Program to schools in the Liverpool LGA, including school-based traineeships and post school options;
- Facilitates pathways into the health and manufacturing industries, and coordinates industry visits;
- Delivers freight management and logistics immersion days;
- Facilitates Women in Trades/ Women in Power programs; and
- Supports "A day in the life of a firefighter" program with the NSW Rural Fire Service.

Liverpool Youth Council members were invited to provide feedback from a young person's perspective. Committee members provided the following suggestions:

- Making trade opportunities more interesting;
- Raising awareness of the opportunities within trades industries to newly arrived migrant families as a viable alternative to university study;
- Providing clear course information online;
- Providing options for those interested in the entertainment and music fields; and
- Promoting career opportunities in medical field to include a wide range of careers, not only limited to doctors and nursing roles.

#### 4. CONFIRMATION OF PREVIOUS MINUTES

The Youth Council meeting held on 12 February 2020 did not reach a quorum. The Meeting Notes were confirmed as a true record of that meeting.

Moved: Simbarashe Zimbudzana Seconded: Alyssia Dower

MOTION: That the information be received and noted.

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

Attachment 1

Minutes of the Liverpool Youth Council meeting held on 4 March 2020

Attachment 1

# LIVERPOOL OUNCIL



#### 5. **BUSINESS ARISING FROM PREVIOUS MINUTES**

#### 5.1 Street Art Mural

Youth Councillor Jayesh Joshi has drafted an Expression of Interest (EOI) to this project. Once finalised, the EOI will be distributed to local artists for their response. A total of \$3,000 from the Youth Council funds is allocated to this project.

Moved: Saurabh Sibal Seconded: Alyssia Dower

MOTION: That the information be received and noted.

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

#### 6. CORRESPONDENCE

There was no correspondence tabled at this meeting.

#### 7. COUNCILLOR UPDATE

Councillors Nathan Hagarty and Charishma Kaliyanda provided the following updates from the recent Council meeting held on 26 February 2020:

#### Councillor Kaliyanda arrived at the meeting at 7:00pm.

- Following on from community feedback, Council reversed a previous decision to • collaborate with Blacktown City Council on a shared animal shelter facility in the Blacktown LGA. Council are now investigating options to keep the Liverpool Animal Shelter open at its current site;
- The Parks Maintenance team are hosting barbecues across the LGA to meet community members and promote new parks maintenance "zones";
- Council is making a submission to Transport NSW to restore the City via Regents Park train line, advocate for an express train to the City Circle from Liverpool and an express train to Bankstown. A request to extend the planned Metro service to Liverpool and the Western Sydney Airport will also be submitted; and
- Council was featured on Channel 9 news outlining the work undertaken at Western Sydney Airport, the Aerotropolis and preparations for transport connections between these areas and the Liverpool City Centre.

Moved: Simbarashe Zimbudzana

Seconded: Jayesh Joshi

MOTION: That the information be received and noted.

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

Councillor Hagarty left the meeting at 7:20pm.

Minutes of the Liverpool Youth Council meeting held on 4 March 2020

Attachment 1

CTTE 03

# LIVERPOOL CITY COUNCIL

# Minutes

## 8. YOUTH WORKER'S REPORT

- Recruitment for the 2020 2022 Liverpool Youth Council Committee members is currently open. Youth Council members were encouraged to share this information with peers, friends or family members and encourage them to apply;
- Live and Loud events will continue every month at the Liverpool Library Forecourt. This event provides an opportunity for the Youth Council to engage with local young people. The event supports local young performers by giving them a platform to perform live, and activates the space for children and young people;
- Two activities have been planned for Youth Week 2020:
  - Ghost tours at Liverpool TAFE for 18-24 year olds; and
  - "Careers of the Future" an opportunity for young people to learn about study and career options. This event is in collaboration with Liverpool TAFE and Liverpool Hospital, targeting local high school students in year 10; and
- Harmony Day will be celebrated with an event at Miller Square on Wednesday 25 March. This event has been organised by local young people and includes performances, dinner and family activities such as face painting and games.

Moved: Alyssia Dower Seconded: Vishal Senthilkumar

MOTION: That the information be received and noted.

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

#### 9. TREASURER'S REPORT

The Youth Council budget expenditure for the 2019/2020 financial year is 5,126.34, with a remaining balance of 6,597.66.

Moved: Jayesh Joshi Seconded: Simbarashe Zimbudzana

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

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

#### 10. RADAR REPORT

The RADAR show has continued on a weekly basis. Youth Councillor Vishal Senthilkumar is undergoing training with 2GLF to assist in delivering the program.

Moved: Jayesh Joshi Seconded: Simbarashe Zimbudzana

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

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

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# LIVERPOOL CITY COUNCIL



## 11. MEDIA REPRESENTATIVE'S REPORT

The following updates were provided on the Youth Council Facebook page:

- The number of Likes for the Youth Council Facebook page is 1,077; and
  - The Youth Council Instagram page has 129 followers.

Moved: Simbarashe Zimbudzana Seconded: Alyssia Dower

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

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

## 12. GENERAL BUSINESS

#### 12.1 Liverpool Youth Council Charter

- Youth Councillors were provided with an updated copy of the charter, inclusive of suggested amendments; and
- All Youth Councillors present agreed with the proposed changes.

Moved: Simbarashe Zimbudzana Seconded: Alyssia Dower

MOTION: That the information be received and noted.

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

Councillor Kaliyanda left the meeting at 7:20pm.

Quorum was lost following the departure of Councillor Kaliyanda, as at least one Councillor is required in order to make quorum. No further matters were decided at this meeting.

#### 13. CLOSE

The meeting closed at 7:45pm.

The next Liverpool Youth Council meeting will be held on Wednesday 1 April 2020 from 6.00 pm - 8.00 pm.

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# LIVERPOOL CITY COUNCIL

# **Minutes**

# MEETING NOTES OF LIVERPOOL YOUTH COUNCIL MEETING

# 12 February 2020

#### **COUNCILLORS:**

There were no Councillors in attendance.

#### **COMMITTEE MEMBERS:**

Jayesh Joshi Lily Bolin Alyssia Dower Manar Al-Ogaidi Vishal Senthilkumar Shonali Kumar Chairperson Youth Councillor Youth Councillor Youth Councillor Youth Councillor Media Representative

#### **COUNCIL ATTENDEES:**

Derek Tweed Vi Girgis Susana Freitas Community Development Worker (Youth) Senior Officer City Precinct Tourism Development Officer

#### **APOLOGIES:**

Councillor Nathan Hagarty Councillor Charishma Kaliyanda Mayor Wendy Waller Simbarashe Zimbudzana Cheryl Anthony Tjarani Barton-Vaofanua Michael Azzi Madison Young Saurabh Sibal Liverpool City Council Liverpool City Council Liverpool City Council Youth Councillor Youth Councillor Youth Councillor Youth Councillor Chairperson Treasurer

# LIVERPOOL CITY COUNCIL •

Minutes

## 1. WELCOME, ATTENDANCE AND APOLOGIES

Chairperson Jayesh Joshi welcomed everyone and opened the meeting at 6.05pm. It was noted that due to large number of apologies, a quorum is not achieved.

# 2. DECLARATIONS OF INTEREST

#### 3. GUEST SPEAKER – Vi Girgis and Susana Freitas, City Economy – Street Art and Tourism

Youth Councillors were advised of the following street art and tourism initiatives in Liverpool:

- Council's Tourism Guide be launched on 28 March 2020. This guide provides locals and visitors with information on sites of significance, restaurants, shopping precincts and cafes across the Liverpool LGA;
- The Liverpool Growers & Foodies Market occurs every Saturday from 7amnoon. Located at Childs Park, Ascot Drive Chipping Norton, the Market is an opportunity for growers to trade their fresh products;
- Love Livo Nights a monthly event which promotes networking amongst local businesses and workers. The next Love Livo Nights is being held on Thursday 5 March from 5:00pm – 8:00pm at Moore Coffee;
- Live and Loud an event which provides a safe and fun space for children and young people in the Liverpool Library forecourt. Live and Loud will be held on the last Thursday of every month from 3:00pm – 6:00pm; and
- There are currently 18 street art murals across the Liverpool LGA. Some of the iconic pieces include the portrait of a University of Wollongong student on the building across from Liverpool Railway Station, The Norfolk Serviceway and the mural of musician Prince on Speed Street. There is an opportunity for the Liverpool Youth Council to develop a youth specific mural at Liverpool City Library.

Moved: Alyssia Dower

Seconded: Vishal Senthilkumar

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

MOTION: Liverpool Youth Council to confirm the available budget and prepare an Expression of Interest (EOI) for local artists aged 30 years and under to submit an application to design a mural at Liverpool City Library.

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

## 4. CONFIRMATION OF PREVIOUS MINUTES

Confirmation of minutes of the meeting held on 10 December 2019 were held over to the next meeting due to a lack of quorum.

# LIVERPOOL CITY COUNCIL



#### BUSINESS ARISING FROM PREVIOUS MINUTES There was no business arising from previous minutes.

## 6. CORRESPONDENCE

There was no correspondence tabled at this meeting.

## 7. COUNCILLOR UPDATE

There was no Councillor update tabled at this meeting

## 8. YOUTH WORKER'S REPORT

- The theme for Youth Week 2020 is "Speak up. Be involved. Get connected. Have fun". Youth Week will be held from 1 9 April 2020;
- Recruitment for Liverpool Youth Council membership 2020 2022 will open on Tuesday 25 February and close on Thursday 9 April. Applications can be made via the Council website;
- Thanks to Youth Councillors Jayesh and Madison who were youth representatives on the selection panel for the Youth Week Small Grants Program;
- On behalf of the Liverpool Youth Council, special thanks to Mayor Wendy Waller and Councillors for their support and funding to deliver the Youth Council 20 Year Anniversary event held on 20 November 2020. It was a wonderful event attended by 35 current and former Youth Council members, some of whom were on the original Youth Council in 1999. Thanks to everyone who assisted with the event.

Moved: Alyssia Dower Seconded: Jayesh Joshi

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

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

## 9. TREASURER'S REPORT

The Youth Council budget expenditure for the 2019/2020 financial year is \$4,908.00, with a remaining balance of \$8,315.00.

Moved: Lily Bolin Seconded: Alyssia Dower

MOTION: That the information be received and noted.

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

#### 10. RADAR REPORT

Radio program is continuing to air every Thursday from 5:00pm - 6:00pm. Youth Councillor Vishal currently undertaking training with 2GLF to be trained to assist in the delivery of the radio show.

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# LIVERPOOL CITY COUNCIL



Moved: Manar Al-Ogaidi Seconded: Vishal Senthilkumar

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

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

#### 11. MEDIA REPRESENTATIVE'S REPORT

Youth Councillors discussed media promotion of the proposed mural project. Youth Councillors Shonali, Alyssia and Lily will work together to promote this project through the Youth Council Facebook page and on the Instagram page.

Moved: Alyssia Dower Seconded: Vishal Senthilkumar

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

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

#### 12. GENERAL BUSINESS

#### 12.1 Youth Week Planning

Youth Councillors discussed a collaborative event with TAFE and the Department of Education. The event will include:

- A careers information activity which focuses on growing industries and provides students an opportunity to experience learning opportunities first hand;
- Students will visit four departments at TAFE Liverpool and Liverpool Hospital including the Emergency Simulation Centre at Liverpool Hospital, the Robotics/Cyber Safety Laboratory, Hair and Beauty Salon and Medical Administration Simulation Room at Liverpool TAFE;
- The Careers day will include a careers assembly facilitated by the Wests Tigers NRL team to discuss careers across different sporting codes; and
- There is a possibility to conduct ghost tours of Liverpool TAFE building utilising a registered ghost tour provider. The Youth Council is awaiting confirmation of the tour provider availability to conduct the tours.

#### 12.2 Youth Council Charter

Discussion of the Youth Council Charter is deferred to the next meeting due to a lack of quorum.

Moved: Shonali Kumar Seconded: Jayesh Joshi

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

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

312 Meeting Notes of the Liverpool Youth Council meeting held on 12 February 2020 and Minutes of the Liverpool Youth Council meeting held on 4 March 2020 Meeting Notes of the Liverpool Youth Council meeting held on 12 February 2020





#### 13. CLOSE

The meeting closed at 7:50pm.

The next Liverpool Youth Council meeting will be held on Wednesday 4 March 2020 from 6:00 pm - 8:00 pm.

CTTE 04	Minutes of the Aboriginal Consultative	
	Committee meeting held on 19 February 2020	
Strategic Direction	Creating Connection Celebrate diversity, promote inclusion and recognise heritage	
File Ref	082104.2020	
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning	
Approved By	Dr Eddie Jackson - Director City Community and Culture	

# **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Aboriginal Consultative Committee Meeting held on 19 February 2020.

# RECOMMENDATION

That Council receives and notes the Minutes of the Aboriginal Consultative Committee Meeting held on 19 February 2020.

## REPORT

The Minutes of the Aboriginal Consultative Committee meeting held on 19 February 2020 are attached for the information of Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

## CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.

Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place. Promote community harmony and address discrimination.
Civic Leadership	Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions.
Legislative	There are no legislative considerations relating to this report.

## ATTACHMENTS

1. Minutes of the Aboriginal Consultative Committee meeting held on 19 February 2020

CTTE 04

# Minutes

## MINUTES FROM THE ABORIGINAL CONSULTATIVE **COMMITTEE MEETING** 19 February 2020

#### **COUNCILLORS:**

Councillor Geoff Shelton

Liverpool City Council

#### **COMMITTEE MEMBERS:**

Sandy Oldfield Aunty Norma Shelley **Christine Nickel** Kerrianne Garrard Amy Eldridge

Aboriginal Community Member (Chairperson) Aboriginal Community Member Aboriginal Community Member Aboriginal Community Member Aboriginal Community Member

#### **COUNCIL REPRESENTATIVES:**

Norma Burrows

Liverpool City Council

#### **APOLOGIES:**

Mayor Wendy Waller Sandra Kitching Aunty Gail Smith Aunty Lexie Carroll Aunty Maggie Neal Christine Nickel Kerrianne Garrard Ruth Maginness Emma Eldridge Stephen Dobell Brown Liverpool City Council Aboriginal Community Member **Community Member** Aboriginal Community Member **Community Member** 



## 1. ACKNOWLEDGMENT TO COUNTRY

Sandy Oldfield welcomed everyone to the meeting. Aunty Norma Shelley acknowledged the traditional custodians of the land and their ancestors past and present.

## 2. GUEST SPEAKERS

#### 2.1 Clara McGuirk – Acting Strategic Events Lead, Liverpool City Council

Committee members were advised:

- Council will take a new approach to events, in particular large events such as NAIDOC Week;
- It is proposed to hold a large NAIDOC Event in Miller on a weekend to encourage greater attendance; and
- A Miller NAIDOC Working Group (MNWG) has been established to work on this event. Committee members are invited to be part of this group.

Committee members provided the following feedback:

- Committee members were interested in holding the event on a weekend; and
- Elders and stall holders are concerned about stall fee and insurance requirements.

**ACTION:** Acting Strategic Events Lead to investigate the stall holder and insurance costs for this event and to provide a response to the next meeting.

# 2.2 Christian Hampson – Director and Co-Founder Yerrbingin.com.au and Rithy Poch – Senior Project Manager, Liverpool City Council

Committee members were advised:

- The Woodward Place Master Plan is a 25-year plan;
- Yerrbingin has been engaged by Council to oversee community consultation for the Master Plan;
- Yerrbingin will conduct collaborative design and community consultation sessions to outline key principles and strategic opportunities for inclusion in the Master Plan;
- Committee members will be invited to participate in these consultation and design sessions; and
- The feedback from the consultations will be presented to the committee and community members.

**ACTION:** Senior Project Manager to liaise with Community Development Worker (ATSI) to coordinate consultation sessions with Committee members.

## 3. DECLARATION OF INTEREST

Nil.



#### 4. CONFIRMATION OF THE PREVIOUS MINUTES

Minutes of the meeting held on 7 November 2019 were confirmed as a true record of that meeting.

#### 5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

#### 5.1 Maria Lock Signage

Council's grant application to restore the "Maria Lock" memorial signage at Brickmakers Creek was successful. Funding was received through the Stronger Communities Programme, a Commonwealth Government funding program.

Council is currently requesting quotes for the artwork and materials for this project. Committee members will be consulted on the content and design in the coming months.

#### 6. GENERAL BUSINESS

#### 6.1 Aboriginal Consultative Committee Charter

The Aboriginal Consultative Committee charter is due for review. The current charter was tabled at the meeting for review by the Committee members. The Committee members agreed the current content of the charter was appropriate and did not suggest any changes.

## 7. REPORTS BACK FROM COMMITTEES

Reports were not received from the Local Aboriginal Research Committee or the Heritage Advisory Committee.

#### 7.1 Councillor's report

Councillor Geoff Shelton provided the following updates:

- · Council hosted two major events over the Christmas/New Year period:
  - New Year's Eve 'Light Up the Lake" was held at Grand Flaneur Beach, Chipping Norton; and
  - Australia Day community event was held at Woodward Park. The Australia Day Citizenship Ceremony was held at Casula Powerhouse Arts Centre.

#### 8. CLOSE

There being no further business, the meeting closed at 8.15pm.

#### 9. NEXT MEETING

The next meeting will be on 9 April 2020, 6pm at PCYC Cartwright Avenue, Miller.

CTTE 05	Minutes of the Audit, Risk and Improvement
	Committee Meeting held on 7 February 2020

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	047601.2020
Report By	Chris Van Zyl - Acting Head of Audit, Risk and Improvement
Approved By	Dr Eddie Jackson – Acting Chief Executive Officer

## **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Audit, Risk and Improvement Committee Meeting held on 7 February 2020.

## RECOMMENDATION

That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee Meeting held on 7 February 2020.

## REPORT

The Minutes of the Audit, Risk and Improvement Committee held on 7 February 2020 are attached for the information of Council. The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council.

## 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.



# **ORDINARY MEETING 29 APRIL 2020**

**COMMITTEE REPORTS** 

Legislative

Local Government Act 1993, sections 8B and 23A

# ATTACHMENTS

1. Audit, Risk and Improvement Committee Minutes - 7 February 2020

# VERPOOL OUNCIL

CTTE 05

# Audit, Risk and Improvement Committee Minutes

7 February 2020 - Liverpool City Library, 170 George Street, Liverpool - 9:00 am

#### **Committee Members Present:**

Andrew McLeod	Chairperson, Independent Member
Stephen Horne	Independent Member
John Gordon	Independent Member
Ali Karnib	Deputy Mayor
Geoff Shelton	Councillor

#### **Observers:**

Karress Rhodes	Councillor
Kiersten Fishburn	Chief Executive Officer (CEO) (exited at 11:39 am)
George Hampouris	Head of Audit, Risk and Improvement (Head of ARI)
Chris White	Director City Corporate
Vishwa Nadan	Chief Financial Officer
Lawrissa Chan	NSW Audit Office, Director, Financial Audit Services
Greg Parks	NSW Audit Office, Audit Leader
Andrew Jackson	Director Planning Partnership
Rose Koch	Committees Officer (Minutes)

#### WELCOME / OPENING 1.

The Chairperson welcomed attendees and opened the meeting at 9:33 am.

#### 2. **APOLOGIES**

Aaron Green and Chris Van Zyl were apologies for this meeting.

#### 3. **DECLARATIONS OF INTEREST**

Independent Gordon declared a non-pecuniary interest due to his involvement with the South Western Sydney Local Health District.

CIr Rhodes declared a non-pecuniary interest later in the meeting as a member of the Western Sydney Regional Organisation of Councils (WSROC).

#### 4. **CONFIRMATION OF PREVIOUS MINUTES**

That the minutes of the Audit, Risk & Improvement Committee Meeting held on 18 October 2019 be confirmed as a true record of that meeting.

Motion

Moved: Independent Gordon

Seconded: Clr Karnib

Minutes of the Audit, Risk & Improvement Committee Meeting held on Friday, 7 February 2020

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#### 9. RISK MANAGEMENT

#### 9.1 Planning Partnership & Aerotropolis Presentation

This item was brought forward for discussion.

Director Planning Partnership presented to the Committee on the Western Sydney Planning Partnership (WSPP). The highlights were as follows:

- Western Sydney City Deal (WSCD) was executed between all tiers of government in March 2018, with the intention to achieve higher quality planning outcomes;
- It is not a legal entity and involves the collaboration of 9 Councils, 5 NSW agencies and Commonwealth observers;
- The City Deal consists of project specific funding arrangements and ongoing core funding;
- Staff are employed on a temporary or contract basis, which is dependent on the confirmation
  of external funding therefore there is no residual risk to Council;
- The Federal government is seeking to establish uniform engineering and design standards between the 9 Councils. A risk for Liverpool City Council (LCC) involves the potential to adopt the incurred cost of this work, which would be mitigated by NSW government's forward fund gap;
- Councils are working with Transport for NSW to develop common forecasts relating to
  population, housing and job growth figures across Western Sydney, for improved decision
  making. LCC does not have the opportunity to use local knowledge to influence these
  projections, however this is mitigated through LCC's involvement in co-design workshops;
- On behalf of the Minister for Planning, WSPP are in the process of strategic and statutory planning for 11,000 hectares around the Western Sydney Airport. The Department of Planning, Industry and Environment (DPIE) has committed \$4.5 million for this work; and
- The aim for WSPP is to deliver detailed plans for 5 initial precincts by the end of 2020. Risks to LCC include funding timelines and potential reputational risk. Funding agreements between LCC and DPIE are under negotiation.

#### **Queries and Discussion**

1. The Chairperson queried which entity insures the 355 Committee structure and whether a pool policy is in existence.

Director City Corporate advised that the Committee would be insured through Council, specifically through Civic Risk Mutual for LCC.

The CEO advised that the procurement is spread amongst multiple Councils in order to mitigate residual risk.

2. Clr Shelton requested a timeline and other criteria for the execution of the WSCD.

Director Planning Partnership advised that the original agreement for the timeline of the partnership was three years until June 2021. A review will be made with all members to determine the effectiveness of the partnership and to address any challenges moving forward.

**3.** Clr Shelton added that a proposal was made for the next Council meeting on 26 February 2020 for a submission from LCC in relation to various planning decisions around the aerotropolis area. It was queried whether any issues would result in relation to LCC's involvement with the WSPP.

Director Planning Partnership confirmed that there would be no issues and referred to an aerotropolis plan that had been submitted two years prior by LCC, to forgo residential developments within a 5 km radius of the Western Sydney Airport. The DPIE had an opposing view to this, therefore the WSPP had brokered an outcome between the two organisations,

Minutes of the Audit, Risk & Improvement Committee Meeting held on Friday, 7 February 2020

by taking precautionary approaches in ensuring that residents are not impacted by noise while planning decisions are executed.

Clr Shelton expressed concerns of the potential for LCC to not find common ground with planning submissions. Director Planning Partnership assured that all submissions are taken on board and that recommendations are put forward by the WSPP to the Minister for Planning for decision making.

The CEO added that the WSPP has no statutory planning authority.

4. The Chairperson queried whether any concerns had arisen with recent submissions.

The CEO advised that the first submission by DPIE was highly inconsistent with LCC's vision. The current submission on public exhibition is consistent with the vision of Council, with the exception of Rossmore and Fifteenth avenue being rezoned promptly from agribusiness to industrial.

Director Planning Partnership advised that this is the first stage of the project and further detail will be included in a briefing.

 Clr Rhodes expressed concern that members of the community are unaware of LCC as a major player in the planning of the aerotropolis and that this message should be communicated.

The CEO advised that this can be arranged.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Note the presentation by the Director City Partnerships.

Motion Moved: Independent Horne Secon

Seconded: Clr Karnib

#### 7. EXTERNAL AUDIT

#### 7.2 Final Management letter review

This item was brought forward for discussion.

Director Financial Audit Services provided an overview of the audit items listed in the NSW Audit Office's Final Management Letter for the year 2018-19. No high-risk issues were identified and it was noted four out of five were repeat issues which management are still implementing. The Chairperson commended Council's Accounting and Finance teams on the positive outcome of the 2018-19 LCC audit.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the NSW Audit Office's Final Management Letter for the 2018-19 audit.

Motion

Moved: Independent Gordon

Seconded: Clr Karnib

Minutes of the Audit, Risk & Improvement Committee Meeting held on Friday, 7 February 2020

Page 3

#### 7.1 NSW Audit Office's Long-Term Audit Plans

This item was brought forward for discussion.

Aaron Green was an apology for this meeting therefore the presentation has been deferred to the next ARIC meeting.

The Audit Leader from the NSW Audit Office demonstrated the key areas of focus within the Audit Engagement Plan for LCC's financial statements, for the year ending June 2020. Focus will be made on Liverpool Civic Place, new accounting standards and assessing the fair value of Council's assets such as property, plant and equipment. There will also be a focus on accounting for remediation costs, specifically within the waste management space.

#### Queries and Discussion

1. The CEO added that remediation costs in the waste management space is a risk for LCC.

The Audit Leader advised that this is a risk they have flagged for a number of Councils including Liverpool. It was noted that there will be a focus on how waste management is accounted for and reflected in the financial statements.

The CEO advised that the NSW Audit Office assessing and highlighting any industry challenges may assist in advocating to State agencies and the Environmental Protection Authority (EPA).

2. Head of ARI added that a leasing audit is currently being scoped. Even though this is a key focus area for the NSW Audit Office, the scope is different as the focus is on lease balance sheet recognition.

It was advised that an overlap may exist within certain areas such as but not limited to IT general controls. Therefore, Head of ARI will work with the NSW Audit Office to avoid overlap when scoping such audits.

**3.** Independent Gordon queried Council's status regarding lease records and analysis of current leases to determine impact of the revised leasing standard AASB 16.

The Chief Financial Officer confirmed that an analysis of the leases will need to be made.

Independent Gordon noted that contracts for waste management trucks are a significant issue and will require monitoring from LCC's standpoint. Director Financial Audit Services advised that this is a common issue across the Council sector.

**4.** Director Financial Audit Services added that a performance audit is in the draft process where Liverpool is the auditee for developer contributions. This item will be discussed at the next ARIC meeting upon its release.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Note contents of report by Audit Office of NSW.

Motion

Moved: Independent Gordon

Seconded: Clr Karnib

#### 5. ACTION TRACKING FROM MINUTES

#### 5.1 Audit, Risk and Improvement Committee - Resolution Tracking

Head of ARI referred to the item "IT Disaster Recovery Framework" in the resolution tracking document (7 Feb, ARIC Attachment). It was reported that the DRP will be peer reviewed before it

is finalised, which was in line with a recommendation from the ARIC. A high level framework connecting how the BCP and DRP interact will be developed.

It was advised that the Policy of Policy Framework has been developed and endorsed by Council, with a view to consolidate and reduce the number of policies currently in existence.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee receive and note the ARIC Resolution Tracking document.

Motion Moved: Independent Horne Seconded: Clr Karnib

#### 6. SPECIAL AGENDA ITEMS

#### 6.1 Single Source Software Solution for Council

Director City Corporate informed the Committee that Council's existing Customer Relationship Management System (CRM) is not meeting the current needs and demands of the organisation. Furthermore, Council is currently exploring a Software as a Service upgrade option for its Finance system. Council have therefore determined that now is the ideal timing to make some strategic decisions in relation to centralising its core software products.

The tender process will involve exploring the providers of Technology One – CI Anywhere, Civica Local Government Suite and Infor ERM. It was noted that no provider will meet all needs of Council, therefore there will be a need to integrate additional systems to fill those gaps. LCC will also pursue the opportunity to be part of the executive committee of the chosen provider and have a voice in the product development of the system platform.

It was noted that this project is significant and high risk, therefore LCC will act cautiously and follow expert advice. A provider will be selected, LCC will go back to market for a data integration specialist to assist with software transitioning. The second portion of the procurement process will be separate from the provider selection, and this will either be a separate open tender, or a separate quote facilitated by a regulated panel such as LGP, Procurement Australia, or a NSW State Government Contract panel. The provider will be selected based on value, as well as demonstrated experience with the selected system provider chosen under phase 1.

It was noted that this project would require the expertise of a Senior Technician.

#### Queries and Discussion

- 1. The Chairperson added that the single biggest risk to the implementation of this project is the vendors overpromising on their delivery. Concerns expressed included whether LCC is purchasing a system that already exists, whether this purchase will not place Council at an improved position, and the reputation impact of Council from the community for this investment. It was recommended that to mitigate these risks that an integration layer be adopted to remove all independence from the primary supplier product.
- 2. Clr Rhodes was of the view that risk would be reduced, provided that a single system is established for all NSW Councils. Due to the rapid rate of changes in technology, a collective effort would mitigate and spread risk across all Councils. Director City Corporate advised that he had been advocating for this outcome with the sector without success, though he had some hopes that WSROC may have better chances of gaining traction on the issue. Challenges with this outcome would involve Councils locked into a system environment with limited capacity for innovation and improvement. However, it is an ideal outcome in terms of mitigating risk.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee receive and note this report.

Motion Moved: Independent Gordon

Seconded: Clr Karnib

# 8. INTERNAL AUDIT

#### 8.1 Internal Audit Projects and Activities - 1 October to 31 December 2019

Independent Gordon queried what had triggered the review on tree management complaints.

The CEO advised that nine months prior, a tree had fallen over in a storm on an RMS owned road and injured a member of the public. A complaint was reported to Council, and they were advised that action could not be taken as the road was not owned by Council. Therefore, the review was triggered in order to determine whether Council would have a liability to report this to the RMS and follow up incidents as such.

A thorough tree audit is in process by staff at the Rose Street Depot, to determine the trees that are situated on Council land across the LGA. This will aid the Customer Service staff in providing a response to residents.

Independent Gordon queried whether Council has a pole register. He notes an example at another Council where 2 Council light poles failed due to metal fatigue. Head of ARI confirmed he would take this on notice.

CIr Rhodes congratulated and thanked the CEO on this project. It was additionally noted that branches along the Hume Highway at Warwick Farm may be hazardous to the community, following recent incidents. Head of ARI was advised to contact the RMS and ascertain any work to be conducted.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee;

- 1. Receives and notes The Internal Audit Projects and Activities Report.
- 2. Receives and notes the Overdue Audit Action Items greater than 90 days report.
- 3. Receive further information on whether Council has a pole register.
- Notes the Certificate of Investment Confirmation and authorise the ARIC Chair to sign the Certificate of Investment Confirmation for the period 1 September 2019 to 30 November 2019.

#### 8.2 GAP Analysis - New NSW Audit & Risk Management Framework

Head of ARI advised that LCC is currently in a good position, following the gap analysis. Quality Assurance is the biggest gap and a quality review is assigned in the audit plan.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee;

- 1. Note the gap analysis against the requirements set out in a New Risk Management and Internal Audit Framework for Local Councils in NSW
- 2. Be provided a quarterly update on the progress of implementing the gaps identified against the framework via the "Internal Audit progress and activities" paper subsequent to the framework's final release
- Receive a report, with an update of key changes upon the release of the next iteration of the framework

Motion Moved: Independent Horne Seconded: CIr Karnib

# 9. RISK MANAGEMENT

#### 9.2 Insurance Arrangements

Director City Corporate advised that CGU Insurance Limited has withdrawn from providing property insurance cover for other than domestic policy holders. That has resulted in the CivicRisk Mutual (CRM) property insurance renewal from 31 October 2019 – 31 October 2020 being extremely difficult going from CGU as a single underwriter to a cover with a consortium of 23 different underwriters."

Civic Risk Mutual (CRM) has indicated it will be approaching ASIC in relation to potential breaches of the Trade Practices Act in it being indicated that cartel like conduct may have been used to restrict CRM from some insurance markets.

CIr Shelton advised that difficulties in this space should be listed on Council's Risk Register.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

- 1. Receives and notes the information provided.
- 2. That management acknowledge the risk associated with Council's insurance arrangements with Civic Risk Mutual in Council's Risk Register.

Motion

Moved: Independent Gordon

Seconded: Clr Karnib

## 9.3 Enterprise Risk Management Report - December 2019

The Chairperson advised that Clr Hadchiti had put forward an item relating to leasing arrangements for the University of Wollongong (UoW), to be included on Council's Risk Register. Head of ARI agreed to investigate this.

CIr Shelton referred to the Council meeting reports that consist of economic, environment, social, civic leadership and legislative considerations. A suggestion was put forward to include risk management to the considerations of each resolution in future.

The Committee unanimously agreed to this recommendation.

Head of ARI advised that this is being explored. It is currently an open action item in the annual risk plan.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

- 1. Receive and note the Enterprise Risk Management report and attachments.
- 2. Recommends for all motions within Council meeting agenda reports to include risk management implications alongside the economic, environment, social, civic leadership and legislative considerations.

Motion Moved: Cir Shelton Seconded: Independent Gordon

#### 9.4 Civic Place Project Update and Associated Risks

Head of ARI advised that a commitment will be made for Council staff to report to the ARIC on the Civic Place Project every six months with higher level dash reporting to narrow the focus. An audit for Civic Place has been scheduled for 2021 in order to mitigate any risks early on.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

- 1. Receive and note the above LCP status report, probity report and the minutes from the Liverpool Civic Place Project Control Group.
- Receive further reports on LCP, on a bi-annual basis, updating ARIC on the PCG reporting, including risk status, program and budget.

Motion

Moved: Independent Gordon

Seconded: Clr Karnib

# 10. GOVERNANCE, COMPLIANCE & FRAUD

## 10.1 Council's Fraud and Corruption Policy

The Chairperson referred to previous instances in other Councils of conflicts of interest amongst staff reporting lines leading to corrupt behaviour. The Chair recommended that LCC develop mechanisms to identify such relationships.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee;

- 1. Receive and note the Council's Fraud and Corruption Policy report and attachment
- 2. Recommends that Council explore mechanisms to identify conflict of interest within reporting relationships (i.e. family and personal relationships).

 Motion
 Moved: Independent Gordon
 Seconded: Clr Karnib

Minutes of the Audit, Risk & Improvement Committee Meeting held on Friday, 7 February 2020

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#### 10.2 Internal Ombudsman Report - Complaints and Public Interest Disclosures (PIDs)

The Chairperson provided positive feedback to LCC for appointing an Internal Ombudsman.

For the next meeting, it was requested that an investigation be made on an occurrence of pecuniary interest contravention within a set of statistics and whether any changes to the process will be made as a result. This was noted to be found in the last dot point of the public interest disclosures document.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee receive a report on the occurrence of pecuniary interest contraventions within a set of statistics and whether any changes to the process will be made as a result.

Motion Moved: Independent Horne Seconded: Clr Karnib

#### 10.3 Legal and Governance Report July 2019 - December 2019

This item was also discussed as part of item 10.1 in relation to probity reports.

In relation to Council's Policy framework, Head of ARI advised of previous strategies dated four to five years old which had been submitted through a Council resolution on numerous occasions and had been overlooked. Mechanisms are now in place, as part of this framework, to ensure these strategies are seen through to completion.

Independent Horne advised that probity reports are relied on and expressed concerns of OCM having limited scope in their auditing work. It was noted that if Probity auditors identify limitations then they should be concluding to what extent those limitations affect their ability to conclude on the overall activity at question.

Independent Horne also suggested that Council consider establishing a process to identify and track all process improvements stemming from gaps identified through probity reviews.

Independent Gordon noted Council's extensive use of external probity advisors. He noted a recent report issued by the Audit Office of NSW into use of probity advisors in the public sector that will be of relevance to Council.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

- 1. Receive and note the Legal and Governance Report.
- 2. Receive and note the findings and recommendations contained in the attached Probity Reports for 7 High Risk Projects.
- Receive future updates on the implementation of all considerations and recommendations made by probity advisors including the Lurnea Affordable Housing and Development of Woodward Park Masterplan – July 2019

Motion

Moved: Independent Horne

Seconded: Clr Karnib

Minutes of the Audit, Risk & Improvement Committee Meeting held on Friday, 7 February 2020

# 11. SERVICE REVIEW & IMPROVEMENT

#### 11.1 Quality Management Program

Head of ARI advised that clear criteria will be introduced to the Quality Management Standard to define what processes should be mapped.

The Chairperson clarified that this process is in place to prevent excessive mapping and administrative burden.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Note the Quality Management Framework and continuous improvement program.

Motion Moved: Independent Horne Seconded: Clr Karnib

#### 11.2 Overdue Customer Requests and Records Action Items

No discussion was made on this item.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Note the Customer Request project update and receive a further update at the May 2020 meeting.

Motion Moved: Independent Gordon Seconded: Clr Karnib

#### 11.3 The Australasian LG Performance Excellence Program

Head of ARI advised that the Australasian LG Performance Excellence Program is at its fifth year and was of the view that Council considers that value in continuing with the program.

It was noted that Council fared well in comparison to benchmarks and other Councils in all facets reported on. PWC had outlined some best practice initiatives for each indicator area. Council's Business Improvement partner is working with the business to do a gap analysis on these to determine which best practice initiatives are worthwhile implementing.

#### RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Note this report and receive further reports from the Business Improvement Partner on these further improvement opportunities identified in the key considerations.

Motion

Moved: Independent Gordon

Seconded: Clr Karnib

# 12 CLOSE

The Chairperson closed the meeting at 12:01.

Minutes of the Audit, Risk & Improvement Committee Meeting held on Friday, 7 February 2020

# 13 NEXT MEETING

Friday, 1 May 2020, Liverpool City Library, 170 George Street, Liverpool, 9:30 am - 12:30 pm.

# CTTE 06Minutes of the Tourism and CBD Committee<br/>meeting held on 11 February 2020Strategic DirectionGenerating Opportunity<br/>Create an attractive environment for investmentFile Ref057499.2020Report BySusana Freitas - Tourism Development OfficerApproved ByDavid Smith - Acting Director City Economy and Growth

# **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Tourism and CBD Committee Meeting held on 11 February 2020.

# RECOMMENDATION

That Council:

- 1. Receive and note the Minutes of the Tourism and CBD Committee meeting held on 11 February 2020; and
- 2. Endorse the recommendations and actions in the Minutes.

# REPORT

The Minutes of the Tourism and CBD Committee held on 11 February 2020 are attached for the information of Council.

The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council.

# CONSIDERATIONS

	Further develop a commercial centre that accommodates a variety of employment opportunities.			
Economic	Encourage and promote businesses to develop in the hospital health and medical precinct (of the City Centre).			
	Facilitate economic development.			
	Facilitate the development of new tourism based on local attractions.			
Environment	There are no environmental and sustainability considerations.			
	Raise awareness in the community about the available services and facilities.			
Secial	Provide cultural centres and activities for the enjoyment of the arts.			
Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place.			
	Deliver high quality services for children and their families.			
Civic Leadership	Foster neighbourhood pride and a sense of responsibility.			
	Deliver services that are customer focused.			
Legislative	There are no legislative considerations relating to this report.			

# ATTACHMENTS

1. Minutes of Tourism and CBD Committee Meeting on 12 February 2020

# LIVERPOOL CITY COUNCIL

# Minutes

# MINUTES FROM TOURISM & CBD MEETING 11 February 2020

# COUNCILLORS

Ali Karnib Tony Hadchiti Geoff Shelton Peter Harle Karess Rhodes Acting Chairperson Councillor, Committee Member Councillor, Committee Member Councillor, Acting Committee Member Councillor, Observer

# COMMITTEE MEMBERS PRESENT:

Jason Aquilina Ian Bailey Marc Edwards Carol Christine North-Samardzic Tom Wang University of Wollongong Winedge Club Liverpool Radio 2GLF Quest Liverpool

# **COUNCIL ATTENDEES:**

Vi Girgis Clara McGuirk Susana Freitas Andrew Stevenson Elizabeth Pirolo (**Minutes**) Senior Officer City Precinct Strategic Events Lead Tourism Development Officer Chief Strategy and Engagement Officer Acting Project Officer

# GUEST SPEAKER:

Stevan Sipka

Western Sydney Airport

# APOLOGIES:

Wendy Waller Gus Balloot Julie Scott Craig Donarski Rose Koch Christopher Donovan Michelle Caruso June Young

# **ABSENTEES:**

Gus Balloot Nathan Hagarty Professor Awais Piracha Mayor Councillor Manager City Economy Director Casula Powerhouse Arts Centre Committees Officer Mercure Liverpool IAP2 Community Representative

Councillor, Committee Member Councillor, Committee Member Western Sydney University

# LIVERPOOL CITY COUNCIL

# Minutes

# AGENDA:

# 1. WELCOME, ATTENDANCE, APOLOGIES AND OPENING

Clr Karnib opened the meeting. Clr Harle was appointed as a voting member in order to reach quorum for this meeting.

# 2. DECLARATIONS OF INTEREST

Nil

# 3. REVIEW OF PREVIOUS MINUTES

Previous minutes were adopted by Council at the December 2019 Council meeting.

# 4. PRESENTATION

# 4.1 Western Sydney Airport

Stevan Sipka delivered a presentation to the committee on the Western Sydney Airport.

## Highlights:

- The new Western Sydney Airport will be 24 hours, 7 days a week operation with no curfew on the flights It will be a full service airport with international, domestic and freight flights
- 3 million people will be using the airport when it opens in 2026
- 1800 hectares is the size dedicated to the airport, 20 hectares dedicated to a business park. There are plans to grow the airport in the future
- · The Aerotropolis build is going to facilitate a growth in jobs and employment opportunities
- Connectivity through rail, Fifteenth Avenue Smart Transit Corridor, efficient taxi ways, rapid exit lanes will link Liverpool to the Western Sydney Airport
- MOUs (Memorandum of Understanding) have been signed with multiple major airlines such as Qantas and Virgin as well as more than 12 freight operators
- One runway with plans to build a second runway in 2050

## **Queries & Discussion**

i. Clr Rhodes queried how Liverpool can ensure tourists stay in Liverpool after leaving the Western Sydney Airport. Mr Sipka advised he is providing information about the Western





Sydney Airport catchment to stakeholders and the promotion of diversity helps to create tourism opportunities for Liverpool.

- ii. Clr Shelton queried about connectivity and what is the best way to get from other suburbs to the airport. Mr Sipka advised it is best to travel to Liverpool via train, connect onto the Fifteenth Avenue Smart Transit to the Western Sydney Airport.
- iii. Marc Edwards queried if there will be an increase in small budget airlines in regards to importers and why would the budget airlines travel through Western Sydney Airport as opposed to Sydney International Airport. Mr Sipka advised WSA have not devised the costing strategy for landing fees, but incentives can be made for the airline companies if there is a need.
- iv. Clr Hadchiti queried vehicle entry into the airport. Mr Sipka clarified that the vehicle entry point for the Airport will be Elizabeth Drive, via M12, Elizabeth Drive.
- v. Clr Shelton queried if there is a timeline of the finalised version of the flight paths. Mr Sipka advised there is no information about the flight paths to date.
- vi. Chief Strategy and Engagement Officer queried if there is any comparison on the Sky Bus verses the rail line. Mr Sipka advised he hasn't seen this analysis.
- vii. Clr Rhodes noted that Liverpool City Council was once working on an opportunity for luggage to be checked in Liverpool and queried if that was still ongoing. Senior Officer City Precinct advised that is being investigated as part of the FAST project.

# 4.2 Tourism and CBD Update

Tourism Development Officer provided a tourism and CBD update.

# Highlights:

- The launch of the Liverpool visitor guide and tourism videos are on 28<sup>th</sup> March at the Liverpool Growers and Foodies Market. The visitor guide will be an annual guide with 7000 copies initially that will be displayed in visitor information centres across NSW, hotels in Sydney, cafes and business in Liverpool as well as internal council events and external events.
- Live and Loud is a youth activation that will be a reoccurring monthly event to activate the Liverpool Library forecourt.
- The next Love Livo Nights is on Thursday 5th March.
- Ian Bailey enquired if there is a map of Liverpool in brochure form. Tourism Development officer advised there will be an LGA map and a CBD Map in the visitor guide.





 Tourism Development Officer has requested for input from the committee on the date for Christmas in the Mall 2020, to host the event on 28<sup>th</sup> November as opposed to 5<sup>th</sup> December due to the fact that the first weekend of December is a competitive date for Christmas events throughout Greater Sydney.

**MOTION**: the Committee supports the date of Christmas in the Mall for 28<sup>th</sup> November 2020.

Moved: Clr Shelton

Seconded: Clr Hadchiti

# 5. GENERAL BUSINESS

- Senior Officer City Precinct noted that a warehouse in Moorebank is where the current season of "The Voice" will be shot.
- Ian Bailey enquired if the committee had seen an article in *The Weekend Australian* about Harry Hunt and his loss of customers due to the coronavirus and if council have contacted Mr Hunt to understand the impact to his business.

Clr Rhodes suggested the committee asks representatives from businesses to attend a Tourism and CBD Committee meeting to discuss the impact on Liverpool.

Clr Rhodes suggested that the City Economy team collate a report of the impacts of the coronavirus to Liverpool's economy.

 Clr Rhodes advised that she is a member of the South West Sydney Tourism Taskforce and declared she does not have a pecuniary or non-pecuniary interest.

Clr Rhodes queried the outcome of the previous minutes in regards to Clr Hagarty querying how Liverpool Council supports SWSTT.

Senior Officer City Precinct advised that Ms Farhad presented to the last Tourism and CBD Committee meeting. Following the presentation, there was no resolution of the Committee to join the SWSTT, and no further action on this item.

- Clr Hadchiti advised it was discussed in a previous meeting that SWSTT was to provide information to the Committee on their future action plans and have yet to do so.
- Clr Rhodes suggested that Tourism Accommodation Australia (TAA) attend a Tourism and CBD Committee meeting.
- CIr Harle queried why is the Tourism and CBD Committee not a part of the TAA and SWSTT, and advised it would be beneficial to be a part of the organisations.
- Clr Hadchiti suggests the investigation of the different organisations that support tourism in Liverpool and join if they are found beneficial.





# **Discussion and Actions Arising**

**MOTION:** Report from City Economy team if there are any ongoing impacts of the corona virus on Liverpool's economy.

Moved: Clr Hadchiti

Second: Clr Shelton

**MOTION:** Tourism Development Officer to provide to the Committee a list of all tourism organisations, their membership offerings and any associated fees.

Moved: Clr Hadchitti

Seconded: Clr Shelton

6. CLOSE

Meeting closed at 11:35am

	Minutes of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held				
CTTE 07					
	on 18 March 2020				
	Generating Opportunity				
Strategic Direction	Advocate for, and develop, transport networks to create an accessible city				
File Ref	089335.2020				
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 recommendations of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 18 March 2020. At the meeting, the Committee considered thirteen (13) agenda items, three (3) technical discussion items and two (2) general business items.

Agenda Item 8 – an application for a special event involving a street parade on 24 May 2020 in the Liverpool City Centre, has been withdrawn after the Committee meeting and hence removed from the recommendations.

A copy of the meeting minutes, incorporating the Committee's recommendations on the agenda items is included as **Attachment 1**.

# RECOMMENDATION

That Council adopts the following recommendations of the Committee:

Item 1 - Jedda Road, Prestons - Proposed Line marking Scheme

• Council approves separation 'BB' and 'S1' line marking, as well as 'E1' edge line marking on both sides of the Jedda Road section east of Joadja Road to provide a single traffic and parking lane in both directions.

Item 2 - George Street and Lachlan Street intersection, Liverpool – Proposed Roundabout

• Council approves the construction of a single lane roundabout at the George Street and Lachlan Street intersection, Liverpool.

Item 3 - 365-405 Denham Court Road, Leppington – Proposed Roundabout and Signs and line marking Scheme for the subdivision

- Council approves installation of a single lane roundabout and raised thresholds at three intersections and regulatory signs and line marking scheme in the new subdivision.
- Detailed designs of the roundabout, raised thresholds and signs and line marking scheme addressing the Committee's comments are to be submitted to TfNSW for endorsement prior to installation.

Item 4 - 68 Speed Street, Liverpool – Proposed Car Park

- Council approves signs and line marking within the proposed carpark at the intersection of Speed Street, Mill Road and Shepherd Street, Liverpool.
- Detailed design addressing the following comments are be submitted to the Committee Technical Members for endorsement prior to installation:
  - Raised threshold across the northern Speed Street approach to the Speed Street/Mill Road roundabout.
  - The proposed driveway design off Speed Street restricted to entry only.
  - The informal opening in the median island (in the Speed Street northern approach) being closed to form part of the splitter island.
  - Additional pedestrian access from the south west corner to Shepherd Street.
- Item 5 Stroud Avenue, Warwick Farm Proposed Parking Restriction
  - Council approves in-principle 4P, 7am-6pm MON-FRI, 8am-1pm SAT restrictions, along a section of Stroud Avenue (opposite Rosedale Oval), subject to TfNSW's endorsement.

Item 6 - Marsden Road, Liverpool - Proposed Raised Pedestrian Crossing

• Council approves upgrade of the existing combined pedestrian crossing facility in front of Marsden Road Public School to a raised marked combined crossing and removal of the adjacent speed hump.

Item 7 - Cecil Hills Various Streets – Request for Traffic Calming Devices

• Council undertakes community consultation with Lancaster Avenue, Spencer Road and Edinburgh Circuit residents, and if supported prepare and present detailed designs of speed humps to a future Committee meeting.

Item 9 - Ganeshotsava Special Event – Street Parade, Liverpool on 30 August 2020.

- Council classify the 'Ganeshostsava Procession' through the Liverpool city centre on 30 August 2020, as a Class 2 Special Event with all associated conditions including:
  - Submission of a Traffic Management Plan to TfNSW for endorsement
  - Police approval for the management of the associated rolling road closures
  - Advertisement of the event in local newspapers
  - Road Occupancy License to be obtained from Transport Management Centre.

Item 10 - Various Streets - Community Requests for Minor Traffic Facilities

- Council approves Installation of a 'Bus Zone' along the southern side of Cabramatta Avenue, Miller, in front of Michael Wenden Aquatic Leisure Centre.
- Council approves installation of separation (S1) and edge (E1) line markings in sections of Talana Hill Drive, between Bergendal Drive and Jardine Drive, Edmondson Park, as shown the report.

Item 11 - Bernera Road and Greenway Drive, Edmondson Park – Proposed traffic facilities including signs and line marking

• Council approves signs and line marking scheme along sections of Bernera Road and Greenway Drive, and installation of a roundabout at Bernera Road and Henderson Road intersection.

Item 12 - 220 McIver Avenue and 195 Southern Cross Avenue, Middleton Grange - Signs and line marking

• Council approves signs and line marking scheme along sections of Flight Circuit and McIver Avenue and associated intersections.

Item 13 - Items Approved Under Delegated Authority

• Notes the traffic facilities approved under Delegated Authority between 9 January 2020 and 8 March 2020.

# REPORT

This report presents the minutes including recommendations of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 18 March 2020. At the meeting, the Committee considered thirteen (13) agenda items, three (3) technical discussion items and two (2) general business items.

The agenda item 8 – an application for a proposed special event involving a street parade on 24 May 2020 in the Liverpool City Centre, has been withdrawn after the Committee meeting, due to the COVID 19 pandemic. Therefore, no further consideration is required.

A copy of the meeting minutes, incorporating the Committee's recommendations on the agenda items and actions in response to the technical discussion and general business items is included as **Attachment 1**. It is recommended that Council adopts the Committee's recommendations on the agenda items as outlined above.

Technical Discussion and General Business items that were considered and the recommended actions are as follows:

# **Technical Discussion Items**

# TD1 - Kingsford Smith and Flynn Avenue, Middleton Grange roundabout – Road safety findings

- Council approves improvements works identified in the road safety audit including; construction of kerb and guttering, and footpath paving on the eastern side of the existing roundabout.
- Council undertakes community consultation and if supported carry out detailed design of a raised threshold in the Flynn Avenue section between Kingsford Smith Avenue and Monkton Avenue, Middleton Grange

# TD2 - Adams Road, Luddenham – Proposed temporary road closure

- Council approves temporary road closure of Adams Road and associated road detours.
- Detailed design of the proposed traffic calming devices along Adams Road, Luddenham be presented to the Committee at a future meeting.

# TD3 - Walder Road Hammondville – Request for parking restrictions

• Council approves 'No Stopping' parking restriction along the northern side of Walder Road, between Heathcote Road and Meehan Avenue.

# General Business Items

GB1 Request for Keep Clear signage at the Moore Street and Bigge Street Intersection

Council request TfNSW to review and coordinate traffic signal phasing of the adjacent Bigge Street/Moore Street and Bigge Street/Warren Serviceway signalised intersections.

# GB 2 Request for Wattle Grove Shopping Centre direction signage

Council seeks confirmation from the Local Member for Holsworthy's office or TfNSW that the requested directional sign can be installed with Council's approval.

Budget impact of matters arising from the minutes

Item	Description	Funding, Indicative Cost and Timing		
1	Jedda Road, Prestons - Proposed	RMS block grant funding#		
	Linemarking Scheme	Indicative Cost - \$10,000.		
		Timing - May 2020.		
2	George Street and Lachlan Street	Council's minor traffic facilities budget		
	intersection, Liverpool – Proposed	Indicative Cost - \$130,000		
	Roundabout	Timing – September 2020.		
3	365-405 Denham Court Road,	Developer		
	Leppington – Proposed Roundabout	Timing – Dependent on associated		
	and Sigs and Line marking Scheme	subdivision works		
	for subdivision			
4	68 Speed Street, Liverpool –	Council's Capital Works budget		
	Proposed Car Park	Indicative Cost - \$550,000.		
		Timing – September 2020.		
5	Stroud Avenue, Warwick Farm –	RMS block grant funding#		
	Proposed Parking Restriction	Indicative Cost - \$1,000		
		Timing - June 2020.		
6	Marsden Road, Liverpool - Proposed	Council's minor traffic facilities project		
	Raised Pedestrian Crossing	Indicative Cost - \$65,000.		
		Timing - 2020/2021 financial year.		
7	Cecil Hills Various Streets – Request	Council's minor traffic facilities project		
	for Traffic Calming Devices			

		Indicative Cost - To be advised after
		detailed design
		Timing - 2021/2022 financial year.
8	Australian Air League - Proposed	Application withdrawn
	Special Event	
9	Ganeshotsava Special Event – Street	Organiser
	Parade, Liverpool on 30 August 2020.	
10	Various Streets - Community	RMS block grant funding#
	Requests for Minor Traffic Facilities	Indicative Cost - \$2,000
		Timing - June 2020
11	Bernera Road and Greenway Drive,	Developer
	Edmondson Park – Proposed Traffic	Timing dependent on subdivision works
	facilities including signs and line	
	marking	
12	220 McIver Avenue and 195 Southern	Developer
	Cross Avenue, Middleton Grange –	Timing dependent on subdivision works
	Signs and line marking	
13	- Items Approved Under Delegated	RMS block grant funding#
	Authority	Indicative Cost - \$10,000.
		Timing - May 2020.

# RMS block grant funding has no financial implication on Council

# CONSIDERATIONS

	Provide efficient parking for the City Centre.			
Economic	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.			
Livionment	Support the delivery of a range of transport options.			
Social	Support access and services for people with a disability.			
Social	Improve road and pedestrian safety.			
Civic LeadershipActively advocate for federal and state government suppor 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

# ATTACHMENTS

1. Liverpool Pedestrian Active Transport and Traffic Committee Meeting Minutes 18 March 2020

# LIVERPOOL PEDESTRIAN, ACTIVE TRANSPORT & TRAFFIC COMMITTEE MEETING - MINUTES

# 18 March 2020

# **COMMITTEE FORMAL MEMBERS**

Councillor Nathan Hagarty	Chairperson (Online)
Dina Hanna	Transport for NSW
Clayton Hopper	Representative for the MP for Holsworthy

# COMMITTEE TECHNICAL ADVISORS AND INFORMAL MEMBERS:

Charles Wiafe Mahavir Arya Rachel Palermo Gamini De Silva	Service Manager, Traffic & Transport, LCC Traffic and Transport Engineer, LCC Road Safety Officer, LCC Contract Traffic Engineer		
Mario Dflon Jr	Transport for NSW		
Councillor Karess Rhodes	LCC (Online)		

## **COUNCIL ADMINISTRATIVE SUPPORT:**

Christopher Jattan

LCC (Minutes)

#### APOLOGIES:

Tanya Davies Betty Green Damien Leemon Michael Pruss Hannah Shilling Steve Babbage Councillor Harle Local Member of Parliament for Mulgoa Local Member of Parliament for Representative NSW Police Force Interline Bus Services Transit Systems Transdev LCC (On-line)

2019/4899

# 1. WELCOME, ATTENDANCE, APOLOGIES AND OPENING

The Chairperson, Clr Hagarty opened the meeting and welcomed all attendees at 9:40 am via teleconference.

The Committee was advised that the NSW Police Force representative is unable to attend but has provided written advice that he supports recommendations of the agenda items.

The Committee also noted apologies from the Local Member for Mulgoa and the representative for the Local Member for Liverpool.

## 2. DECLARATIONS OF INTEREST - Nil

#### 3. CONFIRMATION OF PREVIOUS MINUTES

The Committee was advised that Council at its meeting of 26 February 2020 adopted all the Committee's recommendations from its meeting of 29 January 2020.

#### 4. AGENDA ITEMS

Item 1 - Jedda Road, Prestons - Proposed Linemarking Scheme

- Item 2 George Street and Lachlan Street intersection, Liverpool Proposed Roundabout
- Item 3 365-405 Denham Court Road, Leppington Proposed Roundabout and Sigs and Line marking Scheme for subdivision
- Item 4 68 Speed Street, Liverpool Proposed Car Park
- Item 5 Stroud Avenue, Warwick Farm Proposed Parking Restriction
- Item 6 Marsden Road, Liverpool Proposed Raised Pedestrian Crossing
- Item 7 Cecil Hills Various Streets Request for Traffic Calming Devices
- Item 8 Australian Air League Special Event Street Parade, Liverpool on 24 May 2020
- Item 9 Ganeshotsava Special Event Street Parade, Liverpool on 30August 2020
- Item 10 Various Streets Community Requests for Minor Traffic Facilities
- Item 11 Berena Road and Greenway Drive, Edmondson Park Proposed Traffic facilities including signs and linemarking
- Item 12 220 McIver Avenue and 195 Southern Cross Avenue, Middleton Grange -Signs and linemarking
- Item 13 Items Approved Under Delegated Authority

# 5. TECHNICAL DISCUSSION ITEMS

- TD1 Kingsford Smith and Flynn Avenue, Middleton Grange roundabout Road Safety findings
- TD2 Adams Road Proposed Temporary Road Closure
- TD3 Walder Road Hammondville Request for parking restrictions along the northern side of Walder Road at Meehan Avenue Intersection

# 6. GENERAL BUSINESS

- GB1 Request for Keep Clear sign at Moore Street and Bigge Street Intersection
- GB2 Request for Wattle Grove Shopping Centre Directions Sign

# ITEM 1 Jedda Road, Prestons - Proposed Linemarking

#### INTRODUCTION

Businesses along Jedda Road have expressed concerns that vehicles parking adjacent to driveways are affecting sight distance and safe access from driveways. They have requested for parking restrictions to increase sight distance and to allow safe access for heavy vehicles into their development site.

The request is considered appropriate and Council is, therefore, proposing edge linemarking along Jedda Road with transverse line 2m or 3m on either side of the driveway as indicated in Attachments 1.1 - 1.3.

The Committee is requested to support the proposed edge linemarking as shown in Attachments 1.1 - 1.3.

# ASSESSMENT

Jedda Road is an industrial road within the Prestons industrial area. The street is approximately 13m wide providing single traffic and parking lanes in each direction. The street has an existing roundabout at Lyn Parade intersection and a pedestrian refuge west of Ash Road. Parking in the street is unrestricted. The street is marked with 'S1' dividing line in addition to statutory 'BB' lines at the existing traffic facilities.

The street attracts heavy vehicles and generates on-street truck parking.

The RMS crash data for the latest five-year period ending June 2019, indicates 18 crashes in the Jedda Road section east of Joadja Road, Prestons. The crash data indicates five (5) loss-of-control, three (3) rear-end and four (4) intersection crashes; sixteen of these 18 crashes happened between 6am and 6pm. Most are single crashes at locations except four (4) crashes at the intersection with Lyn Parade. These crashes includes one fatality crash and nine casualty crashes. The 2014 fatality crash involved a motorcyclist.

Recent site inspections have confirmed that trucks are parking along sections of Jedda Road close to driveways which are affecting sight distances for turning movements out of driveways.

To improve sight distances, Council is proposing edge line markings to demarcate traffic and parking lanes with restricted parking by transverse lines on both sides of the existing driveways. In addition, 'C3' yellow No Stopping edge line is also proposed in the cul-de-sac on the eastern end of the street. The existing line marking and signposting adjacent to the existing roundabout and pedestrian refuge will remain unaffected.

#### RECOMMENDATION

That:

The Committee supports edge and transverse lines along Jedda Road section east of Joadja Road as shown in Attachments 1.1-1.3.

# DISCUSSION

The Committee discussed and supported the line marking scheme along the section of Jedda Road, east of Joadja Road as shown in Attachments 1.1-1.3.

# COMMITTEE'S RECOMMENDATION

Council approves the line marking scheme along the section of Jedda Road, east of Joadja Road as shown in Attachments 1.1-1.3.

George Street and Lachlan Street Intersection, Liverpool – Proposed ITEM 2 roundabout

# INTRODUCTION

Council is proposing to install a roundabout at the George Street and Lachlan Street intersection, Liverpool.

The intersection, in the northern part of the Liverpool City Centre, has an existing four-way priority control intersection. Due to additional developments in the precinct, traffic movements through the intersection is resulting in increased traffic and pedestrian conflicts and a need for improved intersection treatment.

The proposed roundabout has been designed in accordance with Austroads Road Design and TfNSW Guidelines, TfNSW Technical Directions and swept path analysis has been carried out for 8.8m service vehicles.

The Committee is requested to support the proposed roundabout as shown in Attachments 2.1-2.2.

# ASSESSMENT

George Street is a local street and is one of the north-south link roads off Hume Highway providing access to the Liverpool City Centre. Whilst Lachlan Street is an east-west local street parallel to Hume Highway providing access to a number of side streets and residential properties. At their intersection both streets have carriageway widths of approximately 12.8m wide which accommodates single traffic and parking lanes in each direction.

In the last ten years a significant number of high-rise residential units have been constructed in the precinct close to the two streets. This has resulted in increased traffic movements and traffic conflicts through the intersection.

To reduce traffic conflicts, Council has identified that the existing priority control intersection needs to be upgraded. Traffic conditions including pedestrian safety, and the local road functions of both streets, is such that a roundabout is the most appropriate treatment.

## Crashes

According to Transport for NSW (TfNSW) crash data for the latest five-year period ending June 2019, one injury crash involving a pedestrian in 2016 in Lachlan Street close to the intersection has been recorded.

## Design Features

Design features of the roundabout include the following:

- A mountable single lane roundabout. (This arrangement is to accommodate the turning path of a service vehicle).
- Adjustments to existing pedestrian pram ramps, to accommodate pedestrian refuges in the splitter islands (of the roundabout).
- 'No Stopping' parking restrictions to be extended beyond the normal statutory 10m restrictions.

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# RECOMMENDATION

That:

- 1. The Committee supports the construction of a single lane roundabout at the George Street and Lachlan Street intersection, Liverpool.
- 2. Detailed design is to be submitted to TfNSW for review prior to installation.
- 3. Council to undertake appropriate community consultation prior to installation.

# DISCUSSION

The Committee noted Transit System's representative advice that northbound right turn from George Street into Lachlan Street is part of a school route. Therefore, the proposed roundabout should permit bus movements.

TfNSW representatives also raised a concern that the design needs to include required 'No Stopping' parking restrictions. At the Chairperson's request it was discussed and agreed that loss of parking would be minimised.

The Committee supported construction of a single lane roundabout at the George Street and Lachlan Street intersection, Liverpool. Detailed design of the roundabout is to be revised to address the above comments. A copy of the detailed design is to be submitted to TfNSW for review prior to installation.

# COMMITTEE'S RECOMMENDATION

That:

- 1. Council approves the construction of a single lane roundabout at the George Street and Lachlan Street intersection, Liverpool.
- 2. Detailed design is to be submitted to TfNSW for review prior to installation.

2019/4899

ITEM 3 365-405 Denham Court Road, Leppington – Proposed Roundabout and Sigs and Line marking Scheme

# INTRODUCTION

Development consent for the subdivision of 365-405 Denham Court, Leppington, includes construction of new roads, a roundabout and associated sign and linemarking scheme.

The developer has submitted design drawings of the roundabout and associated signs and linemarking scheme, for Council's approval.

The Committee is requested to consider and support the proposed roundabout, and associated regulatory signs and linemarking scheme, as shown in Attachments 3.1 - 3.6.

#### ASSESSMENT

Subdivision of 365-405 Denham Court includes the construction of nine (9) local streets, as shown below. The road network would result in 12 intersections. Taking into consideration the local road functions of Roads 4 and 1, and the expected future traffic conflicts, an intersection treatment in the form of a roundabout is proposed.



In addition to the roundabout, to reduce traffic speeds and conflict at the intersections of Roads 3/1 and 9/4, raised thresholds at the intersections with giveaway priority controls are proposed.

The developer has submitted design drawings of the roundabout, raised thresholds and associated signs and linemarking scheme, for Council's approval. Design of these traffic facilities and regulatory signs and line marking scheme has been carried out in accordance with Austroads and TfNSW Road Design Guidelines.

# RECOMMENDATION

That:

- 1. The Committee supports the proposed roundabout, raised thresholds and associated regulatory signs and linemarking scheme, as shown in Attachments 3.1 3.6.
- 2. Detailed design is to be submitted to TfNSW for review prior to prior to installation of the roundabout, raised thresholds and implementation of the signs and linemarking scheme.

# DISCUSSION

The Committee discussed and supported the single lane roundabout, raised thresholds, at three intersections and regulatory signs and line marking scheme, subject to the detailed design being revised to address the following comments:

- Physical barriers such as fencing, or landscaping is to be installed to prevent pedestrians considering the raised thresholds as pedestrian crossing facilities and having right-of-way.
- The advisory speed limit signs shown on the drawing are to be deleted and referred to TfNSW for approval of the required speed management sign posting

Detailed designs of the roundabout, raised thresholds and signs and linemarking scheme, are to be submitted to TfNSW for endorsement prior to installation.

## COMMITTEE'S RECOMMENDATION

Council approves installation of a single lane roundabout, raised thresholds, at three intersections and regulatory signs and line marking scheme in the new subdivision as shown in the Attachments 3.1 - 3.6.

Detailed designs of the roundabout, raised thresholds and signs and linemarking scheme, addressing the Committee's comments are to be submitted to TfNSW for endorsement prior to installation.

2019/4899

ITEM 4 68 Speed Street, Liverpool – Proposed Car Park

# INTRODUCTION

Council is proposing to construct a car park at 68 Speed Street, Liverpool. The car park requires the construction of new driveways as well as regulatory sign and line marking.

The Committee is requested to support the required regulatory signs and linemarking scheme of the car park as shown in Attachment 4.1.

# ASSESSMENT

Council is proposing to increase public car parking provision in the southern part of the Liverpool City Centre. The Liverpool City Centre Car Parking Strategy 2020-2030 includes the construction of 77 car parking spaces at 68 Speed Street. The site was previously occupied by the Share-care Learning Centre.

The carpark site is at the south-eastern corner of Speed Street and Mill Road. The site is bounded by Mill Road to the north, Speed Street to the west, Shepherd Street to the south side and south-west railway line to the east. The site currently has vehicular access off Mill Road.

The proposed car park includes the construction of two driveways, from Speed Street and Mill Road. The proposed driveway access from Speed Street is to ensure easy access to the proposed carpark to/from Speed Street (south) and Shepherd Street precinct.

The car park has been assessed and approved under Part 5 of the NSW Environment Planning and Assessment Act. However, traffic impact and configuration of the proposed driveways and required signs and line marking scheme require the Committee's consideration prior to construction.

Design of the required signs and line marking scheme has been carried out in accordance with Austroads Design Guide, Australian Standards and TfNSW Technical Directions.

The driveway off Mill Road is a type one driveway in accordance with AS: 2890, to permit all turning movements and is considered acceptable.

The driveway off Speed Street would also be type one driveway in accordance with AS 2890, to permit left-in and left-out turning movements. These movements off Speed Street could lead to traffic conflict with through traffic along Speed Street.

To minimise this traffic conflict, a raised threshold on the southbound approach to the Speed Street and Mill Road roundabout is also proposed. In addition to the existing roundabout, a new roundabout will be installed at the Speed Street and Shepherd Street intersection. The Committee support the roundabout at its July 2018 meeting.

The proposed carpark is proposed to be signposted with 2P, 4-10pm, Restricted Parking, Park in Marked Bays, and four accessible parking spaces.

The Committee is requested to support the proposed raised threshold and associated regulatory signs and linemarking scheme for the car park as shown in Attachment 4.1.

# RECOMMENDATION

That:

The Committee supports the proposed raised threshold and associated regulatory signs and linemarking scheme for the car park as shown in Attachment 4.1.

# DISCUSSION

The Committee discussed and supported the carpark, proposed sings and linemarking and raised threshold subject to the following comments being addressed:

- Traffic conflict at the proposed driveway off Speed Street is to be reduced by the restricting the driveway to entry only.
- The driveway is to be located close to the property's southern boundary, away from the existing roundabout.
- The informal opening in the median island (in the Speed Street northern approach) is to be closed to form part of the splitter island.
- An additional pedestrian access is to be provided at the southern west corner to Shepherd Street.

Detailed design addressing the above comments are be submitted to the Committee Technical Members for endorsement prior to installation.

## COMMITTEE'S RECOMMENDATION

- 1. Council approves signs and linemarking within the proposed carpark at the intersection of Speed Street, Mill Road and Shepherd Street, Liverpool, as indicated in Attachment 4.1.
- 2. Detailed design addressing the following comments are be submitted to the Committee Technical Members for endorsement prior to installation:
  - Raised threshold across the northern Speed Street approach to the roundabout
  - The proposed driveway design off Speed Street restricted to entry only.
  - The informal opening in the median island (in the Speed Street northern approach) being closed to form part of the splitter island
  - Additional pedestrian access from the southern west corner to Shepherd Street.

ITEM 5 Stroud Avenue, Warwick Farm – Proposed Parking Restriction

# INTRODUCTION

Council has received representations to install parking restrictions along sections of Stroud Avenue to permit deliveries and permit parking for adjoining horse stabling properties.

The representations have outlined that parking by workers of the nearby industrial area effectively prevent horse float trucks entering number 17 Stroud Avenue, for deliveries and garbage collection.

To address this concern 4P (8am-6pm) is proposed. The Committee is requested to support the required regulatory signs as shown in Attachment 5.1.

# ASSESSMENT

Stroud Avenue is the north-south local street in the Warwick Farm equine precinct. The street is close to the industrial area south of the equine precinct and attracts on-street parking by workers of the industrial precinct.

The on-street parking is becoming a concern and as indicated above is preventing horse float trucks entering No. 17 Stroud Avenue, for deliveries and garbage collection.

The on-street parking can be minimised with timed parking 4P, 7am-6pm MON-FRI, 8am-1pm SAT, is proposed. Most of the industrial properties have onsite parking. In addition, sections of other streets in the industrial precinct has carriageway widths which can permit on-street parking.

The location is within 1km of Warwick Farm railway station which is a nominated station for providing parking restrictions. It is noted that this location does not attract commuter parking. In addition, TfNSW has a proposal for additional commuter car parking spaces close to the Warwick Farm station and has commenced design investigation. The proposed 4P should therefore not have unacceptable impact on commuter parking in the Warwick Farm Railway Station precinct.

## RECOMMENDATION

That:

1. The Committee supports the proposed 4P, 7am-6pm MON-FRI, 8am-1pm SAT restrictions along Stroud Avenue, Warwick Farm as shown in Attachment 5.1.

## DISCUSSION

The Committee noted the TfNSW comment that as the proposed timed parking is within 1km of a nominated station (Warwick Farm), the agency's endorsement is required, prior to Council's approval and installation.

The Committee supported the 4P, 7am-6pm MON-FRI, 8am-1pm SAT restrictions, subject to TfNSW endorsing the restrictions, in Stroud Avenue, Warwick Farm, as shown in Attachment 5.1.

#### 2019/4899

# COMMITTEE'S RECOMMENDATION

Council approves 4P, 7am-6pm MON-FRI, 8am-1pm SAT restrictions, along Stroud Avenue, Warwick Farm, as shown in Attachment 5.1. subject to TfNSW's endorsement

ITEM 6 Marsden Road, Liverpool - Proposed Raised Marked Pedestrian Crossing

# INTRODUCTION

Council has received representations from the Marsden Road Public School Community to upgrade the existing combined marked and children's crossing across Marsden Road in front of the school.

The existing pedestrian crossing is deformed and during rainfall, water ponds on the crossing. A raised threshold (wombat) pedestrian crossing is proposed and design has been prepared in accordance with Austroads Road Design Guide, Australian Standards and TfNSW Technical Directions.

The Committee is requested to support the proposed wombat crossing as shown in Attachment 6.1.

# ASSESSMENT

Marsden Road Public School fronts Marsden Road and its main entry is on the south side. There are two existing marked pedestrian crossings across Marsden Road at the school frontage. The southern pedestrian crossing is signposted as a combined crossing and has a school crossing supervisor. The school access gate adjacent to the northern side pedestrian crossing has been closed and is no longer used by the school community.

Council has been receiving representations from the school community including a mayoral request for the existing southern crossing to be upgraded as the existing crossing is deformed and water ponds on the crossing during rainfall.

In response, Council has prepared design for the requested upgrade as shown in Attachment 6.1. The design has been carried out in accordance with Austroads Road Design Guide, Australian Standards and TfNSW Technical Directions.

## RECOMMENDATION

That:

The Committee supports upgrade of the existing marked pedestrian crossing across the section of Marsden Road in front of the school, to a raised marked combined crossing.

# DISCUSSION

The Committee discussed and supported the following traffic facilities and works as shown in Attachment 6.1.

- Upgrade of the existing combined pedestrian crossing facility along with associated signs and linemarking scheme in front of Marsden Road Public School, to a raised marked combined crossing; and
- Removal of the existing speed hump across the southern section of Marsden Road in front of the school frontage.

# COMMITTEE'S RECOMMENDATION

 That Council approves upgrade of the existing combined pedestrian crossing facility in front of Marsden Road Public School, to a raised marked combined crossing; and removal of the existing speed hump in front of the school, as shown in Attachment 6.1.

# ITEM 7 Various Streets – Cecil Hills Community Request for Traffic Calming devices

# INTRODUCTION

At its January 2020 meeting, the Committee was advised that speed classification was being carried out along four streets in Cecil Hills to assess speeding concerns and identify the need or otherwise of traffic calming devices.

The results of the speed classifications indicate that the 85<sup>th</sup> percentile speeds along Spencer Road and Lancaster Avenue are higher than 56 km/h in 50km/h speed zones. Design investigation including community consultation will be carried out to identify locations for installation of speed humps and the outcome will be presented to a future meeting.

# ASSESSMENT

In response to Cecil Hills residents' concerns about speeding, as indicated above speed classifications have been carried out along four streets (in Cecil Hills), refer Attachment for the location of speed counts. The results of the speed classifications are indicated below.

# Spencer Road

Location	Counting Period	Direction	Traffic Volume	85 <sup>th</sup>	Percentile
				Speed	
Adjacent #16	March 2020	NB	3,287 vpd	59 km/h	
		SB	3,508 vpd	57 km/h	
Adjacent #38	May 2015	NB	2,969 vpd	59 km/h	
		SB	3,097 vpd	60 km/h	

# Lancaster Avenue

Counting Period	Direction	Traffic Volume	85 <sup>th</sup> Percentile Speed
March 2020	NB	1,087 vpd	58 km/h
	SB	1,285 vpd	59 km/h
May 2015	NB	1,090 vpd	57 km/h
	SB	1,110 vpd	56 km/h
	Period March 2020	Period Direction March 2020 May 2015 NB	Period         Direction         Traffic Volume           March 2020         NB         1,087 vpd           May 2015         NB         1,090 vpd

# Gabriella Avenue

Location	Counting	Direction	Traffic Volume	85 <sup>th</sup>	Percentile
	Period			Speed	
Adjacent #29	March 2020	EB	319 vpd	45 km/h	
		WB	316 vpd	47 km/h	
	May 2015	EB	359 vpd	49 km/h	
		WB	336 vpd	50 km/h	

# Edinburgh Circuit

Location	Counting Period	Direction	85 <sup>th</sup> Percentile Speed
Adjacent #45	March 2020	EB	51 km/h
		WB	53 km/h
Adjacent #88	Aug 2019	EB+WB	42.6 km/h
Adjacent #100	Aug 2019	EB+WB	51.9 km/h
Adjacent #153	Feb 2010	EB	55 km/h
		WB	54 km/h

From the traffic counts, the 85<sup>th</sup> percentile speeds are as follows:

- Spencer Road and Lancaster Avenue between 57 and 60km/h;
- Edinburgh Circuit approximately 55km/h
- Gabriella Avenue Approximately 50km/h

Hence, the Committee is requested to provide in-principle support for raised thresholds at the following location:

Lancaster Avenue, between two intersections with Balmoral Circuit), and Spencer Road – between the two Feodore Drive intersections.

No additional raised thresholds are suggested across sections of Gabriella Avenue and Edinburgh Circuit, Cecil Hills.

The Committee is to note that design investigations including community consultation will be carried out to identify locations for the recommended raised thresholds and will be presented to the Committee at a future meeting.

# RECOMMENDATION

That:

- 1. The Committee supports the provision of raised thresholds across sections:
  - Lancaster Avenue section between two intersections with Balmoral Circuit, and
  - Spencer Road between its two intersections with Feodore Drive.
- 2. Council to undertake design investigation and community consultation for the proposed thresholds across sections of Lancaster Avenue and Spencer Road and presents the designs a future Committee meeting.

# DISCUSSION

The Committee supported the installation of raised thresholds in:

- Lancaster Avenue, between two intersections with Balmoral Circuit, and
- Spencer Road section between two Feodore Drive intersections

In addition, the Committee noted that Edinburgh Street residents have continued making representations, after recent line marking which has narrowed opposing traffic lanes, for speed hump/s to be installed across sections of the street.

The Committee recommended that Council undertakes community consultation with Lancaster Avenue, Spencer Road and Edinburg Circuit residents, for installation of possible speed humps.

If the speed humps are supported, a further report with detailed designs is to be presented a future Committee meeting.

# COMMITTEE'S RECOMMENDATION

Council undertakes community consultation with Lancaster Avenue, Spencer Road and Edinburg Circuit residents, and if support prepare and present detailed designs of speed humps to a future Committee meeting.

ITEM 8 Special Event – Street Parade, Liverpool by Australian Air League on 24 May 2020

# INTRODUCTION

Council has received an application from The Australian Air League, Moorebank Squadron to conduct a rolling street parade along a number of streets in Liverpool City Centre on Sunday, 24 May 2020.

The Committee is requested to consider and support the rolling parade route and classify the event as a Class 2 Special Event, in accordance with Transport for NSW (TfNSW) Special Event Planning & Resource Matrix Guide.

# ASSESSMENT

**The Australian Air League** is a youth organisation for boys and girls which encourages interest in aviation as a career or hobby. The organisation is self-funding and is staffed by volunteers who give their time generously to achieve its goals. The Australian Air League has no political, racial or religious affiliation.

Aims and objectives of the Australian Air League include promotion and encouragement of the development of Aviation in the Youth of Australia, good citizenship, ingenuity and resourcefulness and development of physical and mental abilities of its members

# Proposed Rolling Street Parade Route

The organisers are proposing to commence the street parade from Apex Park and proceed along sections of Elizabeth Drive and Elizabeth Street, through Macquarie Mall, then along sections of Moore Street, College Street and to terminate in Bigge Park as shown in Attachment 8.1.

## Expected Numbers and Durations

The organisers are expecting approximately 250 people to take part in the march. It is scheduled to commence at 2pm on Sunday, 24 May 2020. The march will consist of marching units and band. No vehicle will be part of the march.

## Expected Traffic Impact

Sections of the street parade route are bus routes and would affect passenger bus services along the affected routs routes. In addition, it would affect general traffic movements, and could affect emergency services.

To minimise possible impacts, the event organisers are to work with Council, local bus companies and the Police in the lead up to the event, to minimise impact on bus movements, and the local community.

The event organisers are yet to confirm how the rolling road closures would be managed. A combination of traffic controllers and police management is required. A confirmation of the NSW Police Force management is required prior to Council's approval.

# Event Classification

Due to the scale and nature of the street parade, and possible impact, the event is considered to be of a Class 2 Special Event, in accordance with TfNSW's Special Event Planning & Resource Matrix.

This requires submission to the TfNSW for endorsement.

## **Required Conditions**

Required conditions for the class 2 event includes the following:

- Submission of a Special Event Transport Management Plan Traffic Management Plan to the TfNSW for endorsement
- Police approval for the management of the associated rolling road closures
- Advertisement of the event in local newspapers
- Road Occupancy License to be obtained from Transport Management Centre.

The Committee is requested to support the route and classify the event as Class 2.

# RECOMMENDATION

That:

- 1. The Committee classifies the event as a Class 2 Special Event with all associated conditions including:
  - Submission of a Traffic Management Plan to the TfNSW for endorsement
  - Police approval for the management of the associated rolling road closures
  - Advertisement of the event in local newspapers
  - Road Occupancy License to be obtained from Transport Management Centre.
- 2. The Committee supports the Australian Air League march through the Liverpool City Centre on 24 May 2020 along the route as shown in Attachment 8.1.
- 3. Council liaises with the event organisers, Police and local bus companies to minimise traffic impacts of the event.

# DISCUSSION

The Committee discussed and supported classification of the event as a Class 2 Special Event requiring submission of Special Event Transport Management Plan for the TfNSW endorsement.

## COMMITTEE RECOMMENDATION

That Council classify the event as Class 2 Special Event requiring submission of Special Event Transport Management Plan for TfNSW endorsement.

**<u>NOTE</u>**: The applicant has subsequently advised that due to current pandemic the event will not proceed, and the special event application is withdrawn.

# ITEM 9 Special Event – Street Parade, Liverpool Ganeshotsava Procession on 30 August 2020

# INTRODUCTION

Council has received an application from Friends of India Australia Incorporated, a not for profit social and cultural organisation, to hold a street parade, '*Ganeshostsava Procession*' along a number of streets in the Liverpool City Centre on Sunday, 30 August 2020.

The event requires rolling road closures of sections of Northumberland Serviceway, Northumberland Street, Memorial Avenue and Macquarie Street to access Macquarie Mall, refer Attachment 9.1.

The Committee is requested to consider and support the parade route and classify the event as a Class 2 Special Event, in accordance with the TfNSW's *Guide to Traffic & Transport Management for Special Events.* 

# ASSESSMENT

The annual Festival of Ganeshostsava has been held at the Whitlam Centre for the last 25 years. To celebrate its 25<sup>th</sup> year the organisers are seeking approval for a street parade on Sunday, 30 August 2020 along a number of streets in the Liverpool City Centre.

# Proposed Rolling Street Parade Route

The street parade would commence from Northumberland Serviceway, left turn into Northumberland Street, eastward along Memorial Avenue, left turn into Macquarie Street to access Macquarie Mall.

The organisers advised that the proposed route has been discussed and agreed to with the police.

## Expected Numbers and Durations

The street parade is likely to commence at 3pm for the event between 3.30pm and 4.30pm at the Macquarie Mall.

# Expected Traffic Impact

Sections of the street parade route are bus routes and would affect passenger bus services along the affected routs routes. In addition, it would affect general traffic movements, and could affect emergency services.

To minimise possible impacts, the event organisers are to work with Council, local bus companies and the Police in the lead up to the event, to minimise impact on bus movements, and the local community.

# **Event Classification**

Due to the scale and nature of the street parade, and possible impacts, the event is considered to be of a Class 2 Special Event, in accordance with TfNSW's Special Event Planning & Resource Matrix.

#### 2019/4899

# Required Conditions

Required conditions for the class 2 event includes the following:

- Submission of a Special Event Transport Management Plan Traffic Management Plan to the TfNSW for endorsement
- Police approval for the management of the associated rolling road closures
- Advertisement of the event in local newspapers
- Road Occupancy License to be obtained from Transport Management Centre.

The Committee is requested to support the route and classify the event as Class 2.

# RECOMMENDATION

That:

- 1. The Committee classifies the event as a Class 2 Special Event with all associated conditions including:
  - Submission of a Traffic Management Plan to the TfNSW for endorsement
  - Police approval for the management of the associated rolling road closures
  - Advertisement of the event in local newspapers
  - Road Occupancy License to be obtained from Transport Management Centre.
- 2. The Committee supports the 'Ganeshostsava Procession' through the Liverpool City Centre on 30 August 2020 along the route as shown in Attachment 9.1.

## DISCUSSION

The Committee discussed and supported classification of the event as Class 2 Special Event requiring submission of Special Event Transport Management Plan for the TfNSW endorsement.

# COMMITTEE RECOMMENDATION

- 3. That Council classify the '*Ganeshostsava Procession*' through the Liverpool City Centre on 30 August 2020 event as a Class 2 Special Event with all associated conditions including:
  - Submission of a Traffic Management Plan to the TfNSW for endorsement
  - Police approval for the management of the associated rolling road closures
  - Advertisement of the event in local newspapers
  - Road Occupancy License to be obtained from Transport Management Centre.

ITEM 10 Various Streets, Liverpool LGA – Proposed Minor Traffic Facilities

## INTRODUCTION

Council has received a number of minor traffic related requests from Councillors, Community Forums, and Federal and State Members of Parliament on behalf of local residents.

The Committee is requested to note and support the proposals outlined for the following requests.

## ASSESSMENT

1. Ron Darcy Oval, Miller - Proposed Bus Stop and Bus Zone

Council has received representation from the federal member for Werriwa for a Bus Stop and a bus zone to be installed on either side of Cabramatta Avenue in front of the Ron Darcy Oval.

Transit Systems have assessed the request and has advised that the requested bus zone and stop can be installed with concrete pads.

Recommendation: The Committee supports Bus Stop and Bus Zone on either side of Cabramatta Avenue in front the Ron Darcy Oval.

#### 2. Ernest Avenue, Chipping Norton - Request for a marked pedestrian crossing

Council has received representation for a marked pedestrian crossing facility to be installed across the section of Ernest Avenue in front of Chipping Norton Shopping Centre.

The request is to provide a safe pedestrian crossing facility for school children and older members of the community who have to cross Ernest Street to access the shopping centre.

Pedestrian and Traffic counts have been carried out and the results is as indicated in the table below:

	AM	PM
Traffic	740 veh/hr	660 veh/hr
Pedestrian	62 ped/hr	72 ped/hr
Pedestrian*Traffic	45,880	47,520

The above results indicate that there is a strong pedestrian design line across the section of Ernest Avenue in front of the shopping centre. However, the results does not meet the warrant for a marked pedestrian crossing.

As the crossing is predominantly used by school children and the elderly it meets the special warrant for a marked crossing when taking the age of the pedestrian into consideration.

Recommendation: The Committee support installation of a raised pedestrian threshold across the section of Ernest Avenue in front the shopping centre.

#### 2019/4899

# 3. Talana Hill Drive, Edmonds Park – Request for traffic calming devices

Council has received a petition with 18 signatures concerning traffic speed and road safety along Talana Hill Drive with a request for to Council to consider installation of calming devices. The petition includes photographs of recent crashes along the street.

Talana Hill Drive is a local collector road between Camden Valley Way to the north and Jardine Drive to the south. The street provides access to a number of adjoining residential properties and side streets.

The street is approximately 720m long and has a carriageway width between 7.4m and 10.7m. It accommodates a single traffic lane and on-street parking along most of sections of the street. The section of the street close to Camden Valley Way and at the intersections with Ladysmith Drive and Kimberley Drive are line marked with 'BB' lines.

The TfNSW crash data indicates that there has been one recorded casualty crash, involving a pedestrian, in the street.

Considering the speeding concern and crashes, it is recommended that the remaining sections of the street to be line marked with separation line (S1) and edge line (E1) to democate opposing traffic movements and on-street parking in the section between Bergendal Drive and Jardine Drive.

The linemarking would provide 3.0-3.2 traffic lanes and approximately 2.1m of kerbside parking lanes. The linemarking would narrow the traffic lanes and marginally reduce speeding. In addition, the police has been requested to include the street in their speed enforcement.

# RECOMMENDATION

That:

- The Committee supports separation line (S1) and edge line (E1) in Talana Hill Drive section between Bergendal Drive and Jardine Drive, Edmondson Park.
- Council to advise community of the action taken.

# DISCUSSION

The Committee discussed and supported the following traffic facilities:

- Bus Zones on either side of Cabramatta Avenue in front the Ron Darcy Oval (Michael Wenden Aquatic Leisure Centre). The Committee noted that there is existing Bus Zone along the northern side of the road, and a bus stop on the southern side is appropriate.
- Separation line (S1) and edge line (E1) in Talana Hill Drive section between Bergendal Drive and Jardine Drive.

With regards to the proposed pedestrian crossing across Ernest Avenue, TfNSW representative requested that Council is to provide pedestrian categories including disabled persons, school children, pedestrian with trollies, strollers etc.), and for further assessment of the proposed facility.

#### 2019/4899

Subject to TfNSW support, detailed design of a raised pedestrian crossing is to be presented a future Committee meeting.

# COMMITTEE'S RECOMMENDATION

That Council approves:

- 1. Installation of a 'Bus Zone' along southern side of Cabramatta Avenue, Miller, in front of Michael Wenden Aquatic Leisure Centre.
- 2. Installation of Separation (S1) and Edge (E1) line markings in sections of Talana Hill Drive, between Bergendal Drive and Jardine Drive, Edmondson Park, as shown the report

2019/4899

# ITEM 11 Bernera Road and Greenway Drive, Edmondson Park - Proposed Signs and Linemarking Scheme

# INTRODUCTION

Frasers Property is developing the southern part of the Edmondson Park Town Centre. As part of the development, new roads are being constructed including a north-south road off Campbelltown Road Bernera Road and an east-west road Greenway Road.

In addition, a development consent for the development requires the installation of a roundabout at MacDonald's Road and Henderson Road. The developer has submitted detailed design of the roundabout and a sign and linemarking scheme along the new constructed roads for Council approval.

The Committee is requested to consider and support the roundabout and proposed signs and linemarking scheme, as shown in Attachment 11.1 - 11.2.

# ASSESSMENT

The Edmondson Park Town Centre (south) currently under construction, will include retail, commercial and residential developments. The development site is between Campbelltown Road and the south-west railway line.

As part of the development, new public road sections including Bernera Road an east-west Greenway Road, and other local neighbourhood streets are being constructed.

At its March 2018 meeting, the Committee supported concept design of the road layout including sign and line marking scheme. Civil construction of the two roads have been completed. The developer has submitted signs and line marking scheme as shown in Attachment 11.1 - 11.2 for Council approval.

In addition, as part of the development assessment, it was identified that to manage traffic movements at the intersection of Bernera Road and Henderson Road (south of the railway line), the existing painter roundabout is to be formalised. The roundabout would have two lanes along the Bernera Road approaches and a single lane in each direction along Henderson Road.

Design of the roundabout and the signs and linemarking have been carried out in accordance with Austroads and TfNSW Road Design Guidelines, Australian Standards and TfNSW Technical Directions and is recommended with the following amendments:

- a) 'No Stopping' signs to be supplemented with C3 yellow 'No Stopping' edge linemarking in accordance with the RMS guidelines
- b) The proposed marked pedestrian crossing to be removed and resubmitted later on when it meet the warrants for a crossing.

# RECOMMENDATION

That:

The Committee supports the roundabout and proposed signs and linemarking scheme, as shown in Attachment 11.1 - 11.2.

2019/4899

# DISCUSSION

The Committee discussed and supported the signs and linemarking scheme along sections of Bernera Road and Greenway Drive and a roundabout at Bernera Road and Henderson Road intersection, as shown in Attachments11.1 – 11.2.

Detailed design of the roundabout is to be submitted to TfNSW for endorsement prior to installation.

# COMMITTEE'S RECOMMENDATION

That Council approves:

- Signs and linemarking scheme along sections of Bernera Road and Greenway Drive, Edmondson Park.
- Installation of a roundabout at Bernera Road and Henderson Road intersection.

2019/4899

ITEM 12 220 McIver Avenue and 195 Southern Cross Avenue, Middleton Grange -Signs and linemarking

# INTRODUCTION

Development consent for the subdivision of 220 McIver Avenue and 195 Southern Cross Avenue, includes construction of new roads and associated sign and linemarking scheme.

The developer has submitted design drawings of signs and linemarking scheme, for Council's approval.

The Committee is requested to support the proposed signs and linemarking scheme, as shown in Attachment 12.1 - 12.2.

# ASSESSMENT

Subdivision of 220 Mclver Avenue and 195 Southern Cross Avenue, Middleton Grange, includes the extension of three (3) east-west local streets, namely Ambrose Avenue, Flying Avenue and Lores Street as well as Flight Circuit. A locality map of the property to be subdivided as shown below.



The road layout would result in four (4) new T-intersections and a 4-way intersection at the Flight Circuit and McIver Avenue intersection. Signs and linemarking drawings have been carried out in accordance with TfNSW Road Design Guide as shown in Attachments 12.1-12.2.

The designs are acceptable. However, the linemarking at the resulting 4-way intersection needs to be amended to show priority control.

# RECOMMENDATION

That:

The Committee supports the proposed signs and linemarking scheme, as shown in Attachments 12.1 - 12.2.

# DISCUSSION

The Committee discussed and supported regulatory signs and linemarking scheme, along sections of Flight Circuit and McIver Avenue including intersections, as shown in Attachments 12.1 and 12.2.

# COMMITTEE'S RECOMMENDATION

That Council approves signs and linemarking scheme along sections of Flight Circuit and McIver Avenue including intersections, Middleton Grange, as shown in Attachments 12.1 and 12.2.

2019/4899

# ITEM 13 ITEMS APPROVED UNDER DELEGATED AUTHORITY

# INTRODUCTION

This item provides a summary of minor traffic facilities that have been approved under the Liverpool Pedestrian, Active Transport and Traffic Committee Delegated Authority by TfNSW and Police representatives over the two-month period, between 9 January 2020 and 8 March 2020.

Delegated Authority No.	Location	Description of Proposal
2019.052	Franklin St, Chipping Norton	Installation of BB Lines
2019.053	Frangipane Ave, Liverpool	Installation of No Stopping restrictions
2019.054	Charles St, Liverpool	Works Zone
2019.055	Anzac Mews, Wattle Grove	Installation of No Stopping restrictions
2019.056	Holland Cres, Casula	Installation of No Stopping restrictions
2020.001	Liverpool City Centre	Change 15min free parking to 30min
2020.002	Bigge & Campbell Sts, Liverpool	Various changes to school time parking restrictions
2020.003	Alcock Ave & Harpur Place, Casula	Installation of No Stopping
2020.004	Goulburn St, Liverpool	Temporary alteration of 1P to No Stopping
2020.005	Secant St, Liverpool	2P parking
043772.2020	Bardia Pde, Holsworthy	Installation of No Parking
042900.2020	Shepherd St, Liverpool	Works Zone
2020.006	Aukane St & Lord Howe Dr, Green Valley	Installation of C3 Yellow lines
2020.007	Woodside Ave, West Hoxton	Installation of BB Lines

# RECOMMENDATION

The Committee notes the above Delegated Authority applications approved by the NSW Police Force and Transport for NSW (TfNSW) representatives over the two-month period between 8 January 2020 and 8 March 2020.

# DISCUSSION

The Committee noted and reaffirmed support for the minor traffic facilities approved under delegated authority by the NSW Police Force and Transport for NSW (TfNSW) representatives over the two-month period between 8 January 2020 and 8 March 2020.

# COMMITTEE'S RECOMMENDATION

That Council approves the minor traffic facilities approved under delegated authority by the NSW Police Force and Transport for NSW (TfNSW) representatives over the two-month period between 8 January 2020 and 8 March 2020.

TECHNICAL DISCUSSION ITEMS

# INTRODUCTION

The Committee discussed the following Technical Discussion Items and made the following recommendations.

# TD1 - Kingsford Smith and Flynn Avenue, Middleton Grange roundabout – Road safety findings

At the local community's request, a road safety audit has been carried out at the existing roundabout. The safety audit has identified the need for minor improvements including completion the kerb and guttering on the eastern sides of the roundabout, foot paving, provision of pedestrian crossing facilities (in the medium/long) and improved linemarking.

Design of these improvements will be carried out and presented to the Committee at a future meeting for further consideration.

# DISCUSSION

The Committee discussed and supported the above recommended improvement works, noting that pedestrian footpath links at the roundabout need to be improved.

In addition, the Committee noted the safety auditors' concern about traffic speed along the eastern Flynn Avenue approach to the roundabout, and recommended that Council undertakes community consultation for installation of a raised threshold. If supported, detailed design of the facility is to be presented to a future meeting.

## COMMITTEE'S RECOMMENDATIONS

That Council undertakes:

- The improvements works identified in the road safety audit i.e. construction of kerb and guttering, and footpath paving on the eastern side of the existing roundabout
- Community consultation and if supported detailed design of a raised threshold in the Flynn Avenue section between Kingsford Smith Avenue and Monkton Avenue, Middleton Grange

## TD2 - Adams Road, Luddenham – Proposed temporary road closure

As part The Northern Road upgrade, TfNSW contractor, (carrying out a portion of the road upgrade near Luddenham) is proposing to close a portion of Adams Road for approximately 12 weeks to reconstruct a new The Northern Road and Adams Road intersection.

TfNSW and the contractor's representatives attended the meeting and provided details of the proposed temporary road closure and traffic calming devices along Adams Road.

The contractor advised it has obtained required approvals from the Transport Management Centre (TMC) for the proposed temporary road close and associated detours. Community consultation has been carried out and no objections have been received. During the road closure local assess will be provided to the remaining properties that has direct access off the section of Adams Road to be closed.

The Committee was also advised that detailed design of the proposed traffic calming devices along Adams Road would be presented a future Committee meeting.

# COMMITTEE'S RECOMMENDATIONS

The Committee discussed and supported the proposed temporary road closure and associated detours.

Detailed design of the proposed traffic calming devices along Adams Road, Luddenham, be presented to the Committee at a future meeting.

## TD3 - Walder Road Hammondville – Request for parking restrictions

The representative of the Local Member for Holsworthy advised a local resident is requesting, 'No Stopping' parking restriction along the northern side of the Walder Road, between Heathcote Road and Meehan Avenue, as parked vehicles affect safe exit from Meehan Avenue.

The Committee noted that the parking restriction is appropriate, and approval is to be sought under delegated authority.

# COMMITTEE'S RECOMMENDATIONS

The Council seeks approval for the requested 'No Stopping' parking restriction along the northern side of the Walder Road, between Heathcote Road and Meehan Avenue, under delegated authority.

# GENERAL BUSINESS ITEMS

# INTRODUCTION

The Committee discussed the following General Business items and the Committee made the following recommendations.

# GB1 Request for Keep Clear signage at the Moore Street and Bigge Street Intersection

The Committee note a request from Transit Systems, for 'Keep Clear' treatment at the Moore Street and Bigge Street intersection, Liverpool.

The request is to reduce traffic congestion caused by northbound traffic queuing through the intersection and cannot clear prior to the green phase for the eastbound traffic.

TfNSW representative advised that such a treatment is not in accordance with their Guidelines and is not supported. The Committee noted that the congestion is due to traffic queuing from the Bigge Street and Warren Serviceway signalised intersection. TfNSW is to be requested to review traffic signal phasing of the existing/adjacent Bigge Street/Moore Street and Bigge Street/Warren Serviceway signalised intersections.

#### COMMITTEE'S RECOMMENDATIONS:

That Council requests TfNSW to review and coordinate traffic signal phasing of the existing/adjacent Bigge Street/Moore Street and Bigge Street/Warren Serviceway signalised intersections.

## GB2 Request for Wattle Grove Shopping Centre direction signage

The representative of the Local Member for Holsworthy requested on behalf of Wattle Grove Shopping Centre' the required approval for approval and installation of a 'Wattle Grove Shopping Centre' directional sign at the Heathcote Road/Wattle Grove Intersection.

He advised that the shopping centre owners have approached TfNSW for approval and that the agency has no objection, as such signs can be installed with Council's approval.

Council is to seek confirmation from the Local Member office or TfNSW that the directional sign can be installed with Council's approval.

# COMMITTEE'S RECOMMENDATIONS:

Council seeks confirmation from the Local Member office or TfNSW that the directional sign can be installed with Council's approval.

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CTTE 08	Minutes of the Strategic Panel Meetings held on	
	3 March and 9 March 2020	
<b></b>		
Strategic Direction	Leading through Collaboration	
	Strive for best practice in all Council processes	
File Ref	089598.2020	
Report By	George Georgakis - Manager Council and Executive Services	
Approved By	Andrew Stevenson - Chief Strategy and Engagement Officer	

# **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Strategic Panel Meetings held on 3 March and 9 March 2020.

# RECOMMENDATION

That Council receives and notes the Minutes of the Strategic Panel Meetings held on 3 March and 9 March 2020.

# REPORT

The Minutes of the Strategic Panel meetings held on 3 March and 9 March 2020 are attached for the information of Council.

The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council.

# CONSIDERATIONS

Economic	There are no economic and financial considerations.	
Environment	Raise community awareness and support action in relation to environmental issues. Support the delivery of a range of transport options.	

Social	Raise awareness in the community about the available services and facilities.
	Preserve and maintain heritage, both landscape and cultural as urban development takes place.
	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
	Support community organisations, groups and volunteers to deliver coordinated services to the community.
Civic Leadership	Encourage the community to engage in Council initiatives and actions.
	Provide information about Council's services, roles and decision making processes.
	Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
	Actively advocate for federal and state government support, funding and services.
Legislative	There are no legislative considerations relating to this report.

# ATTACHMENTS

- 1. Minutes of Strategic Panel meeting of 3 March 2020
- 2. Minutes of Strategic Panel meeting of 9 March 2020

This meeting was recorded for minute taking purposes

# MINUTES FROM STRATEGIC PANEL MEETING 3 March 2020

### COUNCILLORS:

Nathan Hagarty Geoff Shelton Mazhar Hadid Peter Harle Karress Rhodes Chairperson

# **EXECUTIVE & COUNCIL STAFF:**

Dr Eddie Jackson Raj Autar Peter Patterson Tina Sangiuliano John Morgan Andrew Stevenson Julie Scott David Smith Nelson Mu Vi Girgis George Georgakis Rose Koch

## **INVITEES:**

Mark Webster Jonathan Knapp Mikaela Orme Jeremy Huynh Paul Hedge Kieran Woolfe Gino Marra Fayssal El Sari

## **APOLOGIES:**

Wendy Waller Ali Karnib Tony Hadchiti A/CEO Director City Infrastructure & Environment Director City Presentation A/Director City Community & Culture Director Property & Commercial Development Chief Strategy & Engagement Officer Manager City Economy Manager Planning & Transport Strategy Coordinator Development Assessment Senior Officer City Precinct Manager Council & Executive Services Committees Officer (Minutes)

Managing Director, William Inglis & Son Ltd Director, SJB Architects Community & Media Relations Manager, Cleanaway Investment Banking Analyst, Macquarie Group School Infrastructure NSW, Department of Education Senior Consultant, SGS Economics & Planning Chairman, Macarthur FC General Manager, Macarthur FC

Mayor Deputy Mayor Councillor

# **OPEN**

Meeting opened at 2:33 pm

# 1. WELCOME, ATTENDANCE AND APOLOGIES

CIr Hagarty opened the meeting and noted all apologies.

## 2. DECLARATIONS OF INTEREST

CIr Hagarty declared a non-pecuniary interest as a member of Macarthur FC.

#### 3. AGENDA ITEMS: PRESENTATIONS

#### 3.1 William Inglis Hotel Development Plans

Mark Webster introduced the design concept for the Riverside Stables at Warwick Farm.

The company is taking Council's objectives of activating the Georges River into consideration within its concept plans;

Jonathan Knapp provided the following overview of the design concepts:

- Site B proposes key moves for garden activation and a microbrewery, allowing wedding functions, pavilion dining, outdoor space for children and community events; and
- Site A proposes a mixed-use tower to potentially consist of amenities such as childcare, commercial office space, food and beverage outlets, hotel accommodation for longer stay and penthouse views.

#### Queries & Discussion

i. CIr Shelton queried whether any customer feedback had been obtained in relation to the proposal.

Mr Webster advised that customers are highly satisfied with the current hotel and have expressed demand for longer accommodation.

- CIr Harle noted the physical inconsistencies of the design of the building with the existing hotel.
   Mr Webster advised that the corrugated iron design was selected to provide a country oasis appeal.
- iii. Clr Hagarty queried the timeline of completion for this project.

Mr Knapp advised that this would depend on the direction of Mr Webster and the board of directors at the company, with addition of the existing planning controls and development applications which can impact timelines.

Manager Planning & Transport Strategy noted that he is open to arranging a discussion in future on a planning proposal for the site.

3.2 Cleanaway Proposed Energy & Resource Recover Centre at Eastern Creek

Mikaela Orme and Jeremy Huynh provided an overview on the proposed Energy & Resource Recover Centre. The highlights were as follows:

- Energy from waste refers to the recovery of residue energy from materials of waste, heat and electricity. This technology is used widely in many European countries such as Germany & France;
- The facility will be taking 500 thousand tonnes of waste from Sydney to convert to energy;
- Best practise procedures have been taken to ensure the proposed project does not present risks to human health;
- The project will provide jobs and economic benefit for Western Sydney. During the 36-month
  construction period, it is estimated that approximately 1800 construction jobs will be created
  and once fully operational, a further 50 jobs will be created to support the growth of the
  industrial hub;
- Environmental benefits of this project include the diversion of waste from landfill, particularly the rot of organic waste that emits methane;
- Two main landfills for Sydney's waste include Lucas Heights and Goulburn which are filling up to capacity and question is made for the next course of action. Recovering energy from waste will become more cost effective compared to sending waste to landfill; and
- Community engagement has been made on this proposal via door knocking, on site education centres and workshops.

#### **Queries & Discussion**

i. CIr Harle noted that the NSW Government has restrictions in place on the burning of certain materials and queried whether usage of items from the red bin are permitted.

Ms Orme advised of a waste policy framework where 25% of waste can be taken from the red bin with a two-bin system, 40% taken with a three-bin system and 100% taken with just food garden and organics.

ii. Clr Rhodes queried how many Council areas are required to make these facilities operational.

Ms Orme advised that the company will be looking to take Council and commercial waste. Contracts will be sourced with Councils to collect a 1000 tonnes per year.

iii. Clr Rhodes noted emissions resulting due to the transportation of waste to the facility.

Mr Huynh advised that a life cycle assessment will be made in future to consider truck movements. Additionally, the destination of the waste will be modified as they are currently transported to Lucas Heights and Goulburn.

iv. Clr Rhodes requested feedback from the presenters on their view to the air pollution in Western Sydney.

Ms Orme assured that Cleanaway will conform to the air quality standards adopted in Europe, in particular, the Industrial Emissions Directive (IED).

v. Clr Hagarty noted that this proposed facility will be in the vicinity of other industrial organisations and queried whether actions will be taken to avoid negative public perception of the company's services, of being akin to others.

Ms Orme advised that community face to face engagement has been made with stakeholders such as door knocking, pop ups at shopping centres, website information and the hosting of the Citizen's Panel.

### 3.3 Public School Infrastructure Plans in Liverpool LGA

Paul Hedge provided an overview on plans for the public-school infrastructure in Liverpool. The highlights were as follows:

- School projections are being assessed through to 2036. This is based on information from the Department of Planning, Industry & Environment (DPIE), namely the population forecast on an LGA basis and the dwelling forecasts across Sydney metro;
- Liverpool Public School is operating at its maximum capacity and is mostly constrained by the open space available and heritage significant zones along Bigge Street;
- A new school has been announced for the Liverpool electorate. The specific location is yet to be identified;
- Planning funding has been announced for the upgrade of Liverpool Boys and Liverpool Girls High Schools;
- Data predictions from DPIE illustrate that the student population will double in the CBD, therefore indicating a service need for additional public-school capacity; and
- Liverpool West Public School is undergoing planning for refurbishment and upgrades.

#### Queries & Discussion

 CIr Shelton queried whether Liverpool Public School may be considered as potential site for sale.

Mr Hedge advised that the school is integral to meeting Liverpool's service needs until 2036. Such a decision is not being made at this point in time. Funds will be allocated for maintenance however no major capital interventions are being made.

#### 3.4 Liverpool City Centre (LCC) Retail Study

Kieran Woolfe presented the summary and findings of the LCC Retail Study. Following the recent zoning changes in the Liverpool CBD to allow mixed use developments, this study acts as a guide for retail development and expanding Liverpool's economy. The highlights were as follows:

- There is a need to have the right tenant combination to avoid lot vacancies and determining what works in each location of the CBD. Retail development should be concentrated on Macquarie Street as the key retail artery in the CBD, with a high level of amenities;
- Significant opportunities exist in hospitality and catalyst developments. Such developments can change the issue of Liverpool's perception in the community; and
- Future retail characters were discussed for the precincts of Westfield, Terminus Street, Macquarie Street South, George Street, Scott Street and Civic/Health.

#### Queries & Discussion

i. CIr Hagarty queried whether this study is aligned with the Liverpool City Centre Public Domain Masterplan.

Senior Officer City Precinct confirmed that consultation had been made internally with multiple departments in relation to this study, as well as external developers such as Westfield and the universities in the CBD.

This study will be circulated to developers as an advisory document. Council's Development Applications (DA) Team will be liaised with to incorporate this study into future DAs for Liverpool.

Manager Planning & Transport Strategy added that there is no need to change the planning controls, however the study does lead to future thinking around changes that may be required over the next few years.

ii. Clr Shelton queried whether any further plans were announced apart from the Macquarie Street Spine, as discussions for Westfield integration with the Liverpool CBD have been continuing for a decade.

Mr Woolfe acknowledged that this is a challenging problem replicated across Sydney. A focus on tenant mixes with food and beverage areas will assist to counter this issue.

Director Property & Commercial Development added that the current DA approved for Westfield consisting of an entertainment precinct will aim to address this issue and integrate with the CBD. Liverpool can also have a point of difference with its own precincts of food and retail offering.

iii. CIr Rhodes added that Liverpool is currently lacking a strong identity and that it would be ideal to encourage uniqueness into Liverpool through innovation and knowledge.

## 3.5 Macarthur FC and the wider community

Gino Marra and Fayssal El Sari presented to the Panel on the Macarthur FC community strategy. The highlights were as follows:

- The sole focus of the club is community and football with memberships and community
  engagement from locations of Bankstown to Wollondilly, Fairfield and Penrith;
- Financial contributors to the club include Campbelltown City Council, Western Sydney University, Walker Corporation and Macarthur Square;
- Engaging with the Liverpool community will be central to the growth of the club. Interests were
  expressed for the club to engage with Liverpool City Council on future programs;
- Research data for southwest Sydney indicated that 40% of children aged between 5 11 are overweight or obese, therefore the club is targeting this demographic;
- · Key pillars include community cohesion, health and wellness and indigenous programs; and
- The club engages with the community, government, research partners and the private sector to shape, review and help deliver their programs.

#### **Queries & Discussion**

i. It was noted that Macarthur FC is partnered with Campbelltown, Camden and Wollondilly Councils. Clr Hagarty queried what programs these Councils are involved with.

It was advised that Campbelltown are involved with school holiday programs, Camden have a festival focus and Wollondilly had previously held two major events.

## 4. STANDING AGENDA ITEMS

#### 4.1 City Economy Update

Manager City Economy provided an update on the city economy for the Q2 2019 quarter. The highlights were as follows:

 885 new jobs were created in the quarter. The unemployment rate had reduced to 4.8% from Q2 2019. Growth in the sectors of community, health, education and construction had led to this result;

- 395 DA's were lodged compared to 240 in Q2 2019, and overall these DA's are worth \$184 million. Council is in the process of working with commercial operators to invest in Liverpool;
- Various companies have opened operations in the LGA such as Calvin Klein at Fashion Spree, CEA at Bringelly and Intertrading at Prestons;
- Events held in Q2 included the New Zealand Delegation Tour of Liverpool and delegations from Enterprise Singapore, Vietnam and Sweden. Liverpool was promoted as an innovation precinct;
- Liverpool was showcased through the Aerotropolis Symposium, therefore promoting the area to foundation partners;
- Invest Liverpool was held at the William Inglis Hotel with 200 investors and developers in attendance. The event focused on why Liverpool is a good business destination. There is demand for commercial operations however there are insufficient anchor tenants. Council will be campaigning over the following twelve months to secure anchor tenants; and
- The New Zealand Health Innovation Trade Delegation will be held on 13 17 March in Auckland.

## 4.2 Major Developments Update

Coordinator Development Assessment provided the major developments update.

- There will be a demolition of existing structures to make way for the construction of a multistorey warehouse complex at 28 Yarrunga Road Prestons. This is subject to approval by the Local Planning Panel;
- The existing structures on 127-129 Flowerdale Road will be demolished with the construction
  of a five-storey residential flat building for affordable housing;
- The Local Planning Panel approved the construction of a new place of public worship and community centre at 135 Eighth Avenue Austral; and
- Proposed expansion to the Westfields at 25 George Street has been recently approved for the construction of a commercial tower and a new entertainment and leisure precinct.

#### Queries & Discussion

i. CIr Harle noted his objection of the proposed development at 127-129 Flowerdale Road with an additional story, as this sets a precedence for other housing of this nature with impact to parking availability.

## 4.3 Planning Proposals

Manager Planning & Transport Strategy circulated copies of the "Current Planning Proposals" document to the Panel. The Councillors were encouraged to submit all queries to himself if required.

It was advised that in relation to the resolution for Warwick Farm, a consultant has been engaged with for the horse training precinct, where a planning proposal and a contributions plan will be developed. Progress updates will be provided through future Strategic Panel meetings.

Council endorsed the Local Strategic Planning Statement (LSPS) in December 2019 with changes. This has been sent to the Greater Sydney Commission for assurance. As soon as a formal correspondence has been received, a report will be submitted to the Councillors.

The Liverpool Local Environment Plan (LEP) is currently with DPIE and Council is waiting for gateway. A response is expected to be received over the coming weeks.

# CLOSE

Meeting closed at 4:55 pm.

This meeting was recorded for minute taking purposes

# MINUTES FROM STRATEGIC PANEL MEETING 9 March 2020

## COUNCILLORS:

Ali Karnib Nathan Hagarty Karress Rhodes Geoff Shelton Tony Hadchiti Peter Harle Deputy Mayor, (Chairperson)

# **EXECUTIVE & COUNCIL STAFF:**

Dr Eddie Jackson Raj Autar Tina Sangiuliano Julie Scott Peter Patterson John Morgan Andrew Stevenson Galavizh Ahmadi Nia George Georgakis Maree Stewart A/CEO Director City Infrastructure & Environment A/Director City Community & Culture A/Director City Economy & Growth Director City Presentation Director Property & Commercial Development Chief Strategy & Engagement Officer Manager Community Development & Planning Manager Council & Executive Services Council & Executive Services

# INVITEES

Rod Pindar Scott Coakes Josh Scharfegger Karinn Marrone

Jo McClellan Brad Billett

# **APOLOGIES:**

Wendy Waller Charishma Kaliyanda Rose Koch John Coffey Lead Architect, Fitzpatrick & Partners Architects Lead Project Manager, Johnstaff Projects Project Director, Health Infrastructure Redevelopment Director, South Western Sydney Local Health District Associate Director, Ethos Urban Associate, Otium Planning

Mayor Councillor Committees Officer Senior Project Director, Health Infrastructure

# OPEN

Meeting opened at 10:02 am

# 1. WELCOME, ATTENDANCE AND APOLOGIES

Deputy Mayor Karnib opened the meeting and noted all apologies.

# 2. DECLARATIONS OF INTEREST

CIr Hagarty declared a non-pecuniary interest later in the meeting during the discussion of item 3.2, as a member of the Western Sydney Migrant Resource Centre. (WSMRC).

# 3. AGENDA ITMES: PRESENTATIONS

#### 3.1 Health Infrastructure Update for Liverpool Hospital

Rod Pindar and Scott Coates provided an overview to the Committee on the high-level ideas and developments of the Liverpool Hospital and the Health and Innovation Precinct Masterplan. Some points from the presentation were as follows:

- Project is about laying down the foundations of a greater innovation precinct focused on health, research and education. The plan which was endorsed by Council has influenced the planning direction;
- Liverpool Hospital is currently divided into western and eastern campuses, with the long-term vision to consolidate into the western campus in order for improved integration with the town centre;
- Major changes are proposed to the hospital in terms of vehicle navigation, such as enlarging the forecourt on the comer of Goulburn and Elizabeth Streets to reinforce as the main entrance to the hospital; and
- The rear of the site at Burnside Drive will be undergoing reconfiguration with an entrance to a
  multistorey car park, access for service, delivery and waste vehicles, as well as a connection
  to the eastern campus. This will ease traffic pressure on main roads in the town centre and
  free up ambulance movement.

#### **Queries & Discussion**

i. Clr Hagarty queried the timeframe on the delivery of this project.

It was advised that the main works are predicted to commence in early 2021. A three year timeframe is allocated each to both the southern and northern portions of the proposed building.

ii. Clr Rhodes noted that there is traffic access on the eastern end of the site that is sealed off and queried if an alternative bridge over the George's River could be considered for additional access to Liverpool Hospital.

It was advised that this would be taken on notice and discussions will be made with the relevant Traffic Engineer.

iii. CIr Hagarty questioned whether a VPA should be raised in this circumstance. It was noted that the innovation precinct will conflict with traffic congestion in the CBD and that more can be done to mitigate these impacts.

Clrs Hadchiti and Rhodes were of the same view.

Acting CEO advised that this issue can be discussed at a future forum involving the innovation precinct.

iv. CIr Hadchiti queried whether Council staff had been involved in the development of the project.

Acting Director City Economy & Growth advised that initial concept designs were brought to Council's Executive Team approximately 2.5 years ago. Over the previous 18 months to date, a series of workshops have been held with various teams across the organisation such as with Traffic and Maintenance Teams, to communicate and provide feedback on this project.

CIr Hadchiti queried whether a VPA was raised in relation to access points along the bridge over Moore Park. He also sought to ascertain whether the Liverpool Hospital had contrary plans prior for the eastern campus and the relevant stakeholders involved.

Action: Acting Director City Economy & Growth to investigate the above information and report back to the Councillors.

v. Clr Harle mentioned that he would like to see traffic studies made by Traffic Engineers for the precinct.

CIr Rhodes noted that this project may implicate upgrades to the Hume Highway, provided this precinct will serve South West Sydney. The existing congestion will be amplified with this decision.

Action: Acting Director City Economy & Growth to arrange a workshop to be held in future with the relevant people involved in the project, to address all concerns raised.

## 3.2 Miller Social Infrastructure Masterplan

Jo McClellan and Brad Billett presented to the Panel on the Social Infrastructure Masterplan for Miller. They discussed the future role, provisions and uses of social infrastructure and open spaces in the area. The highlights were as follows:

- Community and stakeholder consultation is currently in progress to obtain feedback on how they would use this space in Miller; and
- The end goal of this project is to ensure equitable facilities that provide sufficient opportunities for learning and skills development for people without easy access among the general population.

#### Queries & Discussion

i. CIr Hagarty expressed concerns that feedback may not be received from the community of Miller and that consultation with people outside of the 2168 area will assist to draw new populations into the facilities.

Ms McClellan queried for representative groups to contact as part of the consultation process. The Western Sydney Migrant Resource Centre and Core Community Services were mentioned as suitable contacts.

CIr Rhodes noted the difficulties in consulting with aged populations due to barriers with mobility and being entrenched in their social circle. It was recommended that clubs and volunteer organisations ought to be followed that would consist of this demographic.

**ii.** Clr Hagarty queried whether an update was received from the State Government in relation to their proposal of high rise buildings in the Miller precinct. Director Property & Commercial Development confirmed that this plan had ceased in the Masterplan.

Page 3 of 5

**Action:** Director Property & Commercial Development to investigate whether the State Government have plans to proceed with high density developments in the Miller precinct.

#### 4. STANDING AGENDA ITEMS

#### 4.1 Liverpool Civic Place Update

Director Property & Commercial Development advised that the University of Wollongong (UoW) are yet to advise the location of their final campus in the Liverpool CBD.

The Masterplan for Liverpool Civic Place and the early works development application (DA) have been lodged with the determination underway. The Design Excellence Panel will meet in the coming weeks for discussion. The commenced works on site are expected for Q3 to Q4 in 2020.

#### **Queries & Discussion**

i. CIr Hagarty queried whether UoW's response delay would pose issues to site works.

It was advised that Council has authorised to proceed without the presence of the university.

ii. CIr Harle requested for items and issues raised by the Design Excellence Panel to be submitted to Councillors for feedback.

Action: Director Property & Commercial Development to investigate the above.

#### 4.2 City Deal Update

Chief Strategy & Engagement Officer advised that \$2 million had been received for Light Horse Park. The Liveability Fund launch was discussed.

CIr Hagarty advised that engagement was made with the Minister on Liverpool's vision for Light Horse Park, the George's River Plan and community connectivity to the river.

Chief Strategy & Engagement Officer advised the Minister had written to Western Sydney Parkland Councils, seeking a work plan over the coming 18 months as part of the City Deal. The first commitment under the deal is the North-South rail network which plans on this will come to a resolution in the near future. Advanced work is being made with Transport for NSW, in relation to rapid bus routes.

#### Queries & Discussion

i. CIr Hagarty queried how Councils can change the City Deal commitment from a governance perspective. Acting CEO advised that there is scope for improved solutions where needed.

Action: Council to invite Ed Steane, Project Lead on the Fast Corridor, to present to a future Strategic Panel Meeting.

**ii.** CIr Rhodes requested for an additional meeting to be held with Councillors on the City Deal for further collaboration and feedback.

Action: Council to investigate the above.

## 5. GENERAL BUSINESS

## 5.1 LEP Changes for Moorebank

CIr Harle requested for an update from the Greater Sydney West Planning Panel on the LEP changes for Moorebank.

Action: Manager Planning & Transport Strategy to provide a response on the above.

# CLOSE

Meeting closed at 11:50 am.

CTTE 09	Minutes of Budget Review Panel 20 March 2020	
r		
Strategic Direction	Leading through Collaboration	
	Strive for best practice in all Council processes	
Key Policy	Long-Term Financial Plan	
File Ref	089732.2020	
Report By	Earl Paradeza - Senior Management Accountant	
Approved By	Vishwa Nadan - Chief Financial Officer	

# **EXECUTIVE SUMMARY**

The report tables the Minutes of the Budget Review Panel meeting held on 20 March 2020

# RECOMMENDATION

That Council adopts the minutes of the Budget Review Panel meeting held on 20 March 2020

# REPORT

The Minutes of the Budget Review Panel held on 20 March 2020 are attached for the information of Council.

# CONSIDERATIONS

Economic	There are no economic considerations relating to this report
Environment	There are no environment considerations relating to this report
Social	There are no social considerations relating to this report
Civic Leadership	There are no civic leadership considerations relating to this report
Legislative	There are no legislative considerations relating to this report.

# ATTACHMENTS

- 1. Budget Review Panel Minutes 20.03.2020
- 2. Budget Review Meeting Notes 20.02.2020

**COUNCIL DECISION** 

# LIVERPOOL CITY COUNCIL

This meeting was recorded for minute taking purposes

# MINUTES FROM BUDGET REVIEW PANEL 20 March 2020

#### **COUNCILLORS:**

Wendy Waller Geoff Shelton Mazhar Hadid Tony Hadchiti Peter Harle Karress Rhodes Mayor (Chairperson)

# COUNCIL ATTENDEES:

Dr Eddie Jackson George Hampouris David Smith Tina Sangiuliano Raj Autar Peter Patterson John Morgan Andrew Stevenson Elizabeth Espinosa Vishwa Nadan Earl Paradeza Rose Koch

## **APOLOGIES:**

George Georgakis

A/CEO A/Director City Corporate A/Director City Economy & Growth A/Director City Economy & Culture Director City Infrastructure & Environment Director City Presentation Director Property & Commercial Development Chief Strategy & Engagement Officer Manager Governance, Legal & Procurement Chief Financial Officer Senior Management Accountant Committees Officer (Minutes)

Manager Council & Executive Services

# OPEN

Meeting opened at 11:50am

# 1. WELCOME, ATTENDANCE AND APOLOGIES

Mayor Waller declared Clr Hadchiti to chair the meeting on account of technical issues through teleconference.

# 2. DECLARATIONS OF INTEREST

Nil

## 3. MATTERS ARISING FROM PREVIOUS MEETING

The Chief Financial Officer advised that quorum was not identified at the previous Budget Review Panel meeting held on 20 February, 2020. The responses to the questions taken on notice at that meeting were distributed via email on 25 and 26 February.

The meeting notes for the 20 February meeting will be circulated to Councillors along with these minutes.

## 4. DRAFT BUDGET 2020/21

The Chief Financial Officer advised that the current draft budget is almost complete with minor changes to be made. A \$2 million deficit is forecast for the 2020 financial year, however this is subject to change over the coming months due to COVID-19. Financial impacts across Council are being assessed along with support provisions for staff.

Revenue overview was as follows:

- \$143 million is expected to be received from rates and charges;
- A 2.5% increase will be made on user charges. The impact of COVID-19 on development applications (DA's) is yet to be ascertained;
- The Reserve Bank of Australia reduced interest rates by 0.25% on 17 March, which will further impact interest on investment income;
- It is expected that Council will receive \$1.5 million from the Department of Planning, Industry & Environment (DPIE) for the Western Sydney Planning Partnership Office;
- It is projected that \$13 million will be obtained from disposable asset gains, which includes \$10.8 million for the sale of Daruk Park in Casula;

Expenditure overview was as follows:

- An additional \$6 million has been allocated to employee costs with a 2.5% award increase. Full time equivalents have increased to 40 for this year;
- Increases have been seen in domestic waste collection and recycling processing costs. This
  was in line with the increasing number of households. For the 2020/21 year, \$30 million has
  been allocated for DWM and tipping fees;
- Legal costs have increased by 1.9%;
- Depreciation costs increased by \$1.8 million, which reflects the level of capital expenditure made to date; and

• \$3 million provision has been made for write-off relating to road renewal works (non-cash charge).

#### Queries & Discussion

i. Clr Hadchiti flagged that Council had not yet resolved to sell Daruk Park at the Casula Town Centre, and that it is a significant item to include in the budget.

Action: Chief Financial Officer to investigate the above and provide a response to Councillors.

**ii.** The Chief Financial Officer advised that Councillors will be updated during the quarterly review process on the level of DA activity impacted from COVID-19.

CIr Shelton requested for monthly budget updates due to current changes with COVID-19.

The Chief Financial Officer advised that this can be arranged. A/Director City Corporate added that provided there is an understanding of the key variables impacting on revenue streams and expenditures, that this can be communicated to the Councillors.

Mayor Waller queried whether Council will have the resources to facilitate monthly reporting.

Chief Financial Officer assured that a high level reporting estimate can be made, however the details will not be provided.

Acting CEO advised that Councillors will be informed as such, under best practice.

Action: Council staff to take action on the above.

 CIr Shelton queried whether provisions for contingencies are in the existing budget for COVID-19, specifically in relation to staff labor costs and whether these provisions are useful at this stage.

The Chief Financial Officer advised that there is \$500,000 from the CEO's contingency and that budgetary impacts due to COVID-19 are unknown.

A/Director City Corporate advised that staff will need to explore the probability factors, however the level of uncertainty is high at present.

CIr Shelton recommended that the CEO's contingency should be earmarked for COVID-19.

Mayor Waller advised that it's best to be cautious in this regard.

CIr Hagarty advised that the Federal and State Governments have called on a freeze for fees and charges over the coming 12 months, and that this should be included in the modelling.

**Action:** A/Director City Corporate and Chief Financial Officer to investigate the above and provide a response to Councillors.

iv. The Chief Financial Officer sought to ascertain whether another draft budget shall be put forward to Councillors.

Clr Hadchiti agreed that an updated budget be distributed to Council for consideration.

Acting CEO advised that Council ought to do further background work on generosity for user fees and charges, as Council's financial position should not be undermined as a general principle. It was advised that further information on this can be provided.

Action: Staff to investigate on the above.

A/Director City Corporate noted that incorporating varying scenarios into the budget is not ideal, and recommended to report varying scenarios in the budget along with business rationale explanations as a separate document. Any decisions and impacts made can then be presented to Council.

The Chief Financial Officer advised that these conversations be held outside the budget.

Action: Councillor Briefing session to be brought forward two weeks before the April Council meeting, to incorporate the Councillor's feedback for the budget – OR an additional briefing to be held in relation to an updated draft budget.

v. Clr Hagarty requested for numbers over the previous 3 to 4 years of how legal costs have reduced per quarter and how the numbers in the team have increased.

Action: Manager Governance, Legal & Procurement and the Chief Financial Officer to provide Councillors the above information.

## 5. DRAFT CAPITAL EXPENDITURE 2020/21

Director City Infrastructure & Environment provided an overview on the proposed Capital Works Program and the strategies in maintaining infrastructure capital.

- \$43 million has been allocated for the renewal of assets to improve performance and service levels;
- \$50 million has been allocated for the provision of new assets to support growth and demand;
- New amenities buildings will be provided at Cirillo, Stante and Ernie Smith Reserves, with an allocation of \$1.2 million for additional works at Ernie Smith such as provision of a fully inclusive playground and carpark improvements;
- Over \$7 million has been allocated for a range of upgrades and improvements to Council's
  vast portfolio of buildings including heritage restoration works, necessary improvements to
  aquatic and leisure centres, and renewal and upgrades to community facilities.
- Drainage basins will be provided to attenuate and manage flooding to enable release of areas for housing development in Edmondson Park and Austral;
- A \$10 million grant was provided by the State Government as part of the Western Sydney Infrastructure Plan to upgrade roads such as Governor Macquarie Drive and Newbridge Road.

## Queries & Discussion

i. Clr Shelton queried whether the heritage listed building of Rosebank, will be classified to have either one of heritage building improvements or community facilities improvements. He also sought to ascertain the damages that were resulted to the roof at Rosebank.

Director City Infrastructure & Environment advised that it is being used as a community facility.

Action: Council staff to provide a complete list of buildings on the heritage register to Councillors.

Action: Council staff to assess damages to Rosebank and whether repair works are required.

Update: A memo outlining recent and planned works to all heritage buildings, including Rosebank Cottage, will be provided to Councillors.

## 6. GENERAL BUSINESS

## 6.1 Whitlam Centre Upgrades

CIr Rhodes raised issues that were put forward by constituents regarding the Whitlam Centre for sound proofing/acoustics, electricity supply and upgrades to the exhibition hall. It was queried as to whether these are being addressed.

Director City Infrastructure & Environment advised that these are included in long term program of upgrade works. An acoustics consultant will be engaged to address this issue with a report to be presented to Council.

CIr Rhodes requested that acoustic issues within our community halls be included in the report.

Action: Director City Infrastructure & Environment to investigate the above.

Update: Council will undertake further investigations to identify facilities that require acoustic/sound proofing works and will provide a further report to Councillors.

#### 6.2 Ramps at Aquatic Centres

Mayor Waller requested for ramps to be installed, and not stairs, for future swimming and heating pools to assist the people in the community to improve their mobility.

Action: Director City Infrastructure & Environment to investigate the above.

Update: This action is noted for inclusion in future designs for the construction of such facilities.

# CLOSE

Meeting closed at 1:20 pm.

This meeting was recorded for note taking purposes

# MEETING NOTES FROM BUDGET REVIEW PANEL MEETING

#### 20 February 2020

#### COUNCILLORS:

Nathan Hagarty Mazhar Hadid Tony Hadchiti Peter Harle Karress Rhodes

#### **COUNCIL ATTENDEES:**

Tim Moore Raj Autar Dr Eddie Jackson Peter Patterson Tina Sanguiliano Andrew Stevenson Vishwa Nadan Earl Paradeza George Georgakis Rose Koch

#### **APOLOGIES:**

Wendy Waller Ali Karnib Geoff Shelton Charishma Kaliyanda Councillor, Acting Chairperson Councillor Councillor Councillor Councillor

Acting CEO / Director City Economy & Growth Director City Infrastructure & Environment Director City Community & Culture Director City Presentation Special Projects Officer Chief Strategy & Engagement Officer Chief Financial Officer Senior Management Accountant Manager Council & Executive Services Committees Officer (Meeting Notes)

Mayor Deputy Mayor Councillor Councillor

#### **OPEN**

Meeting opened at 4:35 pm

#### 1. WELCOME, ATTENDANCE AND APOLOGIES

CIr Hagarty opened the meeting and confirmed all apologies.

#### 2. DECLARATIONS OF INTEREST

Nil

#### 3. MATTERS ARISING FROM PREVIOUS MINUTES

The Chief Financial Officer advised that all questions taken on notice from the previous Budget Review Panel meeting held on 14 November 2019, were answered in the 28 November and 5 December 2019 CEO Updates.

CIr Hadchiti requested for a separate email detailing the answers to questions taken on notice at Committees to be submitted to the Councillors.

**Action:** Manager Council & Executive Services to arrange separate emails to be submitted to the Councillors detailing answers to questions taken on notice at Councillor Briefing Sessions and the Budget Review Panel, Strategic Panel and Council meetings.

#### 4. OPERATING BUDGET FORECAST TO JUNE 2020

The Chief Financial Officer provided an overview on this.

Council had budgeted for a \$2.177 million deficit to the projected net operating result before capital grants and contributions for year ending 30 June 2020. Upon review at end of Q2, the projected result is slightly better than the budget, at a deficit of \$2.026 million.

#### The key budget variations & assumptions were as follows:

- An expected ex gratia payment of \$2.2 million from the Moorebank Intermodal Company (MIC) will be received by 30 June 2020;
- Works for asbestos remediation at BMX Trail (Powell Park) following further investigations will
  not be completed by June 2020, therefore the budgeted expenditure of \$2.2m and \$1.8m
  recovery of costs from the Liverpool Catholic Club has been reversed. The remediation cost
  estimate is now revised down to \$1m and will be included in the 2020/21 budget;
- There is an expected decline of \$1 million in interest revenue;
- Allocation has been made for \$276,000 borrowing cost for Bernera Road, Prestons;
- Funding of \$250,000 has been allocated for the Warwick Farm Development Structure Plan;
- As part of the audit requirement, a re-assessment of Liverpool Civic Place costs incurred to date was made and \$245k has been identified as sunk mainly in consultancy for redesign works following changes to the Local Environment Plan (LEP); and
- A \$5 million provision has been made for asbestos remediation. The expenditure is predicted to not exceed this with no impact to the budget;

#### Capital expenditure overview:

Projected expenditure on Council's Capital Works Program is \$1.2 million lower than budget;

- Projects carried over from 2018/19 include \$4.6 million for civil, buildings, open space construction and technical support. Additionally, \$4 million was carried over for the acquisition of 3 Hoxton Park Road;
- \$3.2 million has been allocated for final land acquisition and road works for the Bernera Road extension and \$1.7 million is allocated for the acquisition of Basin 19; and
- Projects deferred to 2020/21 include the \$14.9 million for Lurnea Community Hub, \$4 million for construction of Cirilo sports field and \$3.6 million for Georges River Foot Bridge at Voyager Point.

#### Queries & Discussion

i. CIr Hagarty requested a breakdown of the initial sunk costs for Civic Place, equating to \$245,000. He also queried the reasoning as to why these costs were incurred. This query was taken on notice.

Update: The following email response was provided to the Councillors:

The initial Masterplan DA lodged in December 2016 for Liverpool Civic Place was for a site of approximately 5,630 square meters. Subsequent to the Masterplan being lodged, Council purchased the adjoining land on Scott Street (a vacant lot and sports store) to accommodate, amongst other things, access requirements off Scott Street and an expanded University of Wollongong space requirement. Therefore, a revised Masterplan had to be designed and documented to reflect these changes. The initial Masterplan design component had now become redundant and the costs associated with the initial design and documentation became sunk costs.

ii. Clr Hagarty queried whether asbestos remediation works to parks in recent months was included in the \$5 million provisions.

Page 4 of the Budget Review agenda was referenced which stated that "Year to date spend on asbestos remediation is \$1.4 million". The Chief Financial Officer advised that asbestos remediation works to a value of \$5 million can be sustained without impact on current budget projections.

**iii.** CIr Hadchiti queried the impact of temporary staff at the Liverpool Animal Shelter during the closure period. Director City Economy & Growth advised that staff contracts are aligned with the closure of the shelter.

CIr Hadchiti was of the view that the 2020/21 budget would have taken into account of these contract expirations and queried the reasoning for the added \$121,000 allocation. Director City Economy & Growth advised that some staff with expertise in animal handling will be retained and part of the transition to the Blacktown facility is to increase staff in this field. It was confirmed that no redundancies will result from these changes.

iv. CIr Hadchiti sought to ascertain whether the cost of new parking meters are new costs or whether these were paid previously.

Clr Hagarty confirmed that these were existing costs and this was to upgrade the software. Director City Economy & Growth advised that maintenance costs are included on a regular basis.

v. Clr Hadchiti queried when Council will expect to receive the ex gratia payment from MIC.

The Chief Financial Officer advised that Council does not have a signed contract with MIC, therefore the payment is not bound by legislation.

vi. The Chief Financial Officer advised that Council is waiting to obtain legal advice in relation to the financial implications of Council's contract with the Blacktown Animal Shelter. It was noted that this will be circulated.

Update: This information has been circulated to the Councillors and is treated as confidential.

#### 5. BUDGET ASSUMPTIONS 2020/21

This item was discussed toward the end of the meeting but has been brought forward for consistency.

The Chief Financial Officer provided the following summary:

- Rates revenue will increase by 2.6% as determined by the Independent Pricing and Regulatory Tribunal (IPART); and
- A draft budget will be made available and sent to Council in April. It will be on public exhibition
  in May and will be adopted in June.

Action: A Budget Review meeting to be arranged with sufficient time prior to public exhibition of the 2020/21 draft budget for Councillors to provide feedback.

#### 6. CAPITAL EXPENDITURE 2019/20 STATUS REPORT

Director City Infrastructure & Environment provided an overview of the infrastructure capital works program for November 2019 to January 2020. The relevant reports can be accessed in the Budget Review Panel Agenda for this meeting.

The highlights were as follows:

- In December 2019, a comprehensive review was made of the capital works program, which
  was driven primarily by updated cashflow forecasts from major contractors and estimated
  programs on some of the major tenders;
- Recent heavy rainfall had impacted the scheduled site works at the Crillio Sporting Facility at Middleton Grange and Mc Girr Park in Miller. It will take approximately one or two weeks for the saturated ground conditions to dry in order to commence works and undertake asbestos remediation;
- Waterplay equipment is being fabricated in Canada for Stante Reserve in Middleton Grange and is expected to be installed by June 2020;
- A contractor is about to be appointed for the design of shared path at Middleton Drive with design works estimated to begin in March/April;
- There are delays to the land acquisition process for the Edmondson Park Detention Basin and this continues to push out project timelines; and
- Tenders recently closed for the Lurnea Community Hub and a report will be presented to the March Council meeting for a recommendation of a contractor.

#### **Queries & Discussion**

 Director City Infrastructure & Environment explained that due to an internal error, annual budgets have been reported for the environment sustainability projects (energy and water savings as well as resource recovery) instead of the YTD expenditures.

Action: Council staff to resolve the error as stated above and for the updated document to be uploaded to the Councillors Intranet.

ii. Clr Hadchiti queried whether there are lessons to be learnt from the February 2020 floods. Director City Infrastructure & Environment advised that the Bureau of Meteorology had predicted heavy flooding of close to 1% AEP within Moorebank areas from Georges River. However, the actual flood levels were much lower than predicted, and closer to 1 in 20 event.

He advised that the flood water marks were being surveyed across the LGA to determine the actual flood levels, which will enable Council's own flood forecasting information and maps to be validated. A report will be presented once all relevant information had been collated and analysed.

Director City Infrastructure & Environment also advised that Council staff were assessing infrastructure damages arising from these floods and a report will be submitted to Council with estimated costs and program for repair works.

iii. Director City Infrastructure & Environment noted that six monthly reports will now be presented to Council on asbestos remediation works. He illustrated how the number of contaminated sites had rapidly grown from 21 in 2016 to 74 in September 2019, and its corresponding cost implications.

He explained that the extensive asbestos contamination was due to legacy insitu asbestos and the LGA-wide illegal dumping.

iv. CIr Hagarty queried whether the remediation works for the Crillio Sporting Facility and McGirr Park Tennis Courts were factored into the project timelines and budget.

Director City Infrastructure & Environment advised that the full extent of some of the asbestos contamination was not known until very close to project commencement. He acknowledged CIr Hagarty's advice that appropriate contingencies need to be built into these projects in view of legacy asbestos issues.

v. Clr Hadchiti queried whether an opportunity exists to remove the dirt at Stante Reserve.

Director City Infrastructure & Environment advised that the dirt is fill material stockpiled for reuse at the adjoining Cirillo Reserve redevelopment works.

vi. Clr Hadchiti queried whether the Casula Powerhouse Arts Centre (CPAC) upgrade for LED lighting was endorsed by Council and whether it was identified in the 2019/20 budget.

Director City Infrastructure & Environment confirmed that this was indeed the case.

Action: Council staff to provide a detailed overview of projects for CPAC and the financial breakdown of upgrades for the next budget review.

vii. CIr Harle expressed safety concerns with regards to narrow paved footpaths on grass verges within the city centre. He highlighted an example at the corner of Campbell and Bigge Streets.

Director City Infrastructure & Environment advised that in high pedestrian zones such as the city centre, the footpath normally would be provided for the full width of the available nature strip and paved in granite or exposed aggregate. He will investigate to see if any interim paving treatments, such as asphalt, are required to address the immediate safety concerns.

#### 7. GENERAL BUSINESS

6.1 Definition Sunk Costs

CIr Rhodes queried the definition of "sunk costs".

The Chief Financial Officer clarified that this refers to the initial expenditure incurred on a project that requires design changes for instance and further expenditure. The initial costs are deemed as "sunk costs".

#### 6.2 Industrial Estate at Stuart Road

CIr Hadchiti advised that Western Sydney Parklands are working on a new industrial estate at Bringelly, Cowpasture and Stuart Roads and that there is a clear lack of kerb and guttering on site.

Concerns were expressed that Stewart Road between Cowpasture and Bringelly Roads is lacking this infrastructure and Clr Hadchiti queried whether Council is able to retrieve costs from the developers for these works to be undertaken.

Director City Economy & Growth took this on notice.

Update: An email response was provided to all Councillors.

The Bringelly Road Business Hub development is a State Significant Development Application approved by the Department of Planning (SSD 6324).

Stuart Road is outside the development site and does not form part of the development and therefore is not required to be upgraded as part of the development.

In response to community submissions a specific condition (A11) prevents vehicle access, other than emergency vehicles, from Stuart Road.

The site is accessed by a new internal road off Bringelly Road. A copy of the approval and plans can be viewed by visiting the Department of Planning's website: <u>https://www.planningportal.nsw.gov.au/major-projects/project/3426</u>

# CLOSE

Meeting closed at 5:39 pm.

QWN 01	Question with Notice - Clr Balloot - Cyber Security and Operating Expenditure
Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	065430.2020

## **QUESTION WITH NOTICE**

Please address the following:

- 1. Does Liverpool council have its cyber security policies up to date to meet the current cyber security threats?
- 2. Does Liverpool council have its IT policy for security and disaster recovery in place to meet the challenges in 2020 and beyond?
- 3. Please advise if Liverpool council operating expenditure exceeds their operating revenue for 2020?

#### Response

1. Does Liverpool council have its cyber security policies up to date to meet the current cyber security threats?

Liverpool City Council's Cyber Security Standard was developed and implemented in December 2019. This is an important component in Council's overall approach to manage cyber security threats across the organisation. The standard is designed to ensure Council is resilient, current and emerging risks are appropriately managed, mitigated and monitored and a level of expectation is established. Council has an extensive project list geared around cyber security which is led by the IT Business Unit such as;

- complying with the ASD 8 which has been developed by the ACSC Australian Cyber Security Centre <u>https://www.cyber.gov.au/publications/essential-eight-maturity-model</u>
- Upgrading of councils Firewalls which is currently being implemented with all the latest features
- Adoption of Multifactor Authentication
- Security patching of all councils' systems

- Annual Testing (which is currently being conducted)
  - Vulnerability Scanning of internal network
  - External Penetration testing
  - Internal penetration testing
- Ensuring correct user permissions and delegations by auditing user access of corporate systems on a regular basis.
- Running phishing campaigns across council
- User awareness training programs
- Keeping logs of cyber security threats
- Upgrading councils Email security
- Council system backups (Daily backups)
- We are also register with the Cyber Security advisory board.

Attached is an extract from the "Report on Local Government 2019" by the NSW Audit Office which was published in March 2020 (Pages 41 to 46). As shown in this extract, Council is well positioned and has a mature cyber security framework when compared to its peers in the Local Government Sector. Council's program of works ensures that it keeps up to date with best practice and to protect the integrity of Council's data and information.

# 2. Does Liverpool council have its IT policy for security and disaster recovery in place to meet the challenges in 2020 and beyond?

Council has a Disaster Recovery Plan (DRP) which aligns with Council's BCP (Business Continuity Plan). The DRP was revised in October 2019. As part of this revision, the DRP was submitted to ARIC and subsequently endorsed prior to being finalised.

At a high level, the scope of the DRP is based on 2 possible scenarios for System Recovery:

- A catastrophic failure and/or unavailability of the entire production Virtual Datacentre infrastructure. This includes loss of power and access to the datacentre and its main buildings for a prolonged period of time.
- A system specific failure that would result in data loss if restored from a previous backup and the impact caused by the recovery time if data needs to be restored from backup Disks or Tapes.

This DRP details disaster recovery plans for various systems and infrastructure. For instance, there is a DRP for each core application. The DRP does not replace the need for having a

backup solution, but instead complements it by providing the ability to quickly recovery systems in the scenario of a data backup failure.

Council is committed to peer reviewing this towards the end of the calendar year to ensure it is up to date and all risks and best practices are considered.

Council IT, as part of Audit Office requirements and internal best practice assessments, conduct on a cyclical basis, auditing of user permissions and access to core application and IT Systems. This is to ensure appropriate permissions and access along with maintaining data integrity.

# 3. Please advise if Liverpool council operating expenditure exceeds their operating revenue for 2020?

The OLG Code of Accounting Practice and Financial Reporting requires Councils to include in its audited annual statements performance matrices, including "operating performance ratio" which measures the extent to which Council has succeeded in containing operating expenditure within operating revenue. The benchmark is greater than 0%.

Actual	Actual	Actual	Actual	Original	Revised	Forecast
2015/16	2016/17	2017/18	2018/19	Budget 2019/20	Budget 2019/20	Post- Covid19
				2010/20	2010/20	2019/20
-2.63%	2.40%	5.43%	6.39%	-4.07%	-4.01%	-4.92%

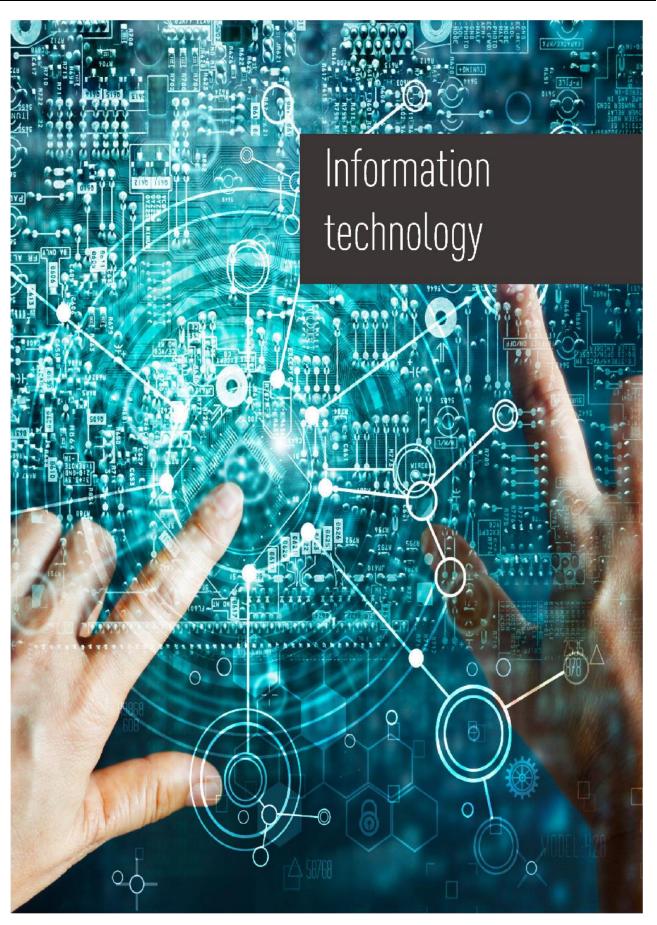
Table below provided historical and projected results for 2019/20:

The negative result in 2015/16 is due to significant expenditure on asbestos waste remediation.

# ATTACHMENTS

1. Extract from the "Report on Local Government 2019" by the NSW Audit Office which was published in March 2020 (Pages 41 to 46).

Question with Notice - Clr Balloot - Cyber Security and Operating Expenditure Extract from the "Report on Local Government 2019" by the NSW Audit Office which was published in March 2020 (Pages 41 to 46).



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# 4. Information technology

Councils rely on information technology (IT) to deliver services and manage information. While IT delivers considerable benefits, it also presents risks that council needs to address.

In prior years, we reported that councils need to improve IT governance and controls to manage key financial systems. This chapter outlines the progress made by councils in the management of key IT risks and controls, with an added focus on cyber security.

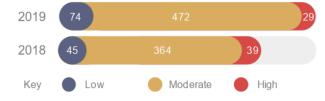
#### Section highlights

- We continue to report deficiencies in information technology controls, particularly around user access management. These controls are key to ensuring IT systems are protected from inappropriate access and misuse.
- Many councils do not have IT policies and procedures and others do not identify, monitor or report on IT risks.
- Cyber security management requires improvement, with some basic elements of governance not yet in place for many councils.

# 4.1 High risk issues

Our audits identified 575 issues related to information technology (2017–18: 448 issues). Sixty-eight per cent related to user access management (2017–18: 60 per cent).

While the total number of IT control deficiencies reported in our management letters has increased compared with the prior year, the total number of high risk issues have decreased.



Source: Interim and final management letters for 30 June 2019 and 30 June 2018 audits.

	Number of IT high risk issues	П policies and procedures	IT risk management	User access management	Segregation of duties conflict	Privileged user access	Password configuration	System implementation
Bayside Council*	4			8		8	8	8
Bellingen Shire Council	3	•						
Blue Mountains City Council	1					8		
Fairfield City Council	1					8		
Greater Hume Shire Council	1					8		
Hay Shire Council	2	8				8		
Hilltops Council	1	•						
Lake Macquarie City Council	4	•		Θ			8	8
Liverpool Plains Shire Council	2			•				
Maitland City Council	2	•	8		8			
Murrumbidgee Council	1	Θ						
Newcastle City Council	1	•	•					
Port Stephens Council	4	•	•		8			8
Uralla Shire Council	1					8		
Woollahra Municipal Council	1				8	8		

High risk issues were reported at the following councils which related to one or more IT processes:

\* The high risk issues relate to the 2017–18 audit of Bayside Council. The audit opinion for the 2018–19 audit was disclaimed, and an IT management letter was not issued.

Source: Interim and final management letters for 30 June 2019 audits.

The high-risk issues above are related to:

- lack of key IT policies and procedures
- lack or minimal IT risk management activities
- user access reviews over key financial systems not performed
- shared user accounts
- segregation of duties not properly enforced in the key financial systems
- privileged user access not being adequately restricted and monitored to identify suspicious or unauthorised activity
- weak password configurations
- system implementation with missing documentation, sign offs and unresolved defects.

Overall IT control deficiencies identified in 30 June 2019 audits can be grouped into the following areas:

IT governance

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- IT general controls, including user access management, program change management, disaster recovery planning
- cyber security management.

We provide further commentary on each of these areas below.

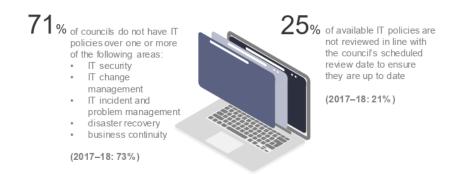
# 4.2 IT governance

IT governance provides a structure to enable councils to effectively manage their IT risks and ensure associated activities are aligned to achieve their objectives.

#### IT policies are not formalised or kept up-to-date

It is important that key IT policies are formalised and regularly reviewed to ensure emerging risks are considered and policies are reflective of changes to the IT environment. Lack of formal IT policies and procedures may result in inconsistent and inappropriate practices and an increased likelihood of inappropriate access to key systems.

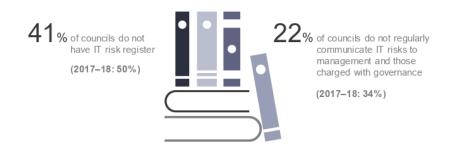
There has not been much improvement in councils formalising their IT policies and ensuring they are regularly reviewed.



#### More councils are identifying, monitoring and reporting IT risks

Councils should identify and communicate risks arising from the use of IT to those charged with governance, so they are aware of the risks and able to respond appropriately within an acceptable timeframe.

More councils are identifying, monitoring and reporting on IT risks.



### 4.3 IT general controls

IT general controls are the procedures and activities designed to ensure confidentiality and integrity of systems and data. These controls underpin the integrity of financial reporting.

Our financial audits involved the review of IT general controls relating to key financial systems supporting the preparation of council's financial statements, addressing:

- user access management
- privileged user access restriction and monitoring
- system software acquisition, change and maintenance
- disaster recovery planning.

We did not review all council IT systems. For example, IT systems used to support service delivery are generally outside the scope of our financial audit. However, councils should consider the relevance of our findings below to these systems.

#### User access management

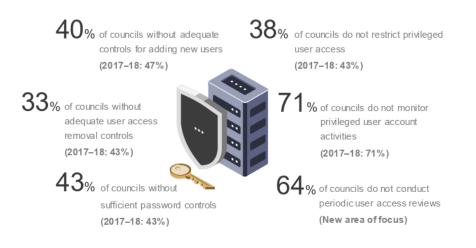
#### User access management of IT systems is improving

Information technology is essential to how councils deliver services. While IT can improve service delivery, the growing dependency on technology means councils face risks of unauthorised access and misuse.

Key areas of effective user access management are:

- appropriate approvals for new access, and changes of access to IT systems
- timely removal of access to IT systems
- strong password controls to avoid user access being compromised
- periodic user access review to identify any inappropriate access
- restriction of privileged access to appropriate staff
- monitoring of privileged access activities.

The councils have improved their access management processes. However, further improvements are required for monitoring of privileged user account activities and periodic user access reviews.



#### Program change management

Controls over IT system changes need to improve

Changes to IT programs and related infrastructure components need to be authorised prior to implementation. This ensures changes are appropriate and in line with business requirements.

Weak system change controls expose councils to the risk of:

- unauthorised and/or inaccurate changes to systems or programs
- issues with data accuracy and integrity
- unintended changes to how programs process or report information
- errors in financial reporting.

Councils have not improved their change management controls over IT systems compared with the prior year.

36% of councils do not have segregation of duties between the developer and the implementer of the change (2017-18:36%)



33% of councils are implementing changes to systems without appropriate approval (2017-18:23%)



#### Disaster recovery planning

#### Disaster recovery planning and testing need to improve

Disaster recovery planning (DRP) helps councils to minimise the disruption to operations in the event of a major systems outage or other disaster. Without detailed analysis and planning, councils may not be able to predict the impact of disruption, identify maximum tolerable outages, or successfully recover critical systems in the event of a disaster.

Some councils do not have an adequate and current DRP.





28% of councils with formal DRP have not recently reviewed it



55% of councils with formal DRP have not tested the plan with sufficient regularity



## 4.4 Cyber security management

#### Council's response to cyber security risks can improve

At a State Government level, the NSW Cyber Security Policy states that 'strong cyber security is an important component of the NSW Digital Government Strategy. The term cyber security covers all measures used to protect systems and information processed, stored or communicated on these systems from compromise of confidentiality, integrity and availability'. While there is currently no requirement for councils to comply with the State Government's cyber security policy, councils may find it useful to refer to the policy for further guidance.

#### Recommendation

The Office of Local Government within the Department of Planning, Industry and Environment should develop a cyber security policy by 30 June 2021 to ensure a consistent response to cyber security risks across councils.

Poor management of cyber security can expose councils to a broad range of risks, including financial loss, reputational damage and data breaches. The potential impacts may include:

- · theft of corporate and financial information and intellectual property
- theft of money

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- denial of service
- destruction of data
- costs of repairing affected systems, networks and devices
- legal fees and/or legal action from losses arising from denial-of-service attacks causing system downtime in critical systems
- third-party losses when personal information stored on government systems is used for criminal purposes.

We performed a high-level assessment to determine whether councils have the basic governance and internal controls to manage cyber security.



Councils' cyber security management requires improvement, as most councils are yet to implement the basic elements of governance, such as a cyber security policy or framework. This will continue to be an area of focus, with an upcoming performance audit planned on cyber security post 30 June 2020.

	<b>Question with Notice - Clr Balloot - Forum -</b>			
QWN 02	National Redress Scheme of survivors of			
	institutional child sexual abuse			
Strategic Direction	Creating Connection			
	Create a dynamic, inclusive environment, including programs to support healthy living			
File Ref	065448.2020			

## **QUESTION WITH NOTICE**

Please address the following:

On Thursday 5th of March I attended the special briefing by New South Wales Attorney General the Honorable Mark Speakman regarding the National redress scheme is part of the federal government response to the royal commission into institutional responses to child sexual abuse.

Council, and Mayors specifically, have new obligations under these reforms, which the state government has committed to.

While historically cases of child abuse in councils and council-run institutions are expected to be rare, councils were signed up to the national redress scheme by the New South Wales government, which will underwrite any financial liability.

Does Liverpool council have a policy on child sexual abuse?

#### Response

The Children's Guardian Act was passed on 21 November 2019 to implement the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Under this Act, there are legal statutory requirements for all councils including:

- Implementing the Royal Commission's 10 Child Safe Standards;
- The development of a Child Protection Policy that covers all Council departments;
- A working group to consider and embed child safe practices across Council; and
- A designated Child Safety Officer position/s from existing staff profiles to carry out the functions requiring regulatory compliance.

The Community Development and Planning team are leading Council's implementation of the Children's Guardian Act requirements, including the drafting of a Child Protection Policy.

In accordance with the statutory requirements of the Act, Council has established a Child Safe Working Group. This working group includes representatives from each directorate and is leading the development of a Child Protection Policy. Although not all Council staff work directly with children, the child safe practices include measures for upholding children's rights. These include: children's participation in decisions that affect them; and ensuring anyone working with children in any capacity understands the child's rights, child protection, safety and wellbeing. Some of the practical implications for Council include Council events, activities, surveys, workshops, community engagement, school engagement, recruitment of staff, ethical procurement (not using companies implemented in child exploitation) and competitions.

Council will be provided with regular updates of the implementation of the Children's Guardian Act requirements.

## ATTACHMENTS

Nil

QWN 03	Question with Notice - Clr Balloot - Coronavirus (COVID-19)
Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	065466.2020

## **QUESTION WITH NOTICE**

Please address the following:

We have over 100 Coronavirus cases confirmed in Australia, including three deaths up-todate (11 March 2020).

We have 54 Confirmed cases in NSW up to date (11 March 2020).

What measures is Council taking to ensure the safety of our staff and residents from the spread of Coronavirus?

What measures is Council taking to ensure to the support of small business in our LGA?

#### Response

Council has undertaken extensive work to ensure the safety of our staff and residents from the spread of coronavirus. All staff who are able to are working from home; teams have been split to ensure business continuity; and additional safety precautions implemented on continuing worksites, including City Presentation. Regular and continuing updates on Council's response, as well as Federal and NSW Government safety advice, have been communicated with residents. Councillors were provided with an extensive briefing by Council staff on Thursday 2 April and Wednesday 8 April. A comprehensive package of 19 initiatives was then endorsed by Councillors at an Extraordinary Council meeting on 16 April.

## ATTACHMENTS

Nil

QWN 04	<b>Question with Notice - Clr Hagarty - Brontos</b>		
Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population		
File Ref	067198.2020		

### **QUESTION WITH NOTICE**

Please address the following:

# Previously the nearest Brontos were located at St Andrews and Parramatta. Is this still the case?

Fire & Rescue NSW have informed Council that St Andrews does not have a Bronto but Parramatta does. They have also advised that if there is a fire at Liverpool it would be serviced by the Bronto at Parramatta.

Attached is a letter from the Minister for Police and Emergency Services to the Mayor dated 3 August from 2018 concerning the location of the Bronto.

## ATTACHMENTS

1. Response letter from Minister for Police and Minister for Emergency Services



Office of The Hon Troy Grant MP Minister for Police

Minister for Emergency Services

Councillor Wendy Waller Mayor Liverpool City Council Locked Bag 7064 LIVERPOOL BC NSW 1871 Via email to Icc@liverpool.nsw.gov.au IM18/16919 MIN18/001451

3 AUG 2018

Dear Mayor

Thank you for your letter to the Minister for Emergency Services, the Hon Troy Grant MP, concerning the status of the Parramatta aerial ladder platform appliance, commonly referred to as a "Bronto". The Minister has asked me to respond on his behalf.

I have been advised that the Parramatta aerial ladder platform went back into service on Friday 6 July 2018. During the period it was being repaired, Fire & Rescue NSW (FRNSW) secured the use of an aerial ladder platform from the Metropolitan Fire Brigade in Victoria which was stationed at Parramatta.

FNRSW has a network of 22 aerial appliances across the state, increasing to 25 with new funding in this budget. FRNSW has a responsibility to all communities within New South Wales and locates its firefighting fleet and appliances according to a comprehensive capability and risk assessment. Appliances are deployed after assessing community need and risk, and appliances in the network can be moved and deployed as circumstances change and new issues arise. I understand placing an aerial ladder platform in the Liverpool area may occur in the future should the ongoing assessment recommend doing so.

If you require further information, please contact Robert Murray, Area Commander of Metropolitan West Region via email at <u>Robert.Murray@fire.nsw.gov.au</u> or on mobile telephone number 0417 210 817.

Thank you for taking the time to write to the Minister on this issue.

Yours sincerely

The Hon David Clarke MLC Parliamentary Secretary for Justice

QWN 05	Question with Notice - Clr Shelton - Event Cancellations
Strategic Direction	Creating Connection Deliver a range of community events and activities
File Ref	069301.2020

# **QUESTION WITH NOTICE**

Please provide:

- i. A list of all Council events cancelled or postponed over the *last* twelve months due to extreme weather events;
- ii. A list of all Council events cancelled or postponed over the *preceding* twelve months due to extreme weather events; and
- iii. An estimate as to the costs arising from item (i).

#### Response

A list of all Council events cancelled or postponed over the <i>last</i> twelve months due to extreme weather events	An estimate as to the costs arising from item (i).	A list of all Council events cancelled or postponed over the <i>preceding</i> twelve months due to extreme weather events
Major Events		
No major events have been cancelled due to extreme weather events in the last twelve months (March 2019 - March 2020). • The NYE pyrotechnics display was cancelled, but the event proceeded.	Cost to Council was the \$15,000 forfeited deposit, and a credit was issued for the pyrotechnic product to use at a future event.	In the preceding 12 months (March 2018 - March 2019) no Major Events were cancelled due to extreme weather events, and all events were executed in full.



## ORDINARY MEETING 29 APRIL 2020 QUESTIONS WITH NOTICE

•	Movies in the Mall 4 October – Wind	\$123.60	None
•	Movies in the Mall 4 December – Smoke	No cost	
•	Love Livo Nights 5 March – Heavy rain	Still in cancellation process current costs \$1343.32	
•	Love Livo Nights 5 December – Postponed to January due to smoke	Cancellation cost was \$3146.75	
Libi	rary & Museum Services		
• Hig	Outdoor Cinema 2001: A Space Odyssey (One Small Step Moon Landing exhibition) h wind weather forecast	Cost to Council was \$2,032.00. Hired furniture, heaters, barriers, toilets had been delivered onsite from Pillingers Hiring Service.	None
	Outdoor Cinema The Dish (One Small Step Moon Landing exhibition) cided not to proceed due to	Cost to Council was the \$312.75 for security	
<u> </u>	ential weather risk	anning	
•	nmunity Development and Pl Stop DV Day (6 December 2019). Postponed due to smoke	Council provided a \$10,000 Corporate Sponsorship Grant for this project. The group has been granted an extension of the funding to deliver the event at a later stage.	None
•	Christmas in Carnes Hill (19 December 2019) smoke hazard and excessive temperature (over 40 degrees) Outdoor Cinema in Carnes Hill (6 March 2020) – Heavy rain	Cost to Council was \$10,780.41, \$3,256.00 of which was issued as credit to use at a future event Cost to Council was	In the preceding 12 months, there were two events at

	-	
	\$4,125.20, \$2,550.00 of which	Carnes Hill that were cancelled
	was issued as credit to use at a	due to extreme weather:
	future event.	- Movie under the stars
		(October 2018) Heavy rain
		- Summer holiday movie (January 2019) Thunderstorms
Memories in the Mall	\$1485 paid to performer. Artist	
(13 February 2020)	is holding this amount as a	
Cancelled due to rain.	deposit for a later event.	
Civic and Citizenship		
<ul> <li>John Dwyer Bridge relaunch (19 November 2019) Cancelled due to extreme hot weather.</li> </ul>	\$2500 for infrastructure delivered on the day.	No citizenships or civic events cancelled from March 2018 to March 2019. All events were executed in full.
	<b>TOTAL:</b> \$49,364.03	
	CREDITS: \$19,831.20	
	<b>NET COST</b> : \$29,532.83	

# ATTACHMENTS

Nil

QWN 06	<b>Question with Notice - CIr Balloot - Civic Place</b>		
Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources		
File Ref	069345.2020		

#### **QUESTION WITH NOTICE**

Please address the following:

- 1. Has council done an internal audit report in recent times?
- 2. Did any of the Councillors view the signed contract between Liverpool Council and Buildcorp Australia for the construction of Civic Place?
- 3. Can you advise why the cost for the Civic Place has risen from an estimated \$75 million in 2016 to \$195 million currently?

#### Response

#### 1. Has council done an internal audit report in recent times?

LCP has been subjected to probity and scrutiny by a number of independent probity advisors and the Council's Audit, Risk and Improvement Committee. No Internal audits have been performed on the Liverpool Civic Place project until now.

The Head of Audit, Risk and Improvement has now prioritised an audit of LCP, after the QWN raised by Councillor Hadchiti. The audit scope for the proposed audit was presented at the 19 March 2020 Councillor briefing with no additional concerns noted at the time. An external audit firm has subsequently been appointed on 6 April 2020 to conduct this review.

# 2. Did any of the Councillors view the signed contract between Liverpool Council and Buildcorp Australia for the construction of Civic Place?

No, Councillors have not yet viewed the signed contract. Council resolved on 29 October 2019, in relation to LCP, to amongst other things, "Delegate authority to the CEO to negotiate and execute any changes to the Project Development Agreement with Built Holdings Pty Ltd.....". Councillors have been provided with access to the executed agreement.

# 3. Can you advise why the cost for the Civic Place has risen from an estimated \$75 million in 2016 to \$195 million currently?

Liverpool Civic Place (LCP) was approved by Council in June 2016 with a Total Project Cost estimated at \$87m. Since then, LCP has gone through many changes since the initial concept plan in 2016.

The key change has been an increase in the Council Works scope, from the initial 7,000 sqm of Council offices, 6,000 sqm Commercial /UoW office space and 3,000 sqm Library, for a total of 16,000 sqm to a now current total of 22,500 sqm.

This new Council Works scope represents a 41% increase in area and now includes 8,500 sqm Commercial/UoW space, 8,000 sqm Council offices, Council Chambers and Childcare and 5,000 sqm of City Library.

In addition to the above scope increase and associated additional building costs, it should be noted the cost escalation, increase in construction costs per annum, had been running at 4-5% pa and were forecast to continue at these rates for the term of the project i.e. 2-3 years.

It should also be noted, that the current LCP Total Project Cost at \$195m now includes provision for this forecast escalation(\$4m), in addition to further design and project contingencies(\$16m) on advice of our consultants.

All of the above information, including the increase to the Council Works scope, has been presented in detail to Councillors and reported numerous times to Council, including the latest report and endorsement in October 2018.

## ATTACHMENTS

Nil

QWN 07	<b>Question with Notice - Clr Hadchiti - Trees</b>		
Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources		
File Ref	098282.2020		

#### **QUESTION WITH NOTICE**

Please address the following:

- 1. What progress has been made with the grant to plant trees across the City Centre?
- 2. Some trees on Council owned land create issues for resident's sewer and stormwater pipe systems. Besides leaving a hole in the ground when this occurs and waiting for Council to inspect pipes and confirm the roots are creating a problem, is there another solution for confirmation?

A response to these questions will be provided in the 27 May 2020 Council meeting business papers.

## ATTACHMENTS

Nil

NOM 01	Wildlife Protection Special Levy
Strategic Direction	Strengthening and Protecting our Environment Protect and enhance bushland, rivers and the visual landscape
File Ref	094925.2020
Author	Karress Rhodes - Councillor

### **STAFF NOTE**

This Notice of Motion (including the Background and CEO comment below) was submitted to the 26 February 2020 Council meeting and Council resolved to defer it. It is submitted on this agenda so that it is considered at this meeting in conjunction with the reports on the Animal Holding Facility, and Conservation of Koala Habitat Corridors.

# BACKGROUND

The recent devastation of Australian wildlife through drought, fire and floods has made it vitally important that everything possible is being done to protect and promote their survival in an environment that is becoming increasingly hostile to them.

Australia's international identity and tourism that contributes \$57.3 billon to the Australian economy has to be retained at all costs.

We can no longer, not consider the harm that the urban sprawl is doing to the habitats of our wildlife and all levels of government including local government must have a unified understanding of the issues and a unified approach to the solutions needed.

Liverpool Council has to do its part. It is no longer a question of identifying established wildlife corridors, it is now a necessity for Liverpool Council to create safe corridors. To plant koala feeder trees within these corridors and most important to connect all corridors with neighbouring LGA's and with safe road crossings where they are necessary in linking the corridors.

It is important more than ever that Liverpool Council continues discussions with the Department of Defence to make available corridors through their land to protect and nurture Australian wildlife.

It is important the wildlife corridors are created, locally, throughout the State of NSW and Nationally in order to provide Australian wildlife with access to routes without fences to escape any future fire threats.

It is not acceptable that 800 million of Australia's wildlife was impacted by the recent fires. It is not acceptable, that although Liverpool was not impacted in the recent fires, it is not acceptable that Liverpool does not respond to the warning and make sure we have done all that is possible to protect wildlife for not if it happens but when it happens in Liverpool.

# NOTICE OF MOTION

That Council

- 1. Recognises the importance of wildlife protection and the economic benefits that Australian wildlife continues to contribute through tourism to the local and national economies;
- 2. Nominate a percentage proportion of the Environment Levy to be used to support wildlife protection through the Liverpool LGA; and
- 3. Provides all reports and communications in relation to all the above work already carried out and/or implemented by Council to Councillors.

## CHIEF EXECUTIVE OFFICER'S COMMENT

Provisions of the Local Government Act 1993 that govern Council fees for services (Section 608) were investigated as to whether a levy for wildlife protection can be utilised. After a review of the relevant provisions of the Act it is considered inappropriate to seek to impose a wildlife protection levy under the guise of a fee for service. Council is unaware of a legal mechanism by which a levy can be collected for this purpose as part of the lodgement of a development application.

It should be noted that the Growth Centres Biodiversity Offset Program is an existing mechanism that is funded from a special infrastructure contribution that applies within the Growth Centres and supplemented by general government revenue. This fund is used to secure priority biodiversity offsets and cover their ongoing management.

Council's Local Strategic Planning Statement (LSPS), currently with the Greater Sydney Commission (GSC) for Assurance, includes a local planning priority relating to wildlife and biodiversity: *Planning Priority 14 - Bushland and waterways are celebrated, connected, protected and enhanced.* 

The Priority states that Council will:

• Protect and restore naturally occurring ecosystems and habitat based on best practice biodiversity conservation principles.

- Minimise threats to listed species, populations and communities.
- Establish and enhance a Green and Blue Grid corridor network.
- Collaborate with DPIE to implement the Cumberland Plain Conservation Plan.

Specific actions include:

- Action 14.1: Review Environmentally Significant Land overlay in LEP to ensure protection of areas of high ecological conservation value (short term)
- Action 14.2: Review LEP and DCP to ensure protection of biodiversity and waterway quality, and implement the Green Grid (short to medium term)
- Action 14.4: Collaborate with Department of Defence and neighbouring councils to investigate a koala habitat protection corridor (short term)

Council has already completed an update to its Biodiversity Study. The Study included an assessment of connectivity and corridors and is informed by a regional corridor map that was prepared by the former-OEH, the Biodiversity Investment Opportunities Map (BIO Map). The Study will inform a new terrestrial biodiversity overlay, which will help to protect the LGA's important biodiversity assets.

Council has also commissioned a Green Grid Study, which includes consideration of the new terrestrial biodiversity overlay. The Green Grid Study will map the LGA's important ecological corridors, and identify opportunities for linking gaps in the network.

There is further corridor planning occurring at the regional scale through the Cumberland Plain Conservation Plan (CPCP), being developed by Department of Planning, Industry and Environment (DPIE). Council officers have been called on to provide input into the CPCP and will continue to provide comment throughout the development of the Plan, to request that corridors are considered in a systematic manner at a scale beyond our LGA.

Council wrote to the Department of Defence on 13 August 2019 in regard to ensuring the protection of the only known koala populations in the LGA, located on Commonwealth Defence land at Holsworthy. The Minister for Defence responded to Council on 15 October 2019, stating that the Department was committed to ensuring its activities were compatible with the Commonwealth Koala Conservation and Management Plan and New South Wales Recovery Plan for the koala, and noting that populations were well protected. It is the Department of Defence's view that there is adequate management of natural resources in the Holsworthy Training Area, and that the koala population on those lands are well protected.

Council officers continue to advocate for regional level considerations for biodiversity corridors in all forums in which they operate, engaging stakeholders at all levels of government.

# CONSIDERATIONS

Economicas footpaths, bus shelters and bikeways. Enhance the environmental performance of buildings and homes. Deliver a high quality local road system including provision an maintenance of infrastructure and management of traffic issues. Facilitate the development of new tourism based on local attractionsManage the environmental health of waterways. Manage air, water, noise and chemical pollution. Enhance the environmental performance of buildings and homes.EnvironmentProtect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.		
Economic       Deliver a high quality local road system including provision an maintenance of infrastructure and management of traffic issues.         Facilitate the development of new tourism based on local attractions         Manage the environmental health of waterways.         Manage air, water, noise and chemical pollution.         Environment         Protect, enhance and maintain areas of endangered ecologication communities and high quality bushland as part of an attractive mix of land uses.	Economic	Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.
Deliver a high quality local road system including provision an maintenance of infrastructure and management of traffic issues. Facilitate the development of new tourism based on local attractionsFacilitate the development of new tourism based on local attractionsManage the environmental health of waterways. Manage air, water, noise and chemical pollution. Enhance the environmental performance of buildings and homes.Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.		Enhance the environmental performance of buildings and homes.
Environment       Manage the environmental health of waterways.         Manage air, water, noise and chemical pollution.         Enhance the environmental performance of buildings and homes.         Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.		Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.
EnvironmentManage air, water, noise and chemical pollution.Enhance the environmental performance of buildings and homes.Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.		Facilitate the development of new tourism based on local attractions.
Environment Environmental performance of buildings and homes. Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.	Environment	Manage the environmental health of waterways.
Environment Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.		Manage air, water, noise and chemical pollution.
<b>Environment</b> communities and high quality bushland as part of an attractive mix of land uses.		Enhance the environmental performance of buildings and homes.
Raise community awareness and support action in relation t		Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.
environmental issues.		Raise community awareness and support action in relation to environmental issues.
Support the delivery of a range of transport options.		Support the delivery of a range of transport options.
Social There are no social and cultural considerations.	Social	There are no social and cultural considerations.
Act as an environmental leader in the community.	Civic Leadership	Act as an environmental leader in the community.
Undertake communication practices with the community an stakeholders across a range of media.		Undertake communication practices with the community and stakeholders across a range of media.
<b>Civic Leadershin</b> Foster neighbourhood pride and a sense of responsibility.		Foster neighbourhood pride and a sense of responsibility.
•		Provide information about Council's services, roles and decision making processes.
Actively advocate for federal and state government support, fundin and services.		Actively advocate for federal and state government support, funding and services.
Legislative         There are no legislative considerations relating to this report.	Legislative	There are no legislative considerations relating to this report.

# ATTACHMENTS

NOM 02	Animal Shelter
Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	097686.2020
Author	Tina Ayyad - Councillor

## NOTICE OF MOTION

That Council:

- Direct the CEO to prepare a planning proposal amending Schedule 1 (Additional Permitted Uses) of Appendix 8 – Liverpool Growth Centres Precinct Plan contained within State Environmental Planning Policy (Sydney Region Growth Centres) 2006 to permit with development consent an animal shelter, also known as an "animal boarding or training establishment" under the Standard Instrument LEP on the land bordered by Fourth Ave, Fifth Ave, Edmonson Ave, and Bringelly Rd. This includes WV Scott Memorial Park; and
- 2. Notes that the advice of the Liverpool Local Planning Panel is required before Council considers whether or not to forward the planning proposal to Minister for a Gateway determination.

#### ATTACHMENTS

Nil

NOM 03	Economic Development Committee Meetings
Strategic Direction	Leading through Collaboration Encourage community participation in decision-making
File Ref	098221.2020
Author	Karress Rhodes - Councillor

### BACKGROUND

Liverpool Council has experienced an unprecedented situation as a cause of the Coronavirus.

It can be observed now that there are emerging demands and priorities for Council to be able to achieve the best outcomes both economically and socially for Liverpool's recovery.

Experience can now show that there are State and Federal initiatives and changes made both National and in NSW on a daily to weekly basis that have enormous considerations on Councils decisions. The decisions made daily have impacts on the decisions of Council and the directions that Council has to take in order to deliver the most effective and expedient directions for Council and our constituents.

At the extraordinary meeting on the 16 April, it became more obvious than ever that business as usual by Council in holding meetings, even on a weekly basis, can and has put the decisions of Council one week behind the latest directives and initiatives by both the State and Federal Governments.

The issues considered at the Extraordinary meeting were issues raised by Council the previous week and by the time of the meeting a week later, the Federal Council was already announcing its intention to possibly move to a recovery stage in less than three weeks' time.

The Recovery stage implementation was not the focus of the extraordinary meeting as Council was still focused on implementing measures to soften the economic hardships in the belief, as expressed one week before by the Federal Government and before the Council Extraordinary meeting, that we were in this for the long haul and that the lockdown measures may even be a part of the new normality.

Just one week later after the announcements we were in this for the long haul and actually on the night of the Extraordinary meeting the Federal Government announced a new direction that initiated plans for the recovery to begin in just three weeks. The matters addressed at the Extraordinary meeting of Council discussed measures to enable Liverpool to be able to survive the possible ongoing pandemic for at least 3 months and possibly 18 months, this of course as we now know was not the directive from the Federal Government on the night of the Extraordinary meeting and it was announced that it was likely lockdown restrictions would begin being lifted in just three weeks' time.

This has highlighted the need for Council to be more flexible than the business as usual approach in lead times for meetings. It has shown the need for the opportunity for the frequent changes to be discussed in open forums on a regular basis, in order for Council to be in step with the timing of and decisions made in this very volatile time.

The most significant department of Council to lead Liverpool in the recovery process is Economic and Development section of Council, they need councillor engagement as the representatives of the community to be a part of the very important flow of information from the community into that decision making.

The decisions have to be flexible and decisive to meet what might be a very fast moving bumpy ride as both the Federal and State Governments will no doubt be making their state and national directives on a daily basis.

Council and Councillors needs to do more to meet the demands of the situation in order to deliver the most effectual decisions and directions for the recovery of the Liverpool social order and economy.

I as a Councillor as I am sure all other Councillors want to do whatever is needed in their duty of care for the constituents who elected us to represent them.

Together we can lead the direction for Liverpool's social and economic recovery by all working together with the department who is in charge of that recovery.

I ask for the opportunity as a councillor be able to contribute to the ideas, the constituent feedback and the discussion and reporting on measuring of the initiatives success through weekly meetings of the Economic and Development team of Council.

## NOTICE OF MOTION

That Council hold weekly economic development committee meetings open to Councillors to address the changing needs in the recovery process for Liverpool as a result of Covid 19.



ORDINARY MEETING 29 APRIL 2020 NOTICES OF MOTION

# ATTACHMENTS

Nil