

COUNCIL AGENDA

ORDINARY COUNCIL MEETING

30 June 2021



You are hereby notified that an **Ordinary Council Meeting** of Liverpool City Council will be held at the **FRANCIS GREENWAY CENTRE, 170 GEORGE STREET, LIVERPOOL** on **Wednesday, 30 June 2021** commencing at 6.00pm.

Due to the public health order social distancing requirements, there is a limit on the number of people who can attend. Please contact the Council and Executive Services team on 8711 7584 if you wish to register your interest to attend.

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.

A handwritten signature in blue ink that reads "E Jackson".

Dr Eddie Jackson

CHIEF EXECUTIVE OFFICER

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National Anthem

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NIL

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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 Question with Notice - Clr Rhodes - Moorebank Intermodal Development Special Levy
Reason: Item CONF 01 is confidential pursuant to the provisions of s10(A)(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 02 Question with Notice - Clr Ayyad - Childcare in Civic Place
Reason: Item CONF 02 is confidential pursuant to the provisions of s10(A)(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 03 Question with Notice - Clr Ayyad - 33 Moore Street, Liverpool
Reason: Item CONF 03 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
- CONF 04 Liverpool City Centre Parking Meters
Reason: Item CONF 04 is confidential pursuant to the provisions of s10(A)(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 05 ST2956 - Receival, Processing and Recycling of Civil Construction and Maintenance Waste
Reason: Item CONF 05 is confidential pursuant to the provisions of s10(A)(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 06 Interim Heritage Order - 124 Moore Street, Liverpool
Reason: Item CONF 06 is confidential pursuant to the provisions of s10(A)(2)(a) of the Local Government Act because it contains personal matters concerning particular individuals (other than councillors).
- CONF 07 Transfer of Lot 50 DP 1261083 to Council for dedication as Public Road.
Reason: Item CONF 07 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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CONF 08 Transfer/Dedication as Public Road of Lot 1 DP129675, Lot 1 DP996420, Lot 2 DP996420 and Lot 1 DP1230172 Elizabeth Drive, Badgerys Creek to Council.

Reason: Item CONF 08 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

CONF 09 Further investigation of potential Surplus Properties

Reason: Item CONF 09 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Close



MINUTES OF THE ORDINARY MEETING HELD ON 26 MAY 2021

PRESENT:

Mayor Wendy Waller
 Councillor Ayyad
 Councillor Balloot
 Councillor Hadchiti
 Councillor Hadid
 Councillor Hagarty
 Councillor Harle
 Councillor Kaliyanda
 Councillor Karnib
 Councillor Rhodes
 Councillor Shelton
 Dr Eddie Jackson, Chief Executive Officer
 Mr Raj Autar, Director City Infrastructure and Environment
 Mr George Hampouris, Acting Director City Corporate
 Ms Tina Bono, Acting Director City Community and Culture
 Mr David Smith, Acting Director City Economy and Growth
 Mr Peter Diplas, Acting Director City Presentation
 Ms Jennifer Chenhall, General Counsel, Manager Governance, Legal and Procurement
 Mr Vishwa Nadan, Chief Financial Officer
 Mr George Georgakis, Manager Council and Executive Services
 Ms Maree Stewart, Coordinator Council and Executive Services (minutes)

The meeting commenced at 6.00pm

STATEMENT REGARDING WEBCASTING OF MEETING

The Mayor reminded everyone that in accordance with Council's Code of Meeting Practice (other than the Public Forum Section), the meeting is being livestreamed.

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

The prayer of the Council was read by Father Anthony Morgan from St George and Prince Tadros Coptic Orthodox Church.

NATIONAL ANTHEM

The National Anthem was played at the meeting.

APOLOGIES

Nil

CONDOLENCES

ITEM NO: COND 01

SUBJECT: Ms Estelle Lawler (read by Mayor Waller)

Tonight, we pause to honour the memory of the Secretary of the Liverpool City Netball Association, Estelle Lawler.

Estelle Lawler was born in 1941 and lived at Lurnea. She was a mother, grandmother, and friend to many. Affectionately known by many names - Mrs Lawler, Estelle, Aunty Ess or Mumma Ess - she was involved with the Liverpool City Netball Association for 47 years, including 20 years as Secretary.

Mrs Lawler joined the Liverpool City Netball Association after enrolling her seven-year-old daughter and watching her play. She subsequently took up umpiring and coaching before eventually playing netball herself. Mrs Lawler also worked closely with Liverpool City Council staff for several years to help with the continuing growth of the sport in our local government area.

In their tribute, Liverpool City Netball Association praised Mrs Lawler and said “her contribution and tenacity to ensure the success of Liverpool City Netball can be seen every Saturday around the courts when we are all participating in the sport she loved so dearly.”

She was further remembered by the association as a “strong, widely outspoken, funny woman who was compassionate and fiercely protective of all the people who she called a friend.”

During netball games on May 21 players paused to pay their respects to Mrs Lawler and on May 22 players and spectators participated in a loud cheer to celebrate her lifetime of service to netball.

In 2018 Estelle Lawler was recognised with a nomination for the Service to Sport Award as part of NewsLocal’s Liverpool Leader Local Sports Star competition.

A funeral service to celebrate the life of Estelle Lawler will be held on Friday 28 May at 11:30am at the Forest Lawn Memorial Park’s South Chapel at Leppington. Due to COVID-19 restrictions seating inside the chapel will be restricted to immediate family. However, there will also be TV screens and speakers on the lawn outside the chapel and the service will be livestreamed.

On behalf of Liverpool City Council, I express my deepest condolences to Mrs Lawler’s children, grandchildren and extended family members and friends during this difficult time.

CONFIRMATION OF MINUTES

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

That the minutes of the Ordinary Meeting held on 28 April 2021 be confirmed as a true record of that meeting.

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

DECLARATIONS OF INTEREST

Nil.

PUBLIC FORUM

Presentation – items not on agenda

Nil.

Representation – items on agenda

1. **Ms Toni Walter** on behalf of Urbis addressed Council on the following item:

EGROW 06 Planning Proposal Request - 193 Macquarie Street and 77 Moore Street, Liverpool

2. **Ms Vicki Andrews** addressed Council on the following item:

NOM 04 - Harris Creek Bridge

Motion: **Moved: Cllr Shelton** **Seconded: Cllr Hagarty**

That a three minute extension of time be given to Mrs Andrews.

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

3. **Mr Michael Byrne on behalf of the East Liverpool Progress Association** addressed Council on the following item:

CONF 04 Council 2021-05-26 - Confidential Report - CONF 04 - Moorebank Intermodal Development possible negative impact on Liverpool residents

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

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

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

CITY ECONOMY AND GROWTH REPORT

ITEM NO: EGROW 01

FILE NO: 078627.2021

SUBJECT: Business Resilience Grants - Final Report

COUNCIL DECISION

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

That Council receive and note this report.

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

Motion: **Moved: Cllr Ayyad** **Seconded: Cllr Harle**

1. Resolve, pursuant to Section 67(2)(b) of the Local Government Act 1993, to construct an enclosure at Rossmore Vet and it be completed at no cost to Rossmore Vet.
2. Note the estimated cost to Council of constructing the enclosure is up to \$10,000 and can be catered for in the current 2020/21 budget and through Council's standard procurement processes.

Chairperson

Motion: **Moved: Clr Ayyad** **Seconded: Clr Kaliyanda**

1. Endorse the draft Planning Agreement and direct the CEO to publicly exhibit the planning agreement and accompanying explanatory note for 28 days;
2. Delegate authority to the CEO, subject to consideration of any changes following public exhibition, to execute the planning agreement in the form that is publicly exhibited or with minor modifications; and
3. Notes that if changes, other than minor changes, arise from the public exhibition process these will be reported back to Council for endorsement.

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

The Councillors voted unanimously for this item.

Motion: **Moved: Clr Hagarty** **Seconded: Clr Hadid**

1. Notes the advice of the Liverpool Local Planning Panel;
2. Supports in principle the planning proposal to amend Part 7 (Division 2) of the *Liverpool Local Environmental Plan 2008* to prohibit cemeteries and crematoria in Wallacia;
3. Delegates to the CEO to make any typographical or other editing amendments to the planning proposal if required;
4. Forwards the planning proposal to the Department of Planning, Industry and Environment pursuant to Section 3.34 of the Environmental Planning and Assessment Act 1979, seeking a Gateway determination;
5. Subject to Gateway determination, undertake public exhibition and community consultation on the planning proposal in accordance with the conditions of the Gateway determination and Council's Community Participation Plan;
6. Receive a further report on the outcomes of public exhibition and community consultation; and
7. Collaborates with Penrith City and Wollondilly Shire Councils and the State Government to ensure that cemeteries and crematoria are only developed in appropriate locations.

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

The Councillors voted unanimously for this item.

Motion: **Moved: Clr Hadid** **Seconded: Clr Ayyad**

1. Notes the advice of the Liverpool Local Planning Panel;
2. Endorses in principle the planning proposal request;
3. Delegates to the CEO the preparation of the formal planning proposal including any typographical or other editing amendments if required;
4. Forwards the planning proposal to the Department of Planning, Industry and Environment, pursuant to Section 3.34 of the Environmental Planning and Assessment Act 1979, seeking a Gateway determination;
5. Subject to Gateway determination, undertake public exhibition and community consultation on the planning proposal in accordance with the conditions of the Gateway determination and Council's Community Participation Plan; and
6. Receive a further report on the outcomes of public exhibition and community consultation.

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

The Councillors voted unanimously for this item.

Motion: **Moved: Clr Rhodes** **Seconded: Clr Ayyad**

1. Notes the advice of the Liverpool Local Planning Panel;
2. Supports the planning proposal to amend Schedule 1 of the *Liverpool Local Environmental Plan 2008* to permit 'animal boarding or training establishment' as a land use permitted with consent at 40 Ramsay Road, Rossmore;
3. Delegates to the CEO to make any typographical or other editing amendments to the planning proposal if required;
4. Forwards the planning proposal to the Department of Planning, Industry and Environment pursuant to Section 3.34 of the *Environmental Planning and Assessment Act 1979*, seeking a Gateway determination;
5. Subject to Gateway determination, complete further studies and undertake public exhibition and community consultation in accordance with the conditions of the Gateway determination; and
6. Receive a further report on the outcomes of public exhibition and community consultation.

The Councillors voted unanimously for this item.

Motion: **Moved: Clr Ayyad** **Seconded: Clr Rhodes**

1. Supports the removal of 'boarding houses' as a permissible land use in the R2 Low Density Residential Zone within the Liverpool Local Environmental Plan 2008;
2. Writes to the Department of Planning, Industry and Environment advising of Council's decision; and
3. Direct the CEO to provide a further report to Council on the opportunity of including dual occupancy with development consent in R2 and R3 zones, including the pros and cons, and that the report be brought back in July 2021.

The Councillors voted unanimously for this item.

Motion: **Moved: Clr Ayyad** **Seconded: Clr Rhodes**

1. Supports the renaming of original sections of The Northern Road:
 - through Luddenham as Willmington Road;
 - between Bringelly Road and Thames Road as Wentworth Road.
2. Forwards the names to the Geographical Names Board (GNB), seeking formal approval;
3. Publicly exhibit the names 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.

Chairperson

ITEM NO: EGROW 10
FILE NO: 134216.2021
SUBJECT: Adoption of Urban Cat Management Plan 2021

COUNCIL DECISION

Motion: Moved: Clr Rhodes **Seconded:** Clr Ayyad

That Council adopt the Urban Cat Management Plan and Action Plan 2021

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

ITEM NO: COM 02
FILE NO: 107950.2021
SUBJECT: Liverpool City Council Sporting Grants Program 2020/2021

COUNCIL DECISION

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

That Council:

1. Adopts the following recommendations for the allocation of sporting grants funding, as recommended by the Liverpool Sports Committee grants assessment panel:

Club	Project Description	Grant Amount Recommended
Austral City Bears Incorporated	Purchase of playing equipment (Tackle bags, pads and cones)	\$5,000.00
Fiji Football Australia Pty Ltd	Purchase of equipment (kits, marquees)	\$5,000.00
Hinchinbrook Hornets JRLFC	Purchase of playing equipment (Tackle bags, tackle rings, speed sleds, speed chute)	\$2,570.00
Kemps Creek United Soccer Club	Costs associated with the start-up of a Walking Football Program	\$5,000.00
Southern Districts Soccer Football Association Inc	Purchase and installation of VEO Sports Cameras to aid coaching and high-performance feedback	\$ 2,430.00
Liverpool District Touch Association	Purchase of playing equipment and volunteer training (balls, kits, training courses)	\$5,000.00
Moorebank Liverpool District Hockey Club	Purchase of playing equipment (cones, training singlets, coach white boards, helmets)	\$5,000.00

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

CITY CORPORATE REPORT

ITEM NO: CORP 01
FILE NO: 133621.2021
SUBJECT: Budget Review - March 2021

COUNCIL DECISION

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

That Council approves the identified budget variations in accordance with the report.

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

ITEM NO: CORP 02
FILE NO: 137239.2021
SUBJECT: Investment Report April 2021

COUNCIL DECISION

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

That Council receives and notes the report.

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

ITEM NO: CTTE 03
FILE NO: 134301.2021
SUBJECT: Minutes of the Tourism and CBD Committee meeting held on 27 April 2021

COUNCIL DECISION

Motion: **Moved: Clr Kaliyanda** **Seconded: Clr Balloot**

That Council:

1. Receives and notes the minutes of the Tourism and CBD Committee meeting held on 27 April 2021; and
2. Endorse the recommendations in the minutes.

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

QUESTIONS WITH NOTICE

ITEM NO: QWN 01
FILE NO: 120405.2021
SUBJECT: Question with Notice - Cllr Hagarty - Mice

Background

After drought, bushfires, COVID and floods, rural Australia is now being severely impacted by a mouse plague. There have also been recent reports of mice in Liverpool's own rural and new release areas.

Please address the following:

1. Has Council received any recent complaints about mouse infestations?

Council has not received any complaints about mouse infestations within the LGA. Council receives the occasional complaint regarding reports of rodents associated with overgrown properties. In these cases, Council may undertake enforcement action, where justifiable.

2. Does Council have any jurisdiction in controlling mouse populations? If not, who does?

Council does not have jurisdiction in controlling mouse populations. While there are no obligations for landholders to control mice, Local Land Services, a State Government Agency, can provide advice to landholders to assist them in managing mice numbers on their property.

ITEM NO: QWN 02
FILE NO: 120410.2021
SUBJECT: Question with Notice - Clr Hagarty - Towards Zero

Background

Each year over a thousand people die on Australian roads. Thankfully, these figures have decreased significantly over recent decades.

The NSW Government's "Toward Zero" initiative urges all of us to do everything in our power to push the number of deaths on NSW roads towards zero.

We absolutely must try new approaches to ensure road deaths continue to trend down. Any number higher than zero is unacceptable.

However, if an approach is poorly implemented or not working, it must be reassessed and potentially stopped.

Please address the following:

1. When does the Transport for NSW's 30kmh trial in the Liverpool CBD finish?

Transport for NSW (TfNSW) has advised that the 30km/h zone in the Liverpool CBD precinct is a 'pilot' change to the speed limit rather than a trial with an end date. The 30km/h zone was implemented on 17 July 2020, with Transport for NSW (TfNSW) planning to complete an evaluation after twelve months, being in July this year.

TfNSW has advised that the intention of the evaluation is to inform future improvements to the Liverpool CBD 30km/h area, and other 30km/h areas, rather than deciding whether the 30km/h area will stay in place or be removed.

2. Who decides whether to continue or finish the trial?

Transport for NSW is responsible for speed management on NSW roads. As advised above, TfNSW will complete the evaluation after twelve months, being in July this year. TfNSW has advised that the intention of the evaluation is to inform future improvements to the Liverpool CBD 30km/h area and other 30km/h areas rather than deciding whether the 30km/h area will stay in place or be removed.

3. What input does Council have into the future of the trial?

TfNSW has advised that it is happy to work with Council on the 30km/h zone in Liverpool, including the provision of any changes to traffic calming within the area to reinforce the lower speed limits and intends to engage with Council as part of the evaluation.

4. What input do local residents and businesses have into the future of the trial?

Residents and businesses can continue to contact Transport for NSW through the online feedback form to submit an enquiry. The online feedback form can be found through the following link: <https://roads-waterways.transport.nsw.gov.au/contact-us/feedback-form.html>.

5. How much revenue has the State Government raised from the speed camera on Bigge Street since the trial commenced?

TfNSW advised that the fixed speed camera on Bigge Street between Campbell Street and Elizabeth Street has been in warning mode since the lower speed zones of 30km/h were introduced on 17 July 2020. Warning letters have been sent to speeding motorists to encourage them to change their driving behaviour. However, motorists who exceeded the 30km/h speed limit by more than 30km/h were subject to penalties.

TfNSW has advised that the amount of revenue raised would need to be requested from Revenue NSW. Council has requested this information, and if received, will be included in a future CEO update.

COUNCIL DECISION

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

That Council promote the TfNSW online feedback form through social media channels encouraging feedback on the 30km/hr speed zone in the Liverpool CBD.

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

ITEM NO: QWN 03
FILE NO: 137466.2021
SUBJECT: Question with Notice - Clr Rhodes – Semi-detached housing engineering specifications in New Release Areas

Please address the following:

Does Liverpool Council have necessary engineering specifications for semi-detached housing opportunities permitted in the new development areas, that details when one side of the property is bought and built and that has to attach to a second dwelling as a part of the development conditions, but the second attached dwelling has yet to be built by a new and separated Development Application. Are engineering specifications submitted in the first development application done to acceptable specifications that is subject to the engineering needs that permits a second dwelling to be attached to the first dwelling built?

Or, are all the necessary engineering specifications only addressed and imposed on the second dwelling to attach to the first dwelling in order to comply with the condition of development for semi-detached developments when the adjoining Development Application is submitted?

Response

Council does not have engineering specifications for the construction of semi-detached housing development. However, the construction of buildings, including dwellings, is required to comply with the Building Code of Australia (BCA). The BCA specifies construction requirements for separating walls which include structural, fire rating and weather proofing. Each dwelling is required to comply with the BCA when it is built and attaching a dwelling to an existing dwelling will be for aesthetic purposes only, and will not affect the structural integrity of the existing dwelling or the subsequent dwelling to be attached to it.

While there have been instances where a dwelling needs to be attached to an existing dwelling in recent times, this will no longer occur. Development approvals will now include additional conditions which prevent semi-detached dwellings from being constructed at different times. They must be built at the same time.

ITEM NO: QWN 04
FILE NO: 147940.2021
SUBJECT: Question with Notice - Clr Hagarty - Macquarie Mall and Bigge Park

Background

Council has previously borrowed money to improve the public domain in the CBD. In 2015 Council borrowed money for the upgrade on Macquarie Mall and Bigge Park in 2015.

Please address the following:

1. How much was borrowed to fund the upgrade of Macquarie Mall and Bigge Park?

Council borrowed \$10m, on a 10-year fixed interest rate of 3.73%.

An interest subsidy of 3% was approved for this project under the NSW Governments Local Infrastructure Renewal Scheme (LIRS)

2. What are the annual loan repayments?

Principal and interest repayment for this loan is \$1.2m per year. Payments are made quarterly.

3. How are those repayments funded?

Repayments for this loan are fully funded from the City Development Fund.

ITEM NO: QWN 05
FILE NO: 147924.2021
SUBJECT: Question with Notice - Cllr Kaliyanda - Well-being at Liverpool Council

The mental health and well-being impacts of COVID-19 and other natural disasters in the last 18 months have been highlighted in the media and other places. The NSW Government is due to release an updated version of its Mentally Healthy Workplaces Strategy this month.

Please address the following:

1. What measures has Council undertaken to track the mental health and well-being on staff over this period?
2. How does Council plan to implement the updated Strategy?
3. Has well-being had an effect on staff retention or turnover in the last 18mths?
4. What strategies are in place to manage workload to ensure sustainability?

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

ITEM NO: QWN 06
FILE NO: 147952.2021
SUBJECT: Question with Notice - Cllr Kaliyanda - Study Tours

Please address the following:

1. What study tours have been undertaken in this term of Council?
2. What outcomes/benefits have they delivered to Council and ratepayers?
3. What has been the financial cost of these?
4. How does this compare to the number, cost and outcomes/benefits to ratepayers undertaken in previous terms of Council?

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

ITEM NO: QWN 07
FILE NO: 147963.2021
SUBJECT: Question with Notice - Clr Hagarty - City Presentation

Please address the following:

1. How many vacancies are there in City Presentation?
2. When are these expected to be filled?

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

ITEM NO: QWN 08
FILE NO: 148015.2021
SUBJECT: Question with Notice - Cllr Hagarty - Compliance Discretion

Please address the following:

1. Are compliance officers legally allowed to apply discretion?
2. Is it Council policy to apply discretion?
3. Does Council keep track of when discretion is applied?
4. What training is given on the application of discretion?
5. What checks and balances are in place for when discretion is applied?

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

ITEM NO: QWN 09
FILE NO: 148067.2021
SUBJECT: Question with Notice - Cllr Ayyad - Childcare in Civic Place

Please address the following:

1. What is the cost of the childcare component proposed in Civic Place?
2. How many children is it going to cater for?
3. Who is going to run it?
4. Did the original concept for Civic Place, as resolved in 2016, have a childcare centre?
5. If no, why did this change?
6. Who initiated this change?
7. Who completed the business case to justify this change?
8. How was the organisation that completed the business case chosen?
9. What date was the business case completed?
10. Who has seen the business case?
11. Does the business case contain a feasibility study?
12. Was any elected official consulted about a childcare in Civic Place before it was resolved by Council?
13. How much extra is it going to cost to build this childcare centre? This figure is to include fit out and any parking requirements that need to be built for this childcare.

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

ITEM NO: QWN 10
FILE NO: 148095.2021
SUBJECT: Question with Notice - Cllr Ayyad - 33 Moore Street, Liverpool

Please address the following:

1. In this term of Council, how much has been spent on 33 Moore Street?
2. Can you please provide a breakdown of the costs? That is to include which levels the monies were spent on and for what purpose (as a minimum).

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

ITEM NO: QWN 11
FILE NO: 148108.2021
SUBJECT: Question with Notice - Clr Ayyad - Staff Payouts

Please address the following:

1. In this term of Council, how much has been spent to pay out staff through terminating their contracts (please provide as a total number)?

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

ITEM NO: QWN 12
FILE NO: 148126.2021
SUBJECT: Question with Notice - Clr Ayyad - Travel

Please address the following:

1. In this term of Council, how many flights has Council booked (both interstate and international)?
2. How many hotel room nights have been booked in this term of Council?

A response to these questions with notice will be published in the 30 June 2021 Council Meeting Business Papers.

PRESENTATIONS BY COUNCILLORS

Nil.

Clr Ayyad left the Chambers at 7.01pm.

NOTICES OF MOTION

ITEM NO: NOM 01

FILE NO: 146019.2021

SUBJECT: Payment Plans for Liverpool Council Animal Shelter Fees

BACKGROUND

Liverpool LGA is a great animal loving community.

It is well documented that mental health outcomes are often improved through pet ownership.

During times of uncertainty and social threats such as the COVID pandemic, many people have turned more to the companionship that pets such as dogs provide to help cope with isolation and loneliness.

However, this is often done without considering all the ongoing responsibilities that come with pet ownership nor the different requirements that different breeds of animals might require.

Many of our citizens live either close to the poverty line and or below it, but they are pet owners as well and are people particularly prone to embarking on pet ownership for comfort and companionship and as such may need financial assistance should their new animal companion escape and be impounded in the Liverpool City Animal Shelter presenting them with an expense they never may have considered.

Constituents have told me that some people whose animals are impounded are reluctant to claim their dog when registered or unregistered for fear of the financial burden of paying the accumulated fees for the period of time their animal has been in the pound. This results in increased costs to the Liverpool Animal Shelter operations and in some cases great stress to dogs because their owner cannot afford the fees to reclaim their dog.

Greater education and information can assist not only Liverpool Constituents to be better informed as to what sort of dog might be best suited for them, but also make them more aware of the cost and responsibility of pet ownership. Such education and information could result in less cost to operations at the Council Animal Shelter and less dogs having to be impounded or at the very least being reclaimed sooner and by their original owner who may be currently unaware that payment options are available to them.

The promotion of Liverpool Council's payment plan options could lead to more animals being reclaimed from the pound also reducing the cost to operations of the Liverpool Council Animal Shelter.

Clr Ayyad returned to the Chambers at 7.05pm.

ITEM NO: NOM 02
FILE NO: 146026.2021
SUBJECT: Housing Diversity SEPP

BACKGROUND

The new Housing Diversity SEPP is intended to replace SEPPs currently in place which Council has submitted endorsement in principal including new definitions that include build to rent housing, student housing and co-living developments.

New definitions included in the new SEPP are Student Housing, Co-Living where Council has made recommendations to support standards to ensure quality of livability issues, but has made no comment regarding the continued threat that shared co-living type of housing poses to the spread of COVID-19 and or the professional opinion that there will be the continued threat of new or similar pandemics that will be the new reality into the foreseeable future.

Liverpool has a very culturally diverse population that brings more people from every corner of the world into our LGA and by doing so makes Liverpool more prone perhaps than other parts of Sydney to possible future outbreaks.

It is significant that the pandemic spreads predominantly in Australia through quarantine and share co-living situations, that are similar build to the new proposed Housing Diversity SEPP.

Before the Housing Diversity SEPP is endorsed there is a need for a full comprehensive reassessment of the current and proposed development controls that will ensure that all future housing development meets COVID safe legislation built into the Housing Diversity SEPPs.

NOTICE OF MOTION (submitted by Clr Rhodes)

That Council submit to DPIE Housing Diversity SEPP currently under consideration concerns about all shared living developments and the need for new legislation that addresses the needs to deliver COVID safe housing developments into the future, by calling for a review of all planning regulations specifically to address any form of share living COVID safe housing development.

Mayor Waller called a recess of Council at 7.17pm

Mayor Waller reopened the Council meeting at 7.24pm.

COUNCIL IN CLOSED SESSION

Council moved into closed session at 7.24pm pursuant to the provisions of:

- s10(A)(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; and
- s10(A)(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.

ITEM NO: CONF 01

FILE NO: 128057.2021

SUBJECT: Rescission of CONF 03 - Bigge Park Cafes - Lot 702 DP 1056246, Bigge Street, Liverpool from 28 April 2021 Council meeting.

NOTICE OF MOTION OF RESCISSION

That Council rescinds the resolution relating to CONF 03 – Bigge Park Cafes – Lot 702 DP 1056246, Bigge Street, Liverpool from the 28 April 2021 Council Meeting.

That Council:

1. *Accepts the Tender from Stazi Group Pty Ltd for Tender ST2904 - Licensing of Pump House Café Bigge Park Liverpool for a term of five years as per the commercial terms outlined in the body of this report.*
2. *Makes public its decision regarding tender ST2904 - Licensing of Pump House Café Bigge Park Liverpool.*
3. *Notes that the Chief Executive Officer will finalise all details and sign the Letter of Acceptance and delegate for the License to be executed under the Power of Attorney following the publication of the draft Minutes on Council's website for the tender, giving it contractual effect, in accordance with delegated authority.*
4. *Keeps confidential the details supplied in this report containing information on the submissions received, pursuant to the provisions of Section 10A(2)(d)(i) of the Local Government Act 1993 as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

COUNCIL DECISION

The Rescission Motion which was lodged by Clrs Ayyad, Hadchiti and Rhodes was moved and voted on.

On being put to the meeting the Rescission Motion was declared LOST.

Vote for: Clr Ayyad, Clr Hadchiti, Clr Hadid, Clr Rhodes, Clr Harle

Vote against: Mayor Waller, Clr Balloot, Clr Hagarty, Clr Kaliyanda, Clr Karnib, Clr Shelton

ITEM NO: CONF 02
FILE NO: 120423.2021
SUBJECT: Question with Notice - Cllr Ayyad - Civic Place

Responses to the Questions with Notice were provided to Councillors.

ITEM NO: CONF 03
FILE NO: 146091.2021
SUBJECT: Question with Notice - Cllr Rhodes - Moorebank Intermodal Development
Special Levy

Responses to the Questions with Notice will be provided to Councillors at the June Council meeting.

Motion: **Moved: Clr Rhodes** **Seconded: Clr Harle**

1. Seek the waiver advice from the RAID solicitors for the appeal Class 1 Appeal Court Case 2020/0004407 so that the documents can be released, and Councillors can be further advised to the merit or otherwise for Council to consider a class 1 and class 4 appeal for the stage 3 and MPW Stage 2 of the Moorebank Intermodal Development. Including those documents that were paid for by ratepayers. Notwithstanding small portions of the traffic report have been redacted to confidentiality for Transport NSW;
2. Receive a report back as soon as possible following receipt of the waiver advice; and
3. Provide this information to the Moorebank Intermodal Committee members on the provision of the waiver being received.

Mayor Waller and Clr Shelton requested that they be recorded as voting against the motion.

Mayor Waller reopened the meeting at 7.47pm and read the resolution that was made in Closed Session, on the previous page of these minutes.

THE MEETING CLOSED AT 7.49pm.

<Signature>

Name: Wendy Waller

Title: Mayor

Date: 30 June 2021

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 26 May 2021. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

PLAN 01**Properties subject to acquisition in Liverpool
LGA**

Strategic Direction	Generating Opportunity Meet the challenges of Liverpool's growing population
File Ref	095857.2021
Report By	Shaun Beckley - Coordinator Contributions Planning
Approved By	David Smith - Acting Director Planning & Compliance

EXECUTIVE SUMMARY

At its meeting of 3 February 2021, Council resolved, in part, to receive a report detailing all properties that need to be acquired by a government agency in the Liverpool Local Government Area.

There are 438 properties subject to land acquisition that are identified as such in the various planning instruments that apply across the Liverpool LGA. In accordance with the relevant planning instrument, Council is obligated to acquire all or part of these properties. Each of these property acquisitions has been costed and included in the relevant local contributions plan.

A list of properties to be acquired is included in **Attachment 1**. A series of maps showing the location of land acquisition in key growth areas of Edmondson Park, East Leppington and Austral/Leppington North is included in **Attachment 2**.

RECOMMENDATION

That Council receive and note this report.

REPORT

The purpose of this report is to provide Council with a list of all properties subject to acquisition and identified as such in an Environmental Planning Instrument (EPI) [either State Environmental Planning Policy (SEPP) or Local Environmental Plan (LEP)].

Council at its meeting of 3 February 2021 resolved, in response to a notice of motion, (NOM01) to:

“Receive a further report on the list of properties that need to be acquired through a government agency and also write to those affected landowners and advise them of the hardship policy”.

The acquisition of land is a fundamental element to the orderly development of land, especially in growth areas like Edmondson Park, Austral and Leppington. Land acquisition is used to enable the provision of a range of infrastructure to support new development.

To ensure that infrastructure can be provided, and land adequately serviced, the land reservation acquisition map in an environmental planning instrument identifies land required for the provision of public infrastructure. This land is usually zoned RE1 or SP2. This reservation not only identifies the necessary land but provides the mechanism for Council or the landowner to initiate the acquisition process.

There are 438 properties subject to land acquisition by Council or the NSW Government identified in the various planning instruments that apply to land in the Liverpool LGA. In accordance with the relevant EPI, Council is obligated to acquire all or part of these properties. Each of these acquisitions has been costed and included in the relevant local contributions plan.

A list of all outstanding acquisitions required is included in Attachment 1. The acquisitions have been arranged alphabetically by suburb for ease of reference. In addition to the list, maps have been included in Attachment 2 showing land acquisition in key growth areas.

The list of properties to be acquired in Attachment 1 includes changes resulting from Amendment 75 to the Liverpool Local Environmental Plan relating to the Austral/Leppington North precinct. There are 49 properties currently identified for acquisition that will no longer be required because of Amendment 75. These are highlighted yellow in the list. This amendment was approved by Council following exhibition at its 31 March 2021 meeting and is currently with DPIE for finalisation and gazettal.

There are several ways that land is transferred to Council, including:

- Dedication as a part of development.
- Voluntary acquisition; and
- Compulsory acquisition.

Generally, owners will be advised of a proposed acquisition by Council in writing with a recommendation to obtain their own legal and valuation advice. As part of this process, Council will also request a copy of any recent contamination assessments or access for Council’s consultant to undertake a contamination assessment.

Subject to reaching agreement, a report is then submitted to Council for approval, or alternatively, approval to make an application to the Minister to proceed with a compulsory acquisition process.

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	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	<i>Environmental Planning and Assessment Act 1979</i> <i>Environmental Planning and Assessment Regulation 2000</i> <i>Local Government Act 1993</i> <i>Land Acquisition (Just Terms Compensation) Act 1991</i>
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Properties identified for acquisition
2. Land acquisition in key growth areas - Maps

List of Land to be Acquired

ID	Land Reservation Type	Lot Description	Address	Suburb
1	Community Facility	DP 2475 Cnr Lot 493	410 EDMONDSON AVENUE	AUSTRAL
2	Community Facility	LOT 36 DP 3403	90 GURNER AVENUE	AUSTRAL
3	Community Facility	LOT 494 DP 2475	165 FOURTEENTH AVENUE	AUSTRAL
4	Community Facility	LOT 835 DP 2475	83 TENTH AVENUE	AUSTRAL
5	Community Facility	LOT 941 DP 2475	220-240 EIGHTH AVENUE	AUSTRAL
6	Local Drainage	CNR LOT 141 DP 1237400	14 KING ROCK ROAD	AUSTRAL
7	Local Drainage	CNR LOT 202 DP 1238763	50A TOKYO ROAD	AUSTRAL
8	Local Drainage	CNR LOT 4 DP 1117859	485 FIFTEENTH AVENUE	AUSTRAL
9	Local Drainage	CNR LOT 482 DP 1251848	275 SIXTH AVENUE	AUSTRAL
10	Local Drainage	DP 2475 Cnr Lot 676	210 THIRTEENTH AVENUE	AUSTRAL
11	Local Drainage	DP 2475 Cnr Lot 787	95 ELEVENTH AVENUE	AUSTRAL
12	Local Drainage	DP 2475 Cnr Lot 978	105 SEVENTH AVENUE	AUSTRAL
13	Local Drainage	DP 510228 Cnr Lot 1	404 FOURTH AVENUE	AUSTRAL
14	Local Drainage	DP 544536 Cnr Lot 1	105 ELEVENTH AVENUE	AUSTRAL
15	Local Drainage	LOT 1 DP 1237399	LOT 1 EIGHTEENTH AVENUE	AUSTRAL
16	Local Drainage	LOT 1 DP 1251306	110 EIGHTEENTH AVENUE	AUSTRAL
17	Local Drainage	LOT 1 DP 233174	145 GURNER AVENUE	AUSTRAL
18	Local Drainage	LOT 1 DP 30409	630 FIFTEENTH AVENUE	AUSTRAL
19	Local Drainage	LOT 1 DP 3403	5 GURNER AVENUE	AUSTRAL
20	Local Drainage	LOT 1 DP 503020	180-190 THIRTEENTH AVENUE	AUSTRAL
21	Local Drainage	LOT 1 DP 598602	30 KELLY STREET	AUSTRAL
22	Local Drainage	LOT 10 DP 1124205	10 FIFTH AVENUE	AUSTRAL
23	Local Drainage	LOT 10 DP 1203674	220 FIFTH AVENUE	AUSTRAL
24	Local Drainage	LOT 10 DP 1238766	54 TOKYO ROAD	AUSTRAL
25	Local Drainage	LOT 10 DP 1241676	70 TOKYO ROAD	AUSTRAL
26	Local Drainage	LOT 10 DP 30409	395 FOURTEENTH AVENUE	AUSTRAL
27	Local Drainage	LOT 100 DP 1033279	65 EDMONDSON AVENUE	AUSTRAL
28	Local Drainage	LOT 1006 DP 2475	190-192 EDMONDSON AVENUE	AUSTRAL
29	Local Drainage	LOT 1038 DP 2475	185-199 SIXTH AVENUE	AUSTRAL
30	Local Drainage	LOT 1045 DP 2475	245 SIXTH AVENUE	AUSTRAL
31	Local Drainage	LOT 1063 DP 2475	270 SIXTH AVENUE	AUSTRAL
32	Local Drainage	LOT 11 DP 1238766	56 TOKYO ROAD	AUSTRAL
33	Local Drainage	LOT 11 DP 1241676	72 TOKYO ROAD	AUSTRAL
34	Local Drainage	LOT 11 DP 30409	390 FOURTEENTH AVENUE	AUSTRAL
35	Local Drainage	LOT 1116 DP 2475	245 FIFTH AVENUE	AUSTRAL
36	Local Drainage	LOT 1144 DP 2475	90 FIFTH AVENUE	AUSTRAL
37	Local Drainage	LOT 1145 DP 2475	80 FIFTH AVENUE	AUSTRAL
38	Local Drainage	LOT 12 DP 1238766	58 TOKYO ROAD	AUSTRAL
39	Local Drainage	LOT 12 DP 30409	370 FOURTEENTH AVENUE	AUSTRAL
40	Local Drainage	LOT 12 DP 519909	24 KELLY STREET	AUSTRAL
41	Local Drainage	LOT 13 DP 1238766	60 TOKYO ROAD	AUSTRAL
42	Local Drainage	LOT 131 DP 879822	26 KELLY STREET	AUSTRAL
43	Local Drainage	LOT 132 DP 879822	28 KELLY STREET	AUSTRAL
44	Local Drainage	LOT 14 DP 1238766	62 TOKYO ROAD	AUSTRAL
45	Local Drainage	LOT 142 DP 1237400	82 TOKYO ROAD	AUSTRAL
46	Local Drainage	LOT 143 DP 1237400	80 TOKYO ROAD	AUSTRAL
47	Local Drainage	LOT 144 DP 1237400	78 TOKYO ROAD	AUSTRAL
48	Local Drainage	LOT 145 DP 1237400	76 TOKYO ROAD	AUSTRAL
49	Local Drainage	LOT 15 DP 1238766	64 TOKYO ROAD	AUSTRAL
50	Local Drainage	LOT 15 DP 30409	310 FOURTEENTH AVENUE	AUSTRAL
51	Local Drainage	LOT 15 DP 3403	155 GURNER AVENUE	AUSTRAL
52	Local Drainage	LOT 153 DP 1237400	7 OSLO STREET	AUSTRAL
53	Local Drainage	LOT 154 DP 1237400	3 CORTINA AVENUE	AUSTRAL
54	Local Drainage	LOT 155 DP 1237400	5 CORTINA AVENUE	AUSTRAL
55	Local Drainage	LOT 156 DP 1237400	7 CORTINA AVENUE	AUSTRAL
56	Local Drainage	LOT 157 DP 1237400	9 CORTINA AVENUE	AUSTRAL
57	Local Drainage	LOT 158 DP 1237400	11 CORTINA AVENUE	AUSTRAL
58	Local Drainage	LOT 159 DP 1237400	13 CORTINA AVENUE	AUSTRAL
59	Local Drainage	LOT 16 Sec 1 DP 2756	14 KELLY STREET	AUSTRAL
60	Local Drainage	LOT 16 DP 3403	165 GURNER AVENUE	AUSTRAL
61	Local Drainage	LOT 160 DP 1237400	15 CORTINA AVENUE	AUSTRAL
62	Local Drainage	LOT 161 DP 1237400	17 CORTINA AVENUE	AUSTRAL
63	Local Drainage	LOT 162 DP 1237400	19 CORTINA AVENUE	AUSTRAL
64	Local Drainage	LOT 163 DP 1237400	21 CORTINA AVENUE	AUSTRAL
65	Local Drainage	LOT 177 DP 1237400	LOT 177 ST MORITZ STREET	AUSTRAL
66	Local Drainage	LOT 178 DP 1237400	LOT 178 ST MORITZ STREET	AUSTRAL
67	Local Drainage	LOT 179 DP 1237400	LOT 179 ST MORITZ STREET	AUSTRAL
68	Local Drainage	LOT 180 DP 1237400	LOT 180 ST MORITZ STREET	AUSTRAL
69	Local Drainage	LOT 183 DP 1237400	91 EIGHTEENTH AVENUE	AUSTRAL
70	Local Drainage	LOT 1901 DP 614637	190 FOURTH AVENUE	AUSTRAL
71	Local Drainage	LOT 2 DP 1263707	LOT 2 FIFTEENTH AVENUE	AUSTRAL
72	Local Drainage	LOT 2 DP 1269150	15 GURNER AVENUE	AUSTRAL

List of Land to be Acquired

ID	Land Reservation Type	Lot Description	Address	Suburb
73	Local Drainage	LOT 2 DP 233174	135 GURNER AVENUE	AUSTRAL
74	Local Drainage	LOT 2 DP 30409	610 FIFTEENTH AVENUE	AUSTRAL
75	Local Drainage	LOT 2 DP 503020	180-190 THIRTEENTH AVENUE	AUSTRAL
76	Local Drainage	LOT 20 DP 1257325	LOT 20 CRUSADER STREET	AUSTRAL
77	Local Drainage	LOT 201 DP 1238763	50B TOKYO ROAD	AUSTRAL
78	Local Drainage	LOT 21 DP 30409	235 THIRTEENTH AVENUE	AUSTRAL
79	Local Drainage	LOT 21 DP 3403	215 GURNER AVENUE	AUSTRAL
80	Local Drainage	LOT 22 DP 791237	29 GURNER AVENUE	AUSTRAL
81	Local Drainage	LOT 226 DP 2475	54-56 SEVENTEENTH AVENUE	AUSTRAL
82	Local Drainage	LOT 23 DP 3403	210 GURNER AVENUE	AUSTRAL
83	Local Drainage	LOT 24 DP 3403	210 GURNER AVENUE	AUSTRAL
84	Local Drainage	LOT 251 DP 1046753	200 GURNER AVENUE	AUSTRAL
85	Local Drainage	LOT 252 DP 1046753	194 GURNER AVENUE	AUSTRAL
86	Local Drainage	LOT 26 DP 30409	335 THIRTEENTH AVENUE	AUSTRAL
87	Local Drainage	LOT 261 DP 804734	174 GURNER AVENUE	AUSTRAL
88	Local Drainage	LOT 262 DP 804734	180 GURNER AVENUE	AUSTRAL
89	Local Drainage	LOT 263 DP 804734	184 GURNER AVENUE	AUSTRAL
90	Local Drainage	LOT 264 DP 804734	190 GURNER AVENUE	AUSTRAL
91	Local Drainage	LOT 28 DP 1241676	74 TOKYO ROAD	AUSTRAL
92	Local Drainage	LOT 28 DP 3403	170 GURNER AVENUE	AUSTRAL
93	Local Drainage	LOT 288 DP 2475	55 SIXTEENTH AVENUE	AUSTRAL
94	Local Drainage	LOT 29 DP 3403	160 GURNER AVENUE	AUSTRAL
95	Local Drainage	LOT 298 DP 2475	60-70 SIXTEENTH AVENUE	AUSTRAL
96	Local Drainage	LOT 3 DP 30409	590 FIFTEENTH AVENUE	AUSTRAL
97	Local Drainage	LOT 3 DP 503020	150 THIRTEENTH AVENUE	AUSTRAL
98	Local Drainage	LOT 3 DP 510228	510 FIFTEENTH AVENUE	AUSTRAL
99	Local Drainage	LOT 350 DP 2475	255 FIFTEENTH AVENUE	AUSTRAL
100	Local Drainage	LOT 351 DP 409032	265 FIFTEENTH AVENUE	AUSTRAL
101	Local Drainage	LOT 352 DP 2475	275 FIFTEENTH AVENUE	AUSTRAL
102	Local Drainage	LOT 354 DP 2475	295 FIFTEENTH AVENUE	AUSTRAL
103	Local Drainage	LOT 367 DP 2475	415 FIFTEENTH AVENUE	AUSTRAL
104	Local Drainage	LOT 368 DP 2475	425 FIFTEENTH AVENUE	AUSTRAL
105	Local Drainage	LOT 369 DP 2475	435 FIFTEENTH AVENUE	AUSTRAL
106	Local Drainage	LOT 370 DP 2475	441 FIFTEENTH AVENUE	AUSTRAL
107	Local Drainage	LOT 372 DP 2475	459 FIFTEENTH AVENUE	AUSTRAL
108	Local Drainage	LOT 4 DP 503020	350 EDMONDSON AVENUE	AUSTRAL
109	Local Drainage	LOT 4 DP 510228	520 FIFTEENTH AVENUE	AUSTRAL
110	Local Drainage	LOT 42 DP 739281	110 FIFTH AVENUE	AUSTRAL
111	Local Drainage	LOT 43 DP 739281	100 FIFTH AVENUE	AUSTRAL
112	Local Drainage	LOT 5 DP 30409	295 FOURTEENTH AVENUE	AUSTRAL
113	Local Drainage	LOT 5 DP 510228	530 FIFTEENTH AVENUE	AUSTRAL
114	Local Drainage	LOT 53 DP 1204512	260 BRINGELLY ROAD	AUSTRAL
115	Local Drainage	LOT 54 DP 1204512	250 BRINGELLY ROAD	AUSTRAL
116	Local Drainage	LOT 55 DP 1204512	232 BRINGELLY ROAD	AUSTRAL
117	Local Drainage	LOT 57 DP 1204512	224 BRINGELLY ROAD	AUSTRAL
118	Local Drainage	LOT 6 DP 1203670	312 BRINGELLY ROAD	AUSTRAL
119	Local Drainage	LOT 6 DP 30409	315 FOURTEENTH AVENUE	AUSTRAL
120	Local Drainage	LOT 633 DP 2475	75 THIRTEENTH AVENUE	AUSTRAL
121	Local Drainage	LOT 636 DP 2475	105 THIRTEENTH AVENUE	AUSTRAL
122	Local Drainage	LOT 637 DP 2475	365 EDMONDSON AVENUE	AUSTRAL
123	Local Drainage	LOT 647 DP 2475	215 THIRTEENTH AVENUE	AUSTRAL
124	Local Drainage	LOT 7 DP 1203670	300 BRINGELLY ROAD	AUSTRAL
125	Local Drainage	LOT 7 DP 30409	335 FOURTEENTH AVENUE	AUSTRAL
126	Local Drainage	LOT 721 DP 2475	255 TWELFTH AVENUE	AUSTRAL
127	Local Drainage	LOT 761 DP 2475	310 EDMONDSON AVENUE	AUSTRAL
128	Local Drainage	LOT 786 DP 2475	85 ELEVENTH AVENUE	AUSTRAL
129	Local Drainage	LOT 8 DP 1241676	66 TOKYO ROAD	AUSTRAL
130	Local Drainage	LOT 8 DP 30409	355 FOURTEENTH AVENUE	AUSTRAL
131	Local Drainage	LOT 803 DP 2475	230 ELEVENTH AVENUE	AUSTRAL
132	Local Drainage	LOT 817 DP 2475	80 ELEVENTH AVENUE	AUSTRAL
133	Local Drainage	LOT 818 DP 2475	80 ELEVENTH AVENUE	AUSTRAL
134	Local Drainage	LOT 819 DP 2475	60 ELEVENTH AVENUE	AUSTRAL
135	Local Drainage	LOT 820 DP 2475	60 ELEVENTH AVENUE	AUSTRAL
136	Local Drainage	LOT 821 DP 2475	42-50 ELEVENTH AVENUE	AUSTRAL
137	Local Drainage	LOT 83 DP 740973	126 BOYD STREET	AUSTRAL
138	Local Drainage	LOT 831 DP 2475	45-55 TENTH AVENUE	AUSTRAL
139	Local Drainage	LOT 846 DP 2475	195 TENTH AVENUE	AUSTRAL
140	Local Drainage	LOT 851 DP 2475	240 TENTH AVENUE	AUSTRAL
141	Local Drainage	LOT 9 Sec 3 DP 2756	2 BOYD STREET	AUSTRAL
142	Local Drainage	LOT 9 DP 1241676	68 TOKYO ROAD	AUSTRAL
143	Local Drainage	LOT 9 DP 30409	375 FOURTEENTH AVENUE	AUSTRAL
144	Local Drainage	LOT 930 DP 2475	163 EIGHTH AVENUE	AUSTRAL

List of Land to be Acquired

ID	Land Reservation Type	Lot Description	Address	Suburb
145	Local Drainage	LOT 976 DP 2475	85 SEVENTH AVENUE	AUSTRAL
146	Local Drainage	LOT 977 DP 2475	95 SEVENTH AVENUE	AUSTRAL
147	Local Drainage	LOT A DP 413204	459 FIFTEENTH AVENUE	AUSTRAL
148	Local Drainage	LOT B DP 413204	441 FIFTEENTH AVENUE	AUSTRAL
149	Local Drainage	LOT B DP 414227	475 FIFTEENTH AVENUE	AUSTRAL
150	Local Drainage	LOT C DP 385901	12 KELLY STREET	AUSTRAL
151	Local Drainage	LOT D DP 105925	184 FIFTH AVENUE	AUSTRAL
152	Local Open Space	CNR LOT 6 DP 1117859	480 FIFTEENTH AVENUE	AUSTRAL
153	Local Open Space	DP 236726 Cnr Lot 1	125 FOURTH AVENUE	AUSTRAL
154	Local Open Space	DP 236726 Cnr Lot 4	155 FOURTH AVENUE	AUSTRAL
155	Local Open Space	DP 2475 Cnr Lot 1040	95 EDMONDSON AVENUE	AUSTRAL
156	Local Open Space	DP 2475 Cnr Lot 1041	205 SIXTH AVENUE	AUSTRAL
157	Local Open Space	DP 2475 Cnr Lot 1047	265 SIXTH AVENUE	AUSTRAL
158	Local Open Space	DP 2475 Cnr Lot 1062	280 SIXTH AVENUE	AUSTRAL
159	Local Open Space	DP 2475 Cnr Lot 1117	265 FIFTH AVENUE	AUSTRAL
160	Local Open Space	DP 2475 Cnr Lot 888	145 NINTH AVENUE	AUSTRAL
161	Local Open Space	DP 575004 Cnr Lot 119	390 FOURTH AVENUE	AUSTRAL
162	Local Open Space	DP 614637 Cnr Lot 1900	160 NINTH AVENUE	AUSTRAL
163	Local Open Space	LOT 1 DP 1196541	185 GURNER AVENUE	AUSTRAL
164	Local Open Space	LOT 1 DP 1203671	210 FIFTH AVENUE	AUSTRAL
165	Local Open Space	LOT 1 DP 201643	160 SIXTH AVENUE	AUSTRAL
166	Local Open Space	LOT 1 DP 395169	50 GURNER AVENUE	AUSTRAL
167	Local Open Space	LOT 1 DP 570646	330 TWELFTH AVENUE	AUSTRAL
168	Local Open Space	LOT 1 DP 619379	45 SIXTEENTH AVENUE	AUSTRAL
169	Local Open Space	LOT 10 DP 771080	LOT 10 GURNER AVENUE	AUSTRAL
170	Local Open Space	LOT 10 DP 808614	180 SIXTH AVENUE	AUSTRAL
171	Local Open Space	LOT 100 DP 634734	67 GURNER AVENUE	AUSTRAL
172	Local Open Space	LOT 1000 DP 2475	184-194 SEVENTH AVENUE	AUSTRAL
173	Local Open Space	LOT 1001 DP 2475	172-182 SEVENTH AVENUE	AUSTRAL
174	Local Open Space	LOT 1002 DP 2475	160-170 SEVENTH AVENUE	AUSTRAL
175	Local Open Space	LOT 1003 DP 2475	148-158 SEVENTH AVENUE	AUSTRAL
176	Local Open Space	LOT 1004 DP 2475	136-146 SEVENTH AVENUE	AUSTRAL
177	Local Open Space	LOT 1005 DP 2475	124-134 SEVENTH AVENUE	AUSTRAL
178	Local Open Space	LOT 101 DP 634734	65 GURNER AVENUE	AUSTRAL
179	Local Open Space	LOT 101 DP 712544	28-32 BOYD STREET	AUSTRAL
180	Local Open Space	LOT 102 DP 712544	22 BOYD STREET	AUSTRAL
181	Local Open Space	LOT 1039 DP 2475	201-215 SIXTH AVENUE	AUSTRAL
182	Local Open Space	LOT 1042 DP 2475	215 SIXTH AVENUE	AUSTRAL
183	Local Open Space	LOT 1043 DP 2475	225 SIXTH AVENUE	AUSTRAL
184	Local Open Space	LOT 1044 DP 2475	235 SIXTH AVENUE	AUSTRAL
185	Local Open Space	LOT 1054 DP 2475	250 SEVENTH AVENUE	AUSTRAL
186	Local Open Space	LOT 11 DP 519909	22 KELLY STREET	AUSTRAL
187	Local Open Space	LOT 11 DP 776297	231-245 ELEVENTH AVENUE	AUSTRAL
188	Local Open Space	LOT 11 DP 808614	95 FIFTH AVENUE	AUSTRAL
189	Local Open Space	LOT 1105 DP 2475	85 FIFTH AVENUE	AUSTRAL
190	Local Open Space	LOT 111 DP 875377	34 BOYD STREET	AUSTRAL
191	Local Open Space	LOT 112 DP 875377	40 BOYD STREET	AUSTRAL
192	Local Open Space	LOT 1137 DP 2475	160 FIFTH AVENUE	AUSTRAL
193	Local Open Space	LOT 118 DP 575004	250 FOURTEENTH AVENUE	AUSTRAL
194	Local Open Space	LOT 121 DP 738282	52 BOYD STREET	AUSTRAL
195	Local Open Space	LOT 122 DP 738282	46 BOYD STREET	AUSTRAL
196	Local Open Space	LOT 14 DP 831988	79 GURNER AVENUE	AUSTRAL
197	Local Open Space	LOT 15 Sec 1 DP 2756	18 KELLY STREET	AUSTRAL
198	Local Open Space	LOT 152 DP 2475	100 EIGHTEENTH AVENUE	AUSTRAL
199	Local Open Space	LOT 153 DP 2475	90 EIGHTEENTH AVENUE	AUSTRAL
200	Local Open Space	LOT 16 DP 30409	286 FOURTEENTH AVENUE	AUSTRAL
201	Local Open Space	LOT 17 DP 30409	270 FOURTEENTH AVENUE	AUSTRAL
202	Local Open Space	LOT 17 DP 3403	175 GURNER AVENUE	AUSTRAL
203	Local Open Space	LOT 19 DP 3403	195 GURNER AVENUE	AUSTRAL
204	Local Open Space	LOT 2 DP 1203674	542 BRINGELLY ROAD	AUSTRAL
205	Local Open Space	LOT 2 DP 201643	140-150 SIXTH AVENUE	AUSTRAL
206	Local Open Space	LOT 2 DP 236726	135 FOURTH AVENUE	AUSTRAL
207	Local Open Space	LOT 2 DP 570646	316-320 TWELFTH AVENUE	AUSTRAL
208	Local Open Space	LOT 2 DP 598602	275 EIGHTH AVENUE	AUSTRAL
209	Local Open Space	LOT 20 DP 3403	205 GURNER AVENUE	AUSTRAL
210	Local Open Space	LOT 20 DP 730327	66 KELLY STREET	AUSTRAL
211	Local Open Space	LOT 21 DP 1196508	500 FIFTEENTH AVENUE	AUSTRAL
212	Local Open Space	LOT 218 DP 2475	65 SEVENTEENTH AVENUE	AUSTRAL
213	Local Open Space	LOT 219 DP 2475	73 SEVENTEENTH AVENUE	AUSTRAL
214	Local Open Space	LOT 22 DP 1196508	246 FOURTEENTH AVENUE	AUSTRAL
215	Local Open Space	LOT 23 DP 1250553	LOT 23 TONY AVENUE	AUSTRAL
216	Local Open Space	LOT 24 DP 1250553	LOT 24 NINO AVENUE	AUSTRAL

List of Land to be Acquired

ID	Land Reservation Type	Lot Description	Address	Suburb
217	Local Open Space	LOT 295 DP 1229487	LOT 295 EDMONDSON AVENUE	AUSTRAL
218	Local Open Space	LOT 3 DP 236726	145 FOURTH AVENUE	AUSTRAL
219	Local Open Space	LOT 4 DP 30409	570 FIFTEENTH AVENUE	AUSTRAL
220	Local Open Space	LOT 421 DP 2475	370 FIFTEENTH AVENUE	AUSTRAL
221	Local Open Space	LOT 422 DP 2475	360 FIFTEENTH AVENUE	AUSTRAL
222	Local Open Space	LOT 489 DP 2475	115 FOURTEENTH AVENUE	AUSTRAL
223	Local Open Space	LOT 490 DP 2475	125 FOURTEENTH AVENUE	AUSTRAL
224	Local Open Space	LOT 5 DP 236726	196 EDMONDSON AVENUE	AUSTRAL
225	Local Open Space	LOT 6 DP 236726	194 EDMONDSON AVENUE	AUSTRAL
226	Local Open Space	LOT 634 DP 2475	85 THIRTEENTH AVENUE	AUSTRAL
227	Local Open Space	LOT 635 DP 2475	95 THIRTEENTH AVENUE	AUSTRAL
228	Local Open Space	LOT 674 DP 2475	230 THIRTEENTH AVENUE	AUSTRAL
229	Local Open Space	LOT 675 DP 2475	220 THIRTEENTH AVENUE	AUSTRAL
230	Local Open Space	LOT 7 Sec 2 DP 2756	13 KELLY STREET	AUSTRAL
231	Local Open Space	LOT 716 DP 2475	205 TWELFTH AVENUE	AUSTRAL
232	Local Open Space	LOT 717 DP 2475	213 TWELFTH AVENUE	AUSTRAL
233	Local Open Space	LOT 718 DP 2475	225 TWELFTH AVENUE	AUSTRAL
234	Local Open Space	LOT 719 DP 2475	235 TWELFTH AVENUE	AUSTRAL
235	Local Open Space	LOT 720 DP 2475	245 TWELFTH AVENUE	AUSTRAL
236	Local Open Space	LOT 759 DP 2475	202 TWELFTH AVENUE	AUSTRAL
237	Local Open Space	LOT 760 DP 2475	202 TWELFTH AVENUE	AUSTRAL
238	Local Open Space	LOT 785 DP 2475	75 ELEVENTH AVENUE	AUSTRAL
239	Local Open Space	LOT 802 DP 2475	240-250 ELEVENTH AVENUE	AUSTRAL
240	Local Open Space	LOT 82 DP 740973	85 BOYD STREET	AUSTRAL
241	Local Open Space	LOT 830 DP 2475	35 TENTH AVENUE	AUSTRAL
242	Local Open Space	LOT 847 DP 2475	205 TENTH AVENUE	AUSTRAL
243	Local Open Space	LOT 848 DP 2475	215 TENTH AVENUE	AUSTRAL
244	Local Open Space	LOT 849 DP 2475	225 TENTH AVENUE	AUSTRAL
245	Local Open Space	LOT 850 DP 2475	235 TENTH AVENUE	AUSTRAL
246	Local Open Space	LOT 852 DP 2475	230 TENTH AVENUE	AUSTRAL
247	Local Open Space	LOT 853 DP 2475	212 TENTH AVENUE	AUSTRAL
248	Local Open Space	LOT 854 DP 2475	210 TENTH AVENUE	AUSTRAL
249	Local Open Space	LOT 855 DP 2475	200 TENTH AVENUE	AUSTRAL
250	Local Open Space	LOT 866 DP 2475	90 TENTH AVENUE	AUSTRAL
251	Local Open Space	LOT 889 DP 2475	145 NINTH AVENUE	AUSTRAL
252	Local Open Space	LOT 890 DP 2475	165 NINTH AVENUE	AUSTRAL
253	Local Open Space	LOT 891 DP 2475	175 NINTH AVENUE	AUSTRAL
254	Local Open Space	LOT 892 DP 2475	185 NINTH AVENUE	AUSTRAL
255	Local Open Space	LOT 893 DP 2475	195 NINTH AVENUE	AUSTRAL
256	Local Open Space	LOT 894 DP 2475	205 NINTH AVENUE	AUSTRAL
257	Local Open Space	LOT 902 DP 2475	140 NINTH AVENUE	AUSTRAL
258	Local Open Space	LOT 915 DP 2475	10 NINTH AVENUE	AUSTRAL
259	Local Open Space	LOT 931 DP 2475	175 EIGHTH AVENUE	AUSTRAL
260	Local Open Space	LOT 9322 DP 1197990	185 EIGHTH AVENUE	AUSTRAL
261	Local Open Space	LOT 971 DP 2475	35 SEVENTH AVENUE	AUSTRAL
262	Local Open Space	LOT 972 DP 1247475	45 SEVENTH AVENUE	AUSTRAL
263	Local Open Space	LOT B DP 339407	274 FIFTEENTH AVENUE	AUSTRAL
264	Local Open Space	LOT B DP 384876	33 KELLY STREET	AUSTRAL
265	Local Open Space	PART LOT 12 DP 1103748	495 FOURTH AVENUE	AUSTRAL
266	Local Road	LOT 1 DP 1245816	LOT 1 NEMEAN ROAD	AUSTRAL
267	Local Road	LOT 102 DP 1245089	34 KELLY STREET	AUSTRAL
268	Local Road	LOT 103 DP 1245089	36 KELLY STREET	AUSTRAL
269	Local Road	LOT 104 DP 1245089	38 KELLY STREET	AUSTRAL
270	Local Road	LOT 112 DP 591857	280 EIGHTH AVENUE	AUSTRAL
271	Local Road	LOT 141 DP 1213851	LOT 141 NEMEAN ROAD	AUSTRAL
272	Local Road	LOT 142 DP 1213851	LOT 142 NEMEAN ROAD	AUSTRAL
273	Local Road	LOT 3 Sec 1 DP 2756	62 KELLY STREET	AUSTRAL
274	Local Road	LOT 769 DP 2475	110 TWELFTH AVENUE	AUSTRAL
275	Local Road	LOT 779 DP 2475	5 ELEVENTH AVENUE	AUSTRAL
276	Local Road	LOT 829 DP 2475	23 TENTH AVENUE	AUSTRAL
277	Local Road	LOT 874 DP 2475	5 NINTH AVENUE	AUSTRAL
278	Local Road	LOT 917 DP 2475	35 EIGHTH AVENUE	AUSTRAL
279	Local Road	LOT 962 DP 2475	40 EIGHTH AVENUE	AUSTRAL
280	Local Road	LOT 970 DP 2475	25 SEVENTH AVENUE	AUSTRAL
281	Local Road	LOT 993 DP 2475	250 SEVENTH AVENUE	AUSTRAL
282	Local Road	LOT A DP 417196	58 KELLY STREET	AUSTRAL
283	Local Road	LOT B DP 417196	60 KELLY STREET	AUSTRAL
284	Local Road	PART LOT 1077 DP 2475	130 SIXTH AVENUE	AUSTRAL
285	Local Road	PART LOT 1102 DP 2475	55 FIFTH AVENUE	AUSTRAL
451	Local Drainage	LOT 30 DP 1241676	LOT 30 TOKYO ROAD	AUSTRAL
286	Local Drainage	LOT 3737 DP 1211091	LOT 3737 ROSEDALE CIRCUIT	CARNES HILL
287	Local Open Space	LOT 4114 DP 1164467	1 RUSE PLACE	CARNES HILL

List of Land to be Acquired

ID	Land Reservation Type	Lot Description	Address	Suburb
288	Local Open Space	LOT 4115 DP 1164467	5 MARGARET DAWSON DRIVE	CARNES HILL
289	Local Open Space	LOT 4116 DP 1164467	7 MARGARET DAWSON DRIVE	CARNES HILL
290	Local Open Space	LOT 4117 DP 1164467	9 MARGARET DAWSON DRIVE	CARNES HILL
291	Local Open Space	LOT 4118 DP 1164467	11 MARGARET DAWSON DRIVE	CARNES HILL
292	Local Open Space	LOT 4119 DP 1164467	13 MARGARET DAWSON DRIVE	CARNES HILL
293	Local Open Space	LOT 271 DP 228322	155 CARTWRIGHT AVENUE	CARTWRIGHT
294	Local Open Space	LOT 1 DP 1062673	22 SAMMUT CRESCENT	CHIPPING NORTON
295	Local Drainage	LOT 1 DP 1256657	315 DENHAM COURT ROAD	DENHAM COURT
296	Local Drainage	LOT 141 DP 852633	305 DENHAM COURT ROAD	DENHAM COURT
297	Local Drainage	LOT 1 DP 1202976	LOT 1 RAILWAY LANDS	EDMONDSON PARK
298	Local Open Space	LOT 1 DP 1052613	2094 CAMDEN VALLEY WAY	EDMONDSON PARK
299	Local Open Space	LOT 1 DP 1224201	275 JARDINE DRIVE	EDMONDSON PARK
300	Local Open Space	LOT 11 DP 1198965	LOT 11 ZOUC ROAD	EDMONDSON PARK
301	Local Open Space	LOT 110 DP 1081794	1742 CAMDEN VALLEY WAY	EDMONDSON PARK
302	Local Open Space	LOT 132 DP 1266892	155-185 JARDINE DRIVE	EDMONDSON PARK
303	Local Open Space	LOT 164 DP 1218597	LOT 164 MANCHURIA ROAD	EDMONDSON PARK
304	Local Open Space	LOT 2 DP 1177440	1742-1744 CAMDEN VALLEY WAY	EDMONDSON PARK
305	Local Open Space	LOT 2 DP 1228502	10 CROATIA AVENUE	EDMONDSON PARK
306	Local Open Space	LOT 2 DP 1264963	LOT 2 MCFARLANE ROAD	EDMONDSON PARK
307	Local Open Space	LOT 20 DP 1238608	LOT 20 CAMPBELLTOWN ROAD	EDMONDSON PARK
308	Local Open Space	LOT 21 DP 1238608	LOT 21 CAMPBELLTOWN ROAD	EDMONDSON PARK
309	Local Open Space	LOT 215 DP 1186108	LOT 215 CROATIA AVENUE	EDMONDSON PARK
310	Local Open Space	LOT 22 DP 631868	15 RYNAN AVENUE	EDMONDSON PARK
311	Local Open Space	LOT 23 DP 1238608	LOT 23 CAMPBELLTOWN ROAD	EDMONDSON PARK
312	Local Open Space	LOT 24 DP 228850	160 CROATIA AVENUE	EDMONDSON PARK
313	Local Open Space	LOT 26 DP 1219985	LOT 26 JARDINE DRIVE	EDMONDSON PARK
314	Local Open Space	LOT 26 DP 228850	170 CROATIA AVENUE	EDMONDSON PARK
315	Local Open Space	LOT 27 DP 1219985	LOT 27 JARDINE DRIVE	EDMONDSON PARK
316	Local Open Space	LOT 304 DP 1238463	LOT 304 DRAGON ROAD	EDMONDSON PARK
317	Local Open Space	LOT 37 DP 228850	LOT 37 DALMATIA AVENUE	EDMONDSON PARK
318	Local Open Space	LOT 4 DP 1228502	30 CROATIA AVENUE	EDMONDSON PARK
319	Local Open Space	LOT 4601 DP 1248502	FAULKNER WAY	EDMONDSON PARK
320	Local Open Space	LOT 47 DP 1218326	LOT 47 HARTLEPOOL ROAD	EDMONDSON PARK
321	Local Open Space	LOT 5 DP 1227875	LOT 5 DUNKIRK ROAD	EDMONDSON PARK
322	Local Open Space	LOT 92 DP 1266891	195 JARDINE DRIVE	EDMONDSON PARK
323	Local Open Space	LOT 942 DP 1206994	LOT 942 WAKELING DRIVE	EDMONDSON PARK
324	Local Open Space	LOT 98 DP 1217431	LOT 98 CROATIA AVENUE	EDMONDSON PARK
325	Local Road	CNR LOT 123 DP 1204346	CNR LOT 123 BUCHAN AVENUE	EDMONDSON PARK
326	Local Road	CNR LOT 2004 DP 1190424	CNR LOT 2004 JARDINE DRIVE	EDMONDSON PARK
327	Local Road	LOT 1 DP 1200987	LOT 1 RAILWAY LANDS	EDMONDSON PARK
328	Local Road	LOT 1 DP 1244999	45 CROATIA AVENUE	EDMONDSON PARK
329	Local Road	LOT 10 DP 1228502	260 CROATIA AVENUE	EDMONDSON PARK
330	Local Road	LOT 12 DP 1259655	LOT 12 BERNERA ROAD	EDMONDSON PARK
331	Local Road	LOT 124 DP 1204346	LOT 124 BUCHAN AVENUE	EDMONDSON PARK
332	Local Road	LOT 128 DP 1204346	72 BUCHAN AVENUE	EDMONDSON PARK
333	Local Road	LOT 129 DP 1204346	70 BUCHAN AVENUE	EDMONDSON PARK
334	Local Road	LOT 13 DP 1259655	LOT 13 BERNERA ROAD	EDMONDSON PARK
335	Local Road	LOT 130 DP 1204346	68 BUCHAN AVENUE	EDMONDSON PARK
336	Local Road	LOT 131 DP 1204346	66 BUCHAN AVENUE	EDMONDSON PARK
337	Local Road	LOT 132 DP 1204346	64 BUCHAN AVENUE	EDMONDSON PARK
338	Local Road	LOT 133 DP 1204346	62 BUCHAN AVENUE	EDMONDSON PARK
339	Local Road	LOT 134 DP 1204346	60 BUCHAN AVENUE	EDMONDSON PARK
340	Local Road	LOT 14 DP 1228502	250 CROATIA AVENUE	EDMONDSON PARK
341	Local Road	LOT 14 DP 1259655	LOT 14 BERNERA ROAD	EDMONDSON PARK
342	Local Road	LOT 18 DP 1228502	LOT 18 CROATIA AVENUE	EDMONDSON PARK
343	Local Road	LOT 2 DP 1228948	240 CROATIA AVENUE	EDMONDSON PARK
344	Local Road	LOT 20 DP 1228502	225 CROATIA AVENUE	EDMONDSON PARK
345	Local Road	LOT 22 DP 228850	132-140 CROATIA AVENUE	EDMONDSON PARK
346	Local Road	LOT 23 DP 1246439	LOT 23 CHANGSHA ROAD	EDMONDSON PARK
347	Local Road	LOT 23 DP 228850	150 CROATIA AVENUE	EDMONDSON PARK
348	Local Road	LOT 25 DP 228850	164 CROATIA AVENUE	EDMONDSON PARK
349	Local Road	LOT 28 DP 1228502	165 CROATIA AVENUE	EDMONDSON PARK
350	Local Road	LOT 3 DP 1200987	LOT 3 RAILWAY LANDS	EDMONDSON PARK
351	Local Road	LOT 30 DP 1228502	200 CROATIA AVENUE	EDMONDSON PARK
352	Local Road	LOT 301 DP 1238463	LOT 301 ARDENNES AVENUE	EDMONDSON PARK
353	Local Road	LOT 32 DP 1228502	361-363 BERNERA ROAD	EDMONDSON PARK
354	Local Road	LOT 3249 DP 1212384	LOT 3249 ARDENNES AVENUE	EDMONDSON PARK
355	Local Road	LOT 35 DP 1243465	LOT 35 FARRELL STREET	EDMONDSON PARK
356	Local Road	LOT 4 DP 1248038	LOT 4 DALMATIA AVENUE	EDMONDSON PARK
357	Local Road	LOT 40 DP 1247570	LOT 40 GENERAL BOULEVARDE	EDMONDSON PARK
358	Local Road	LOT 451 DP 1252934	LOT 451 CROATIA AVENUE	EDMONDSON PARK
359	Local Road	LOT 5 DP 1220978	LOT 5 CAMPBELLTOWN ROAD	EDMONDSON PARK

List of Land to be Acquired

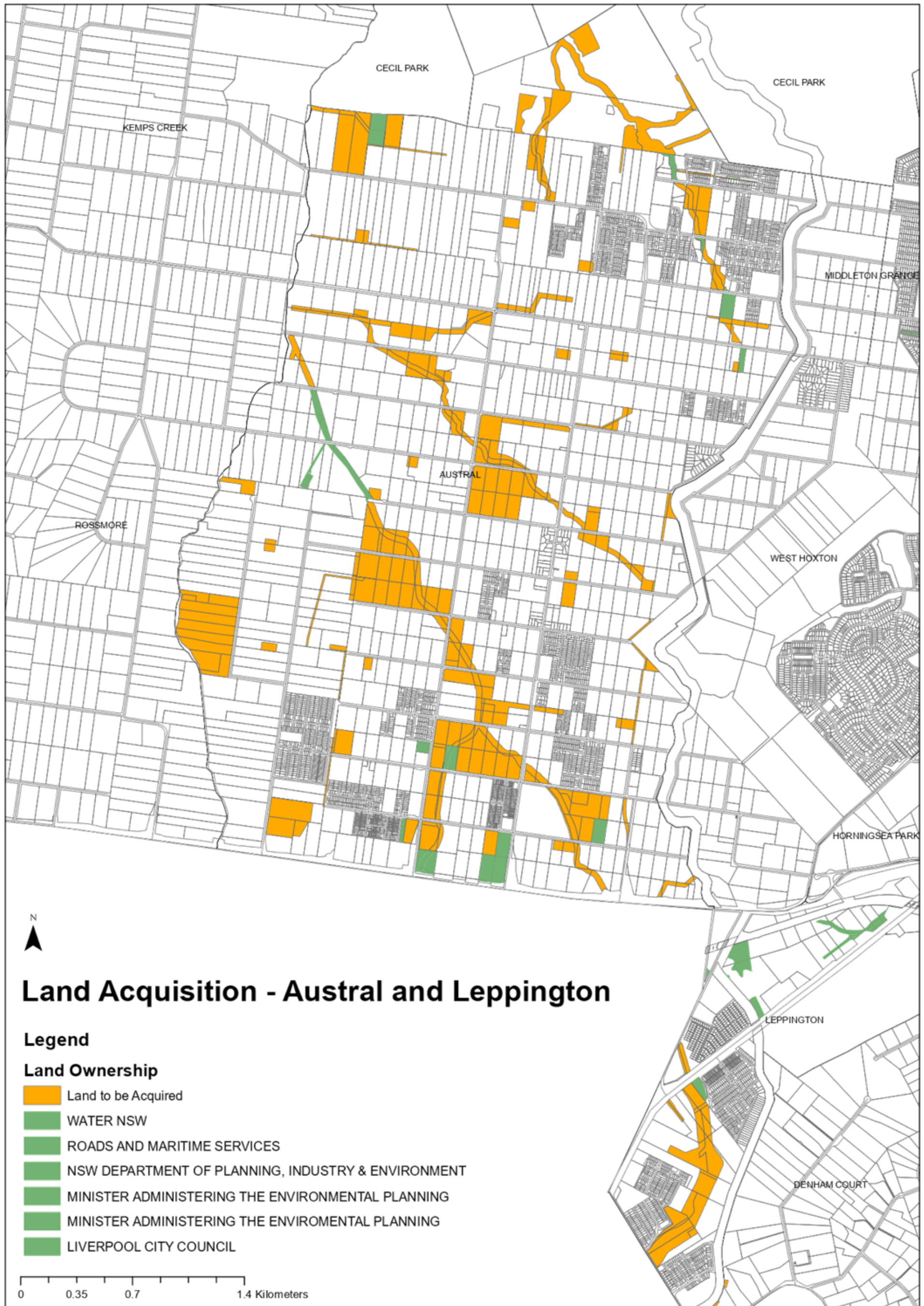
ID	Land Reservation Type	Lot Description	Address	Suburb
360	Local Road	LOT 552 DP 1219412	LOT 552 ARDENNES AVENUE	EDMONDSON PARK
361	Local Road	LOT 7 DP 1227088	LOT 7 ARDENNES AVENUE	EDMONDSON PARK
362	Local Drainage	PART LOT 11 DP 1209742	401 HOXTON PARK ROAD	HINCHINBROOK
363	Local Drainage	LOT 1 DP 861240	1895 CAMDEN VALLEY WAY	HORNINGSEA PARK
364	Local Drainage	CNR LOT 202 DP 1078419	650-652 HOXTON PARK ROAD	HOXTON PARK
365	Local Drainage	LOT 1 DP 1082803	490 HOXTON PARK ROAD	HOXTON PARK
366	Local Drainage	LOT 16 DP 1068768	30 BANGALOW PLACE	HOXTON PARK
367	Local Drainage	LOT 2 DP 1042706	464 HOXTON PARK ROAD	HOXTON PARK
368	Local Drainage	LOT 2 DP 1046088	17-19 NIMBIN AVENUE	HOXTON PARK
369	Local Drainage	LOT 2 DP 510863	21 TWENTIETH AVENUE	HOXTON PARK
370	Local Drainage	LOT 35 DP 1068768	LOT 35 HOXTON PARK ROAD	HOXTON PARK
371	Local Drainage	LOT 45 DP 2475	LOT 44 TWENTIETH AVENUE	HOXTON PARK
372	Local Open Space	DP 29147 Cnr Lot 1	1 TWENTIETH AVENUE	HOXTON PARK
373	Local Open Space	LOT 1 DP 909844	596 HOXTON PARK ROAD	HOXTON PARK
374	Local Open Space	LOT 2 DP 1142378	23 FIRST AVENUE	HOXTON PARK
375	Local Open Space	LOT 2 DP 29147	3 TWENTIETH AVENUE	HOXTON PARK
376	Local Open Space	LOT 3 DP 29147	5 TWENTIETH AVENUE	HOXTON PARK
377	Local Open Space	LOT 4 DP 29147	7 TWENTIETH AVENUE	HOXTON PARK
378	Local Open Space	LOT 61B DP 389791	13 FIRST AVENUE	HOXTON PARK
379	Local Drainage	LOT 22 DP 3403	225 GURNER AVENUE	KEMPS CREEK
380	Local Open Space	LOT 1 DP 1238339	535 COWPASTURE ROAD	LEN WATERS ESTATE
381	Local Open Space	LOT 2 DP 1210012	545 COWPASTURE ROAD	LEN WATERS ESTATE
382	Local Open Space	LOT 5 DP 1238339	525 COWPASTURE ROAD	LEN WATERS ESTATE
383	Local Drainage	LOT 1 DP 270685	1 ANTEGRA (PRIVATE ROAD) DRIVE	LEPPINGTON
384	Local Drainage	LOT 100 DP 1176542	1505 CAMDEN VALLEY WAY	LEPPINGTON
385	Local Drainage	LOT 2 DP 562696	1360 CAMDEN VALLEY WAY	LEPPINGTON
386	Local Drainage	LOT 2 DP 876043	1426 CAMDEN VALLEY WAY	LEPPINGTON
387	Local Drainage	LOT 318 DP 1238831	LOT 318 SQUADRON STREET	LEPPINGTON
388	Local Drainage	LOT 4 DP 1207263	LOT 4 RAILWAY LANDS	LEPPINGTON
389	Local Drainage	LOT 700 DP 1244341	LOT 700 RAINBOWS WAY	LEPPINGTON
390	Local Open Space	LOT 1 DP 876043	1428 CAMDEN VALLEY WAY	LEPPINGTON
391	Local Open Space	LOT 15 DP 27877	415-425 DENHAM COURT ROAD	LEPPINGTON
392	Local Open Space	LOT 2 DP 1211155	415-425 DENHAM COURT ROAD	LEPPINGTON
393	Local Open Space	LOT 20 DP 1238828	LOT 20 AIR LEAGUE AVENUE	LEPPINGTON
394	Local Open Space	LOT 5 DP 1218046	LOT 5 RAILWAY LANDS	LEPPINGTON
395	Local Open Space	LOT 8 DP 27877	1412-1420 CAMDEN VALLEY WAY	LEPPINGTON
396	Local Open Space	PART LOT E DP 28997	1370 CAMDEN VALLEY WAY	LEPPINGTON
397	Local Road	LOT 10 DP 27877	1382-1384 CAMDEN VALLEY WAY	LEPPINGTON
398	Local Road	LOT 9 DP 27877	1402 CAMDEN VALLEY WAY	LEPPINGTON
399	Local Open Space	LOT 347 DP 1173215	LOT 347 MEMORIAL AVENUE	LIVERPOOL
400	Local Road	CNR LOT 2 DP 1231145	9 SPEED STREET	LIVERPOOL
401	Local Road	DP 75990 Cnr Lot 1	80 TERMINUS STREET	LIVERPOOL
402	Local Road	LOT 1 DP 1053994	160 BIGGE STREET	LIVERPOOL
403	Local Road	LOT 1 DP 441884	2 SCOTT STREET	LIVERPOOL
404	Local Road	LOT 1 DP 556637	32 PIRIE STREET	LIVERPOOL
405	Local Road	LOT 1 DP 600394	269 BIGGE STREET	LIVERPOOL
406	Local Road	LOT 1 DP 657061	131 GEORGE STREET	LIVERPOOL
407	Local Road	LOT 1 DP 7541	13 NORFOLK STREET	LIVERPOOL
408	Local Road	LOT 1 DP 806483	52 BATHURST STREET	LIVERPOOL
409	Local Road	LOT 1 DP 881962	80 BATHURST STREET	LIVERPOOL
410	Local Road	LOT 1 DP 88532	86A BATHURST STREET	LIVERPOOL
411	Local Road	LOT 13 DP 13536	7-9 SPEED STREET	LIVERPOOL
412	Local Road	LOT 2 DP 556637	32 PIRIE STREET	LIVERPOOL
413	Local Road	LOT 2 DP 7541	13 NORFOLK STREET	LIVERPOOL
414	Local Road	LOT 3 DP 588103	16 SCOTT STREET	LIVERPOOL
415	Local Road	LOT C DP 154285	54 BATHURST STREET	LIVERPOOL
416	Local Road	LOT E DP 26324	30 PIRIE STREET	LIVERPOOL
417	Local Road	LOT F DP 26324	28 PIRIE STREET	LIVERPOOL
418	Community Facility	LOT 4 DP 1207518	LOT 4 SEVENTEENTH AVE EAST	MIDDLETON GRANGE
419	Local Drainage	LOT 213 DP 1111381	LOT 213 MCIVER AVENUE	MIDDLETON GRANGE
420	Local Drainage	LOT 600 DP 1236135	LOT 600 KINGSFORD SMITH AVENUE	MIDDLETON GRANGE
421	Local Open Space	LOT 100 DP 1208498	85 SEVENTEENTH AVE EAST	MIDDLETON GRANGE
422	Local Open Space	LOT 12 DP 1108343	60 HALL CIRCUIT	MIDDLETON GRANGE
423	Local Open Space	LOT 34 DP 1044841	15 STANTE CLOSE	MIDDLETON GRANGE
424	Local Open Space	DP 602988 Cnr Lot 2	124 NEWBRIDGE ROAD	MOOREBANK
425	Local Open Space	LOT 4 DP 1193300	43 BRICKMAKERS DRIVE	MOOREBANK
426	Local Open Space	LOT 70 DP 1254895	146 NEWBRIDGE ROAD	MOOREBANK
427	Local Open Space	LOT 11 DP 803038	LOT 11 HEATHCOTE ROAD	PLEASURE POINT
428	Local Open Space	LOT 2 DP 817692	LOT 2 PLEASURE POINT ROAD	PLEASURE POINT
429	Local Drainage	LOT 1 DP 1058275	115-121 JEDDA ROAD	PRESTONS
430	Local Drainage	LOT 1 DP 1249246	55 YARRUNGA ROAD	PRESTONS
431	Local Drainage	LOT 1 DP 1250846	19-21 PROGRESS CIRCUIT	PRESTONS

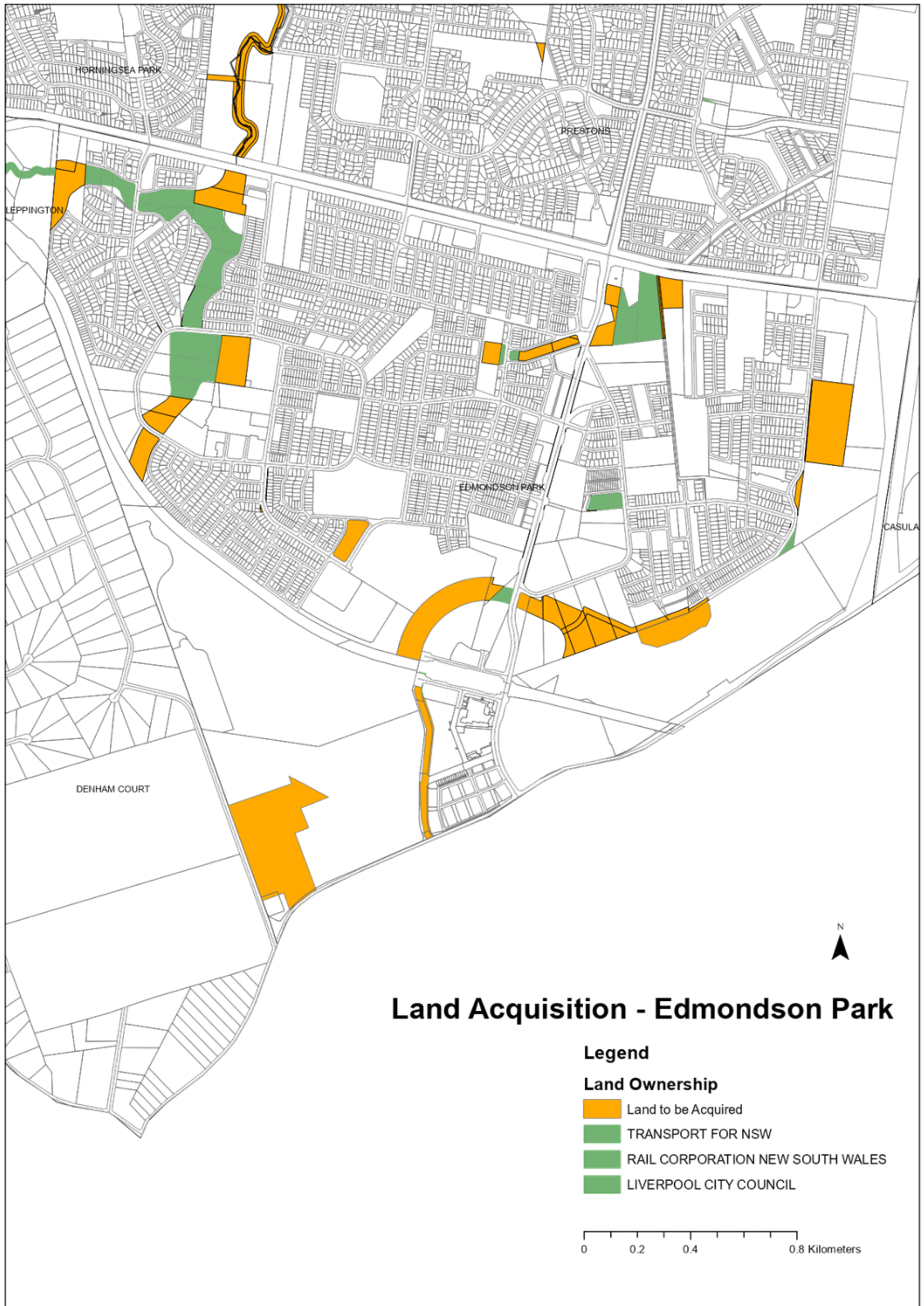
List of Land to be Acquired

ID	Land Reservation Type	Lot Description	Address	Suburb
432	Local Drainage	LOT 101 DP 1249662	1-3 BERNERA ROAD	PRESTONS
433	Local Drainage	LOT 2 DP 1120306	LOT 2 ASH ROAD	PRESTONS
434	Local Drainage	LOT 2 DP 1234968	LOT 2 ILLAROO ROAD	PRESTONS
435	Local Drainage	LOT 27 DP 2359	90 YARRAWA STREET	PRESTONS
436	Local Drainage	LOT 28 DP 2359	50 YARRUNGA ROAD	PRESTONS
437	Local Drainage	LOT 3 DP 1045029	LOT 3 ILLAROO ROAD	PRESTONS
438	Local Drainage	LOT 3 DP 1058275	109 JEDDA ROAD	PRESTONS
439	Local Drainage	LOT 3 DP 1120306	LOT 3 ASH ROAD	PRESTONS
440	Local Drainage	LOT 5 DP 24315	75 YARRAWA STREET	PRESTONS
441	Local Drainage	LOT 88 DP 1236888	LOT 11 KURRAJONG ROAD	PRESTONS
442	Local Open Space	LOT 10 DP 1190822	59 KOOKABURRA ROAD	PRESTONS
443	Local Open Space	LOT 2 DP 504054	1915 CAMDEN VALLEY WAY	PRESTONS
444	Local Open Space	LOT 50 DP 1082480	1915 CAMDEN VALLEY WAY	PRESTONS
445	Local Open Space	LOT 801 DP 1258558	18 GERROA PLACE	PRESTONS
446	Local Open Space	PART LOT 466 DP 1213349	15-17 PROGRESS CIRCUIT	PRESTONS
447	Local Road	LOT 1 DP 1236397	2 MELITO COURT	PRESTONS
448	Local Road	LOT 1 DP 405571	5 MELITO COURT	PRESTONS
449	Local Road	LOT 12 DP 1263863	1 MELITO COURT	PRESTONS
450	Local Open Space	LOT 1 DP 1172051	155 GOVERNOR MACQUARIE DRIVE	WARWICK FARM
452	Local Open Space	LOT 41 DP 1201607	LOT 41 GOVERNOR MACQUARIE DRIVE	WARWICK FARM
453	Local Open Space	LOT 43 DP 1201607	LOT 41 GOVERNOR MACQUARIE DRIVE	WARWICK FARM

Total: 453 438

Note: Land no longer reserved for acquisition under Amendment 75







Land Acquisition - Middleton Grange



Legend

Land Ownership

- Land to be Acquired
- THE STATE OF NEW SOUTH WALES
- RAILCORPORATION NSW
- NEW SOUTH WALES LAND AND HOUSING CORPORATION
- MINISTER TECHNICAL AND FURTHER EDUCATION COMMISSION
- MINISTER ADMINISTERING THE ENVIRONMENTAL PLANNING
- LIVERPOOL CITY COUNCIL

0 0.075 0.15 0.3 Kilometers

PLAN 02

Draft Liverpool Contributions Plan 2021 - East Leppington

Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	114340.2021
Report By	Shaun Beckley - Coordinator Contributions Planning
Approved By	David Smith - Acting Director Planning & Compliance

EXECUTIVE SUMMARY

The East Leppington Precinct was rezoned in 2014 by the NSW Government as part of the South West Growth Centre and includes land in Camden, Campbelltown, and Liverpool local government areas. The Liverpool portion of the Precinct has a total net developable area of 75.59 hectares and is expected to support 1,128 new dwellings and 3,485 new residents.

The existing *Liverpool Contributions Plan 2014 – East Leppington* was prepared to collect development contributions on residential and non-residential development in East Leppington under Section 7.11 of the *Environmental Planning and Assessment Act (EP&A Act)*.

Council has undertaken a review of this Plan and prepared the Liverpool Contributions Plan 2021 – East Leppington (**Attachment 1**), referred to as “the Plan” in this report.

The Plan has been reviewed in line with the Department of Planning, Industry and Environment’s (DPIE) Practice Notes.

The *January 2019 Practice Note* states contributions can only be levied above the cap if the relevant Contributions Plan has been reviewed by the Independent Pricing and Regulatory Tribunal (IPART) and Council has implemented any advice given by the Minister. The review and assessment of this Plan allows Council to levy above the cap to avoid a further shortfall in contributions funding.

The *July 2005 Practice Note* recommends review of a Contributions Plan to ensure Council collects contributions in line with any changes to population growth and demand, as well as any changes in the amount and cost of works or land.

PLANNING & COMPLIANCE REPORT

In line with these Practice Notes, the Plan has been reviewed by Council with a focus on the revision of Works and Land costs. These costs have been updated to reflect more detailed infrastructure design studies, the increased cost of materials and changes to the cost of acquiring land.

The review of the Plan has identified a need to increase costs for infrastructure based on changes to property prices, confirmation of design and increased cost of materials. This has resulted in an increase to the per lot contribution of approximately \$14,000 (from the current \$52,000 to \$66,000 for a 450m² lot). It is noted that contributions within the precinct are currently capped by NSW Government policy at \$30,000 per lot.

It is important for Council to update the Plan accordingly to ensure that development is funding the cost of infrastructure and reducing the financial burden on Council, including any shortfall based on the cap on contributions.

Housekeeping amendments have also been made to improve the Plan's readability and to make it consistent with recent changes in the development contributions framework. These are further detailed in **Attachment 2**.

Following Council's endorsement, the Plan will be placed on public exhibition in accordance with Clause 28 of the *Environmental Planning and Assessment Regulation 2000 (EP&A Reg)*. After Council has considered any submissions and made any necessary amendments, the Plan will then be submitted to the Independent Pricing and Regulatory Tribunal (IPART) for assessment.

RECOMMENDATION

That Council:

1. Endorses draft Liverpool Contributions Plan 2021 – East Leppington for public exhibition in accordance with Clause 28 of the *Environmental Planning and Assessment Regulation 2000*;
2. Delegates to the CEO the authority to make any typographical and other minor amendments to the draft Contributions Plan following exhibition and submit the draft Plan to the Independent Pricing and Regulatory Tribunal (IPART) for assessment followed by consideration of IPART's assessment by the Minister for Planning and Public Spaces (or nominee); and
3. Receives a further report following IPART's assessment and the Minister's advice for adoption of Liverpool Contributions Plan 2021 – East Leppington as an 'IPART Reviewed Contributions Plan.'

REPORT

In 2014, the NSW Government rezoned land within Campbelltown, Camden, and Liverpool LGAs as the East Leppington Precinct. The Precinct rezoning identified a total net developable area of 75.59 hectares and is expected to support 1,128 new dwellings and 3,485 new residents within the Liverpool LGA.

The Plan is being reviewed as part of a broad reform program to update Council's Contributions Plans subject to the state government cap. The purpose of this review is to:

- Prepare the plan for submission to IPART;
- Ensure Council is collecting contributions in line with updated Works and Land costs; and
- Improve the general readability of the Plan.

AEC Group Pty Ltd (AEC) have been engaged by Council to assist with updating the Plan by undertaking a current land costs assessment, revising work costs in line with updated designs and modelling the proposed contribution rates for the updated Plan. The consultant's report is included as **Attachment 3**.

The key objective of the Plan review is to revise land and work costs. As the zoning and development controls have not needed revision, the underlying planning assumptions used to develop the original 2014 Contributions Plan did not need to be revisited.

Changes in infrastructure costs

Overall, there is a 22.77% increase in item costs between the 2014 and 2021 Plan, when indexed to the current quarter. The changes in costs are a result of:

- The strong growth of land values in East Leppington and surrounding regions that have exceeded generic indexation assumptions;
- A flood mapping review undertaken in August 2020. The mapping indicated that some of the land earmarked for acquisition is now considered flood prone; and
- The detailed design of infrastructure works, particularly water management infrastructure, reflecting detailed design works undertaken to properly manage potential flooding identified in the Precinct.

The proposed changes will allow Council to move towards cost recovery for infrastructure required to support new development as a part of the IPART review/cap removal process.

The resulting infrastructure costs and contribution rates are outlined in Table 1.

PLANNING & COMPLIANCE REPORT

The 'base' contribution cost per residential dwelling house is \$27,020. Further to this base contribution rate, an additional charge is levied based on a \$ per hectare of net developable area (NDA).

The reason contributions are calculated based on a 'fixed base' cost plus a 'variable' rate per hectare of NDA is essentially for fairness. The fixed base represents infrastructure like roads and open space which can be dependent on the number of new residents. On the other hand, the variable rate more accurately accounts for the difference in lot sizes (i.e. a lot of 400m² would require less drainage infrastructure compared with a larger lot of 650m²).

This approach ensures developers within the East Leppington Precinct pay an equitable contribution rate proportionate to the size of the lots being developed. Applying these proposed contribution rates to a 450m² residential lot results in a contribution of \$66,365 per lot. The existing rate for such a lot is \$52,246 per lot, but Council only collects a capped amount of \$30,000 as required by the *Environmental Planning and Assessment (Local Contributions) Direction 2012*.

Table 1 Proposed Updated Contribution Rate per Dwelling Lot (2021)

ESSENTIAL INFRASTRUCTURE		NON-RESIDENTIAL DEVELOPMENT	RESIDENTIAL DEVELOPMENT	
Item	Item Cost apportioned to East Leppington	\$ per hectare of equivalent NDA	\$ per residential lot for a dwelling house	\$ per attached dwelling, semi-attached dwellings and multi-dwelling housing
Open Space				
Land	\$10,339,325		\$10,087	\$7,714
Works	\$5,519,476		\$5,385	\$4,118
Subtotal	\$15,858,801		\$15,472	\$11,832
Roads				
Land	\$2,650,368	\$33,461	\$2,533	\$1,937
Works	\$9,430,599	\$119,061	\$9,015	\$6,894
Subtotal	\$12,080,967	\$152,522	\$11,548	\$8,831
Drainage		ALL DEVELOPMENT \$ per hectare of equivalent NDA		
Land	\$15,999,950	\$202,096		
Works	\$35,164,370	\$444,163		
Subtotal	\$51,164,320	\$646,259		
Plan Administration				
Allowance	\$751,717	\$9,495		
Subtotal	\$751,717	\$9,495		
TOTAL	\$79,855,805			

The total contribution cost has been apportioned based on the development detailed in the above table. However, other residential development, including secondary dwellings, seniors living and shop top housing will also generate demand for local infrastructure. As such, all other residential development will be calculated at a *per person x average occupancy rate*. This ensures that all future development within the precinct provides funding to deliver the local infrastructure that they will use.

Housekeeping amendments

The Plan has undergone some housekeeping amendments to ensure consistency with recent changes in the contribution's framework. The amendments are also aimed to improve the Plan's readability, transparency, and usability for all stakeholders.

Attachment 2 details the changes made to the Plan compared to the existing CP 2014. Examples of housekeeping amendments in the Plan include:

- Part 1 has been updated to become a better guide / starting point to understanding and using the Plan;
- Inclusion of sample calculations to enhance understanding of the Plan and how the contribution is determined;
- Revision of administrative clauses to ensure consistency with recent changes to the contributions framework; and
- Consolidation of the infrastructure required and the adopted costs. The equations for calculating these costs and resultant contribution rates have also been included.

Contributions shortfall

To date, approximately 412 lots have been approved within the Precinct. Contributions for each lot was capped at \$30,000 in accordance with the *Environmental Planning and Assessment (Local Contributions) Direction 2012*. This policy of the NSW Government has resulted in a shortfall of approximately \$18 million.

The subsequent *Environmental Planning and Assessment (Local Infrastructure Contributions) Amendment Direction 2017* allows Council to collect contributions uncapped, provided their contributions plan has been reviewed by IPART. This is the main driver for Council reviewing this Plan and submitting it to IPART, as the uncapped amount can immediately be charged following Council's adoption of the IPART reviewed Plan. This avoids an increase in any shortfall because of the cap on contributions.

Following IPART's review and commencement of the Plan without a cap on contributions, Council will be seeking compensation grant funding from the New South Wales government to address the shortfall incurred to date.

Next steps

The Plan will continue to be processed in accordance with Figure 1 below, which illustrates the next steps and requirements in the plan review process.

Figure 1 The steps involved in reviewing a Contributions Plan



CONSIDERATIONS

Economic	<p>Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.</p> <p>Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.</p>
Environment	<p>Manage the environmental health of waterways.</p> <p>Support the delivery of a range of transport options.</p>
Social	<p>Deliver high quality services for children and their families.</p>
Civic Leadership	<p>Deliver services that are customer focused.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p>
Legislative	<p><i>Environmental Planning and Assessment Act 1979</i></p> <p><i>Environmental Planning and Assessment Regulation 2000.</i></p> <p><i>Environmental Planning and Assessment (Local Contributions) Direction 2012</i></p> <p><i>Environmental Planning and Assessment (Local Contributions) Direction 2017</i></p> <p>Practice Note (July 2005) – Development contributions as a method of funding public infrastructure</p> <p>Practice Note (January 2019) – Local Infrastructure Contributions</p>
Risk	<p>The risk is deemed to be High.</p> <p>The collection of contributions in East Leppington being capped and remaining at \$30,000 per dwelling caused by not undertaking a review of the precinct's contributions plan results in insufficient funding to deliver community infrastructure in East Leppington.</p> <p>The risk is considered outside Council's risk appetite. Endorsing the Plan and moving towards removal of the cap will reduce this risk.</p>

ATTACHMENTS

1. Draft Liverpool Contributions Plan 2021 - East Leppington (Under separate cover)
2. Overview of changes for CP 2021 (Under separate cover)
3. Consultants report (Under separate cover)

PLAN 03	Post exhibition report - Liverpool Local Environmental Plan Amendment 83 - rezoning land and amending development standards at 1400-1480 Elizabeth Drive, Cecil Park
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Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	133563.2021
Report By	Masud Hasan - Senior Strategic Planner
Approved By	David Smith - Acting Director Planning & Compliance

Property	1400-1480 Elizabeth Drive, Cecil Park
Owner	Western Sydney Town Centre Pty Ltd
Applicant	Western Sydney Town Centre Pty Ltd

EXECUTIVE SUMMARY

At its meeting on 24 June 2020, Council resolved to support a planning proposal request to rezone land and amend development standards in the Liverpool Local Environmental Plan 2008 (LLEP) for land at 1400-1480 Elizabeth Drive, Cecil Park. A planning proposal, Draft Amendment 83 to the LEP was prepared in accordance with this resolution (**Attachment 1**). The planning proposal was then submitted to the Department of Planning, Industry and Environment (DPIE) for a Gateway determination in accordance with Council's resolution.

A Gateway determination was issued by DPIE on 31 August 2020 (**Attachment 2**). The planning proposal was publicly exhibited from 27 October 2020 until 23 November 2020 in accordance with the conditions of the Gateway determination and Council's Community Participation Plan. One submission was received, supporting the planning proposal (**Attachment 3**).

During public authority consultation, Transport for New South Wales (TfNSW) advised that a revised access arrangement to the site via Range Road was required due to the future upgrading of Elizabeth Drive (**Attachment 4**). This involves upgrading Range Road to an industrial road standard. The Western Sydney Parkland Trust (WSPT) is currently upgrading a section of Range Road to provide improved access to the Sydney International Shooting Centre.

The proponent has offered to upgrade the section of Range Road between the Elizabeth Drive/Range Road intersection and the section of Range Road currently being developed by WSPT. The draft Planning Agreement letter of offer (**Attachment 5**) will facilitate the upgrading of part of Range Road.

Since the planning agreement will not provide for the upgrading of the entire road, an amendment to the Liverpool Development Contributions Plan 2009 (**Attachment 6**) has been prepared (draft Amendment 3 to Liverpool Development Contributions Plan 2009 and will apply to the following properties:

- Lot 1-7 and Part Lot 8, DP1054778
- Part Lot 8 and Lot 9, DP1054778
- Lot 11, DP1146142
- Lot 90, DP 1101411
- Lot 91 DP 1101411
- Lot 12 DP 1065416

It is recommended that Council endorses Amendment 83 to the Liverpool LEP and delegates authority for the CEO to liaise with DPIE and the Parliamentary Counsel's Office to finalise the amendment, subject to the exhibition and adoption of Amendment 3 to the Liverpool Development Contributions Plan 2009.

RECOMMENDATION

That Council:

1. Notes the Gateway determination for Liverpool Local Environmental Plan 2008 (Amendment 83) and the results of the public authority consultation and community consultation;
2. Endorses Draft Amendment 3 to Liverpool Development Contributions Plan 2009 for public exhibition in accordance with Clause 28 of the *Environmental Planning and Assessment Regulation 2000*;
3. Delegates to the CEO the authority to adopt Amendment 3 to the Liverpool Development Contributions Plan 2009 following public exhibition;
4. Proceeds with Amendment 83 to the Liverpool Local Environmental Plan 2008, following adoption of Amendment 3 to Liverpool Development Contributions Plan 2009;
5. Delegates authority to the CEO to liaise with the Department of Planning, Industry and Environment and the Parliamentary Counsel's Office to finalise Amendment 83 to the Liverpool Local Environmental Plan; and

6. Delegates to the CEO to further negotiate the proposed Planning Agreement with the proponent.

REPORT

Background

The planning proposal relates to land located at 1400-1480 Elizabeth Drive, Cecil Park (Lot 1 to 9 in DP1054778). Refer to Figure 1 below.



Source: Google Earth

Figure 1: Aerial view of the subject site (highlighted in red)

The site is in an area which is undergoing transformation. Key influences on the area include the construction of the new Western Sydney Airport (WSA) at Badgerys Creek located approximately 5km west of the site, and continued development of the broader Western Sydney Employment Area (WSEA). There is also the associated upgrading of supporting infrastructure including roads, rail, and utility services.

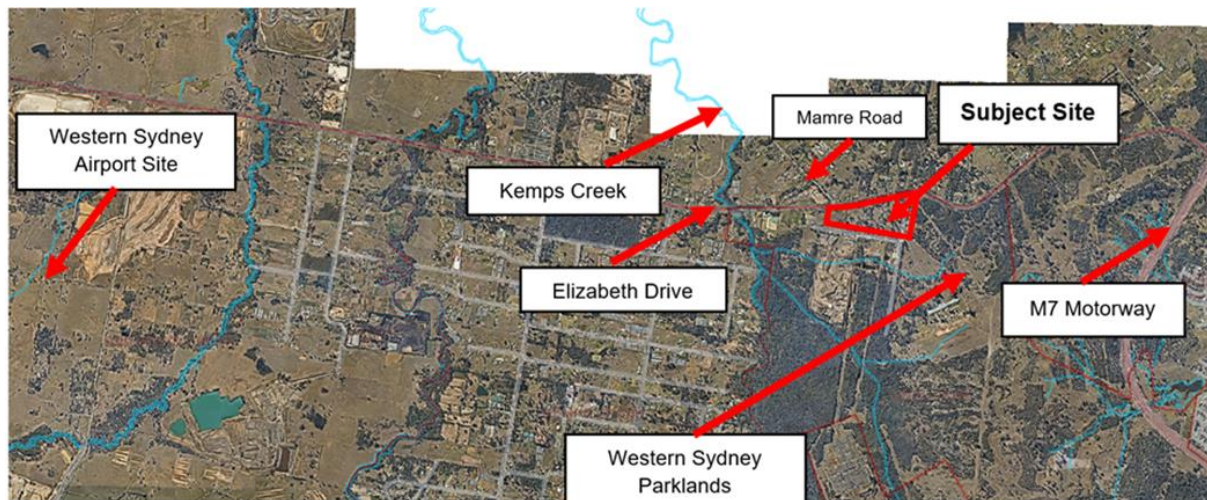


Figure 2: Surrounding land uses

The proposed M12 motorway corridor runs through the site dividing it into two parcels of land. This is visually evident in Figure 3.

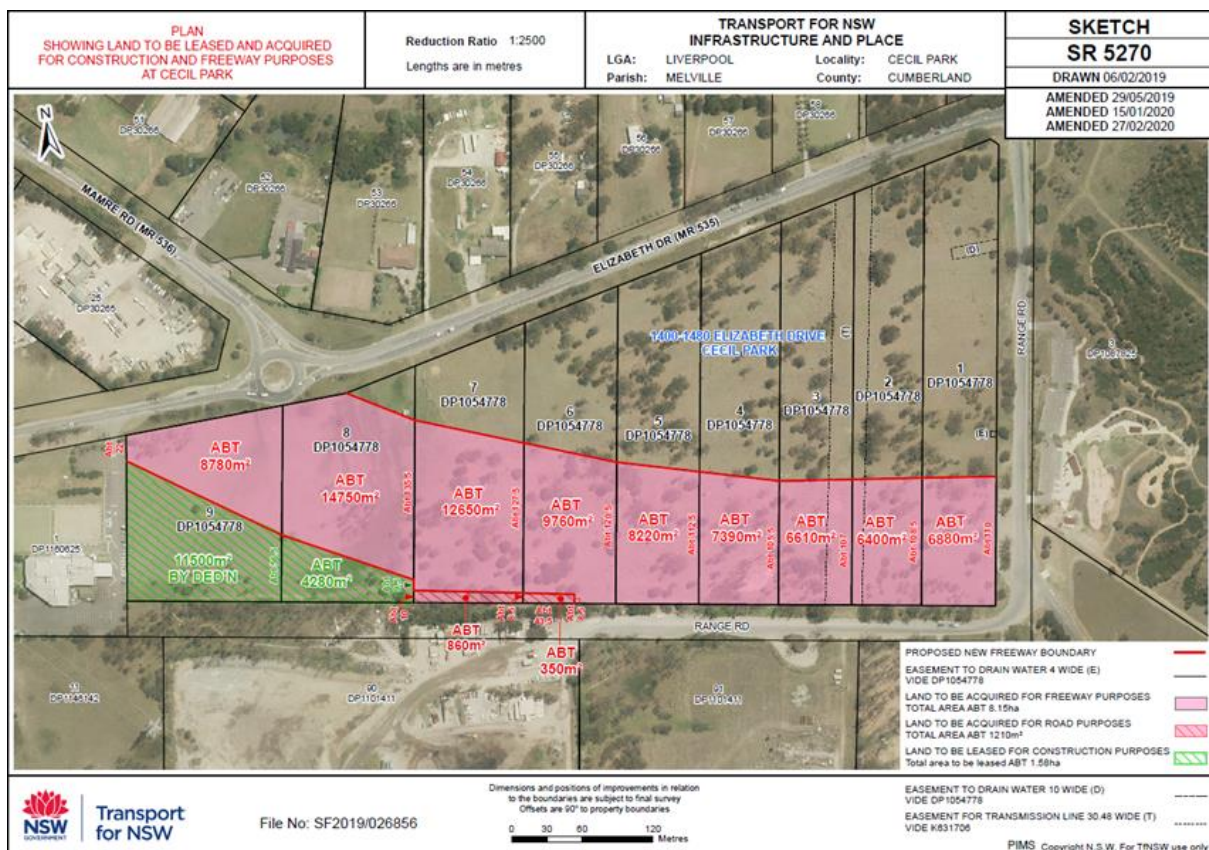


Figure 3: Proposed M12 site acquisition

Planning Proposal

The key objective of the planning proposal is to allow a range of light industrial, warehouse and related land uses on the site with a maximum permissible floor space ratio of 1:1. The planning proposal will also recognise the future M12 motorway corridor through the site by reserving the land for acquisition by TfNSW.

To facilitate these objectives, the planning proposal proposes to amend the Liverpool Local Environmental Plan (LLEP) 2008 in the following ways:

- Rezone part of the land from RU4 – Primary Production Small Lots to IN2 – Light Industrial and SP2 – Infrastructure;
- Establish a maximum permissible Floor Space Ratio of 1:1;
- Amend the minimum lot size development standard from 10ha to 2,000m²;
- Amend the Land Reservation Acquisition Map for the site to facilitate acquisition of land for the M12 motorway corridor.

At its meeting on 24 June 2020, Council endorsed the planning proposal request and Amendment 83 was forwarded to the Department of Planning, Industry and Environment (DPIE) for a Gateway determination.

Gateway Determination

DPIE issued a Gateway determination on 31 August 2020. The Gateway determination included the following conditions:

- Prior to public exhibition, Council was required to consult with Transport for NSW (TfNSW) to determine the extent of the land acquisition as part of the M12 project and update the mapping that identifies the relevant acquisition authority;
- Consult with the Rural Fire Service (RFS) in accordance with Section 9.1 Direction 4.4 Planning for Bushfire Protection;
- Publicly exhibit the proposal and relevant documentation for a minimum of 28 days;
- Provide a minimum of 21 days for the following public authorities to comment on the proposal:
 - TfNSW;
 - RFS;
 - Sydney Water;
 - Endeavour Energy; and
 - Environment, Energy and Science group (EES).

The Gateway determination also authorised Council as the local plan-making authority to make LEP Amendment 83.

Community Consultation

In accordance with the Gateway determination, the planning proposal and relevant documents were placed on public exhibition from 27 October 2020 until 23 November 2020. One submission was received which supported the planning proposal.

A copy of the submission is included in **Attachment 3**. No changes are proposed to the planning proposal resulting from community consultation.

Public Authority Consultation

Letters were sent to public agencies identified in Table 1 on 15 September 2020 requesting comments be received no later than 7 October 2020. No objections were raised by NSW RFS, Sydney Water, Endeavour Energy and EES in relation to the planning proposal.

Prior to public exhibition, Council consulted with TfNSW on two occasions regarding the future M12 motorway corridor through the site. TfNSW advised that the future upgrading of Elizabeth Drive by TfNSW would restrict direct vehicular access to the subject site from Elizabeth Drive and the proposed intersection with Mamre Road could not be supported. As a result, a revised access arrangement via the local road network (Range Road) was recommended.

Summaries of each submission received during the public authority consultation and the Council officer's response are summarised in Table 1, and original copies are included in **Attachment 4**.

Table1: Public authority consultation

Agency	Comments	Council Staff's response
RFS	The RFS did not raise any objection and advised that future developments on the site should address the requirements of <i>Planning for Bushfire Protection 2019</i> .	No changes to the planning proposal are deemed necessary as the existing planning framework requires development on bushfire prone land to consider the policy at the DA stage.
Sydney Water	No objection was raised. It was advised that the water and wastewater services were not available for the site and would not be available until 2022 and 2025/26 respectively. Sydney Water recommended a feasibility study be undertaken to	The proponent has provided a servicing plan for interim connections to the existing water and wastewater service network. The funding for the interim connections is proposed to be provided by the proponent under a

PLANNING & COMPLIANCE REPORT

Agency	Comments	Council Staff's response
	<p>identify the need of potential upsizing of drinking water assets. It was further recommended that the proponent explore a range of temporary wastewater service options as wastewater servicing in the interim is not available. A temporary arrangement is needed until a connection to a wastewater treatment plant can be established in the future.</p>	<p>service agreement with Sydney Water.</p> <p>A feasibility study for infrastructure upgrades and a connection strategy are deemed necessary at the DA stage.</p> <p>This will not materially affect the planning proposal but may impact the timing for future DAs.</p>
<p>The Environment, Energy and Science Group (EES) of DPIE</p>	<p>The EES Group did not object to the planning proposal, however it provided recommendations regarding the concept plan and the future development on the site. It recommended to avoid removing the existing native vegetation (where possible) and to make future development on the site consistent with the planning priority and objective of the Western City District Plan, by increasing urban tree canopy and delivering the Green Grid connection.</p> <p>It was further recommended that the future developments should consider the flood affected area and flood depth under the 1% AEP.</p>	<p>Council staff deem that the planning proposal adequately addresses and complies with the biodiversity certification order applicable to the site.</p> <p>The planning proposal does not include provisions related to delivering the Green Grid connection as the subject site is not included in the Green Grid Priority mapping. Any future developments on the site will be carried out as per the DCP requirements including landscaping and deep soil controls.</p> <p>Future developments on the site are to follow the DCP guidelines for developments on flood-prone land.</p>
<p>Endeavour Energy</p>	<p>No objection raised.</p> <p>Recommended conditions for development on site and to maintain the existing electricity easement on site.</p>	<p>The proposed conditions are standard practice that will be followed at the DA stage and do not materially affect the planning proposal.</p>

PLANNING & COMPLIANCE REPORT

Agency	Comments	Council Staff's response
Transport for New South Wales	It was advised that vehicular access to the subject site from Elizabeth Drive would be restricted due to the planned upgrading of Elizabeth Drive by TfNSW. A revised access provision via Range Road was required.	<p>An updated traffic impact assessment report and a revised concept plan have been submitted by the proponent that demonstrated the revised access provision to the site from Range Road and the resulting traffic impacts.</p> <p>Council staff are of the view that the concept plan and the impact assessment did not adequately address the traffic impacts in the report and will need to be amended at the time of the actual development i.e. at the DA stage. This will not materially affect the planning proposal.</p>

In relation to the Traffic Impact Assessment report and the proposed Concept Plan, Council staff identified the following key issues that will need to be addressed at the DA stage:

- The location of the proposed access road off Range Road is in close proximity to the future Elizabeth Drive signalised intersection;
- The access from Elizabeth Drive (allowed by TfNSW) should only be for a future service station and associated related development on the site but not for the industrial development;
- An interim intersection treatment at the Elizabeth Drive/Range Road intersection is needed prior to the Elizabeth Drive upgrade by TfNSW;
- Identification of an intersection treatment off Range Road to the development site and associated localised road widening to permit right movements or a U turn facility;
- Unrealistic assumptions are made in the report in terms of traffic generation due to the development on site; and
- The existing traffic volumes along Range Road should be based on a traffic survey data rather than estimated data.

Draft Amendment 3 to Liverpool Development Contributions Plan 2009

The proposed rezoning and the access arrangement off Range Road requires Range Road to be upgraded to an industrial road standard. This is to accommodate the additional industrial traffic and to provide safe and efficient access to the site. The Western Sydney Parkland Trust (WSPT) is currently upgrading a section of Range Road to improve access to the Sydney International Shooting Centre.

To ensure there is a suitable and equitable funding source for the upgrade of Range Road, and to allow the planning proposal to be finalised, an amendment to Liverpool Development Contributions Plan 2009 (the Contributions Plan) has been prepared (**Attachment 6**).

Figure 4 shows the delivery mechanism for various segments of Range Road. TfNSW is delivering the intersection with Elizabeth Drive (blue lines), and WSPT are delivering a portion adjacent to their property (orange lines). The cost for the remainder of the Range Road upgrade is approximately \$3.9 million and is addressed in the Contributions Plan amendment.

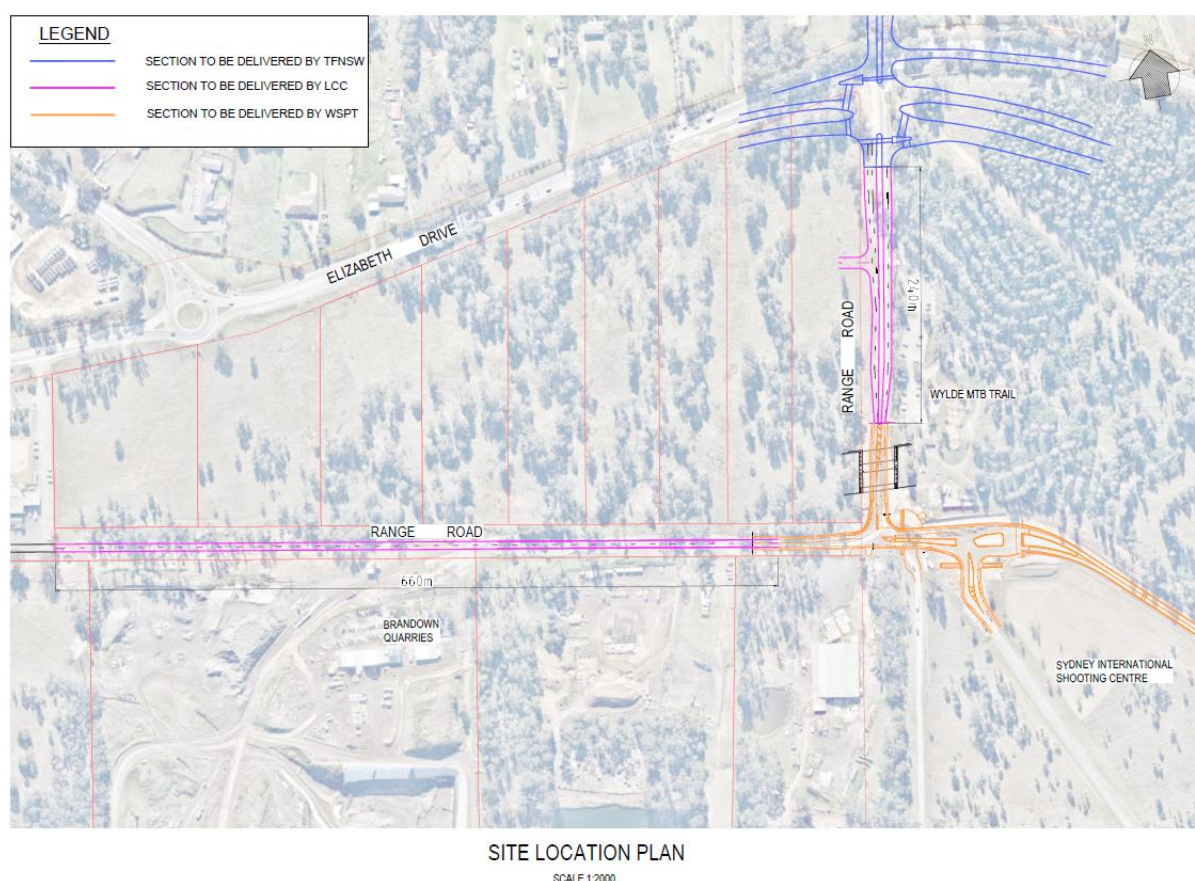


Figure 4 Delivery mechanisms for various segments of Range Road

To allocate the costs of the Range Road upgrade equitably, Amendment 3 to the Liverpool Development Contributions Plan 2009 divides the Range Road precinct into north and south segments, as shown below in Figure 5. This approach aligns the funding of road upgrades to the properties that would directly benefit by the road upgrade.



North and South Segments of Range Road

Legend

- Contributing Development to Range Road - north segment
- Contributing Development to Range Road - south segment
- Range Road - north segment
- Range Road - south segment
- M12 Corridor

Figure 5: Contributing development to Range Road north and south segments

The northern segment of Range Road has a contributing development of 1 property - a consolidated landholding owned by Western Sydney Town Centre Pty Ltd. Although it is anticipated that the development of the north segment will be covered by the draft Planning Agreement, this part of Range Road has been included in Amendment 3 to the Contributions

Plan to ensure that there is a funding source, regardless of the outcome of the Planning Agreement negotiations. The total cost of construction for the north segment of Range Road is estimated at \$1.8 million, based on the strategic cost estimate provided in **Attachment 7**.

The total cost of construction for the south segment of Range Road is estimated to be \$2 million based on the strategic cost estimate provided in **Attachment 8**. This segment of Range Road has a contributing development of 5 properties owned by various landowners. Under the Contributions Plan, the cost of delivering the south segment is distributed proportionally among these properties, based on the length of each lot's frontage to Range Road. This approach ensures that all properties adjacent to the south segment provide the funding as part of future development to complete the upgrade of the road as necessary.

An administration cost of 1.5% of works costs (approximately \$60,000) has been included in Amendment 3.

Once the Contributions Plan is updated, Council will be able to upgrade the road as a part of the capital works program or have it delivered via a works in kind agreement by future developers.

Planning Agreement Offer

The proponent has offered to upgrade the section of Range Road (north segment) between the Elizabeth Drive/Range Road intersection and the section of the road currently being upgraded by WSPT. They proposed to upgrade the road (approximately 233m) under a Planning Agreement for a 4-lane road running north to south adjacent to their property. **Attachment 5** provides details of the Planning Agreement letter of offer received from the proponent.

The proponent has offered to complete the following works under the Planning Agreement:

1. *Upgrade 233m of Range Road from the proposed pedestrian crossings at the proposed signalised intersection of Range Road and Elizabeth Drive (signalised intersection to be built by TfNSW) to the WSPT developed road section.*
2. *Carriageway width of approximately 12.8m and as a B-Double route.*
3. *Industrial Road with pavement design to the industrial pavement standard.*
4. *Other requirements of industrial roads including landscaping, kerb/guttering and footpath paving in accordance to the Western Sydney Uniform Engineering Design Manual.*
5. *Median strip to the section of Range Rd up to the access road of the land.*
6. *Landscaping of the road reserve on the western side of Range Road and Elizabeth Drive to the access road of the land.*

PLANNING & COMPLIANCE REPORT

It is proposed that the works will be undertaken within Council's road reserve and will be completed prior to the issuing of an Occupation Certificate for the proposed development on the site.

Should the proponent withdraw its offer to enter into a Planning Agreement, as offered at this stage, the proposed amendment to Liverpool Development Contributions Plan 2009 as outlined above, will ensure that the entire road (except for the part currently being upgraded by WSPT) is upgraded to an industrial road standard.

Conclusion

The Gateway requirements for Amendment 83 have been satisfied, and submissions received have been addressed. The planning proposal has addressed all matters raised by public authority agencies. Other issues raised by these agencies will be considered as part of a future DA process.

It is recommended that Council endorses Amendment 83 to the Liverpool LEP and delegates authority for the CEO to liaise with DPIE and the Parliamentary Counsel's Office to finalise the amendment, subject to the exhibition and adoption of Amendment 3 to the Liverpool Development Contributions Plan 2009.

CONSIDERATIONS

Economic	Facilitate economic development.
Environment	Protect, enhance and maintain areas of endangered ecological communities and high-quality bushland as part of an attractive mix of land uses. Raise community awareness and support action in relation to environmental issues.
Social	There are no social considerations.
Civic Leadership	Encourage the community to engage in Council initiatives and actions.
Legislative	Environmental Planning and Assessment Act 1979
Risk	Gazettal of Amendment 83 to the LEP prior to adopting Amendment 3 to Liverpool Development Contributions Plan 2009 has a risk that public infrastructure (the upgrade of Range Road) will not be completed to support future industrial development. Adopting the amendment to the Liverpool Contributions Plan 2009 prior to gazettal of Amendment 83 to the LEP will remove this risk.

ATTACHMENTS

1. Planning Proposal - Amendment 83 (Under separate cover)
 2. Gateway determination (Under separate cover)
 3. Submission on planning proposal (Under separate cover)
 4. Public Authority Submissions (Under separate cover)
 5. Letter of Offer to enter into a Planning Agreement (Under separate cover)
 6. Draft Amendment 3 to Liverpool Contributions Plan 2009 (Under separate cover)
 7. Strategic Cost Estimate - Range Road upgrade (North segment) (Under separate cover)
 8. Strategic Cost Estimate - Range Road upgrade (South segment) (Under separate cover)
 9. Western Sydney Town Centre - ASIC - Current Extract (Under separate cover)
- Confidential**

PLAN 04**Companion Animals**

Strategic Direction	Leading through Collaboration Increase community engagement
File Ref	173471.2021
Report By	Nada Mardini - Manager Community Standards
Approved By	David Smith - Acting Director Planning & Compliance

EXECUTIVE SUMMARY

Council resolved on 26 May 2021 to receive a report on companion animals, specifically, education materials for residents on the needs of different types of dogs in relation to space, food, exercise and cost, and promoting the Liverpool Animal Shelter's release fees on Council's website.

Council officers have prepared educational material for residents covering the various needs of different size dogs, which is available on Council's website, as is the Liverpool Animal Shelter's release fees.

RECOMMENDATION

That Council receive and note this report.

REPORT

Council resolved at its 26 May 2021 meeting to:

- 1. Provide a costing and report to June Council meeting for options to provide education material on the responsibilities of dog ownership that includes information on the different needs that different types of dogs may require, in regards to space, enclosures, exercise and approximate cost to feed; and*
- 2. Promote on the Liverpool Council's Animal Shelter fees and Council's payment plan options by placing information prominently on the Liverpool Council Website and on social media platforms.*

Council officers have prepared educational material for residents covering the various needs of different size dogs, including cost, which is available on Council's website, as is the Liverpool Animal Shelter's release fees - <https://www.liverpool.nsw.gov.au/services/liverpool-animal-shelter>.

This information includes:

- Food needs;
- Activity requirements;
- Yard requirements; and
- Medical requirements.

A copy of this information is also included in **Attachment 1**.

Council has also prepared an “Animal Adoption Guide” which is given to those adopting a pet from the Liverpool Animal Shelter (**Attachment 2**).

The fees for releasing impounded animals from the Liverpool Animal Shelter are listed in Council’s fees and charges schedule, which is available on Council’s website - <https://www.liverpool.nsw.gov.au/services/liverpool-animal-shelter/release-fees> (**Attachment 3**).


Council waives impound fees on grounds of financial hardship on a case by case basis. This requires the owner of the animal to submit a request with supporting documents. However, if the animal is not registered, the animal will be required to be registered and the registration fee paid, as it is a State Government fee.

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	<p>Act as an environmental leader in the community.</p> <p>Undertake communication practices with the community and stakeholders across a range of media.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Deliver services that are customer focused.</p>
Legislative	Companion Animals Act 1998.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Council website educational material - adopting a dog
2. Animal Adoption Guide
3. Liverpool Animal Shelter Release Fees



[Home](#) / [Services](#) / [Liverpool Animal Shelter](#) / **Adopting a Dog – Information**

Online Services +

Payments +

Waste and Recycling +

Roads, Traffic and Parking +

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Adopting a rescue dog can be a rewarding and fun experience. It is important firstly to consider the ongoing needs of the new dog before adopting, to ensure you can commit to caring for them for the remainder of their life.

To help us select the right companion for our home and lifestyle, we should firstly take into consideration the dog's size. A dog's size will give you indication of their ongoing needs. Generally speaking, your new dog will fit into one of the three below size categories:

Small Dog <15kg (e.g. Maltese, Jack Russell Terrier, Pomeranian, Shih Tzu, Pug)

Medium Dog 15kg – 25kg (e.g. Australian Kelpie, Border Collie, Cattle Dog, English Staffy)

Large Dog 25kg > (e.g. American Staffy, Rottweiler, German Shepherd, Siberian Husky, Mastiff)

Food Needs +

Activity Requirements +

Yard Requirements +

Medical Requirements +

Food Needs

Now you must consider the dietary needs of your new family member. To ensure they maintain a healthy weight and body condition, you should feed your dog a nutritionally complete diet appropriate to their age, size, and energy needs.

Young puppies will require 2 to 3 small meals per day while an adult dog will require 2 meals per day.

Below is an approximate guide only. Nutritional contents and recommended quantity will differ between different brands of raw, wet and dry food. Consult your vet to determine the best diet and quantity of food for your dog.



Dog Size	Daily Food Recommendation (Dry Food*)	Daily Food Recommendation (Wet Food**)	Approximate Cost of Food Per Year
Small Dog	20g - 75g	150g - 300g	~ \$1,450
Medium Dog	75g - 125g	300g - 450g	~ \$2,150
Large Dog	125g - 175g	450g - 700g	~ \$3,450

*Quantity and cost based on BlackHawk Adult wet and dry food

Remember, treats can be an important tool to help build your bond with your new pet and assist with their training. However, it is important to ensure the treats you are feeding your new dog make up no more than 10% of their daily energy intake.

Activity Requirements

It is vital your dog receives adequate exercise each day for their mental and physical health. Ensuring your dog is well exercised can also help prevent unwanted behaviours like excessive barking, digging and destruction.

All dogs should have at least 30 mins of intentional exercise (i.e. neighbourhood walk or a run in a designated off-leash area). Some dogs will require more or less exercise, consideration should be given to your dog's age, breed and energy levels as well as any existing health conditions. For more information, consult your vet.



Yard Requirements



While some dogs may be happy to spend their day and night indoors, most dogs will need access to the backyard throughout the day to run around and use the bathroom, particularly if their owners are out at work.

Smaller dogs may generally be happy with a small backyard or courtyard play and go to the bathroom in.

Medium to large size dogs will need adequate space to be able to run and play in throughout the day. Again, consideration should be made in regards to the dogs age and energy levels as well as their breed. For example, a young Australian Kelpie will generally require a large backyard or rural property to accommodate their energetic and curious nature.

Before you adopt a dog, you must ensure your outdoor area is securely fenced in to prevent your dog from escaping when spending time outside.

If you will be adopting a small dog, ensure there are no gaps in your existing fencing that your new family member may be able to squeeze through.

Fences should also be checked for gaps or loose palings when adopting a medium to large size dog. You should also check with the organisation you are rescuing your dog from whether the dog is known to scale or jump fences to ensure you can properly contain them in your property before adopting.

Liverpool City Council's Animal Management Standard also set's restrictions for the number of dogs allowed on one property. You can read the standard [here](#).

Medical Requirements

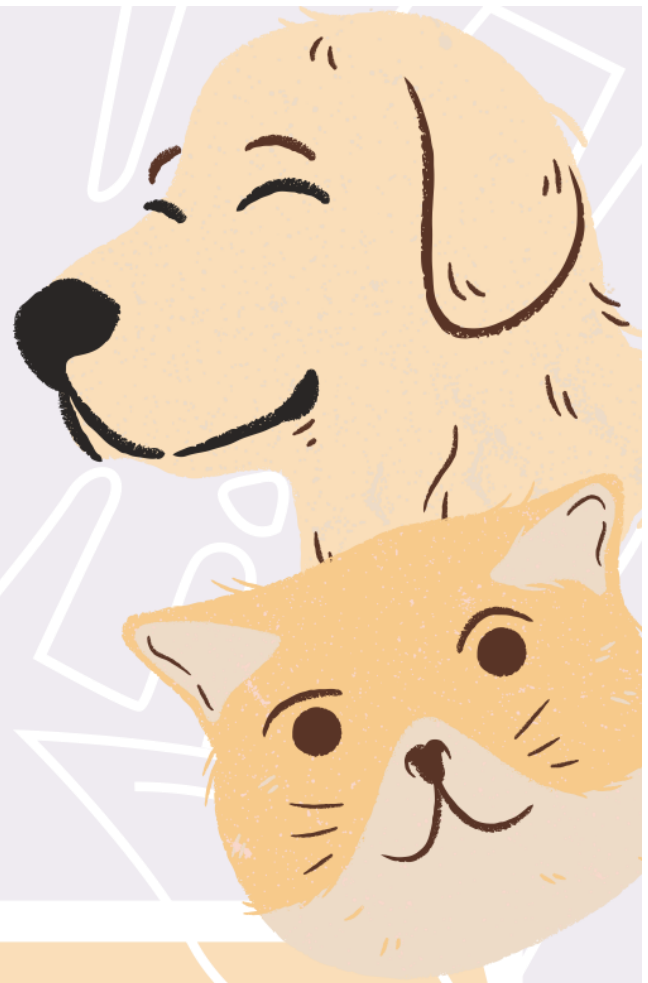
An important part of rescuing a dog is ensuring you are prepared to meet their ongoing medical costs which will include flea, worm, and heartworm treatments as well as vet costs.

Flea, worming and heartworm prevention which must be maintained for the welfare of your new family member can cost upwards of \$300 per year.



In addition, your dog must see a vet every year for a health check and their annual vaccine booster (prices will vary, please check with your local vet).

You should also do your research to understand any common health conditions that may be associated with the breed of dog you are looking to adopt. As your dog ages, vet visits may be required more often to ensure their health and wellbeing and you must always be prepared for emergency vet visits and the costs that may be associated with this.



ANIMAL ADOPTION GUIDE

**Congratulations on adopting!
Now let's get your new family member settled in...**



CONGRATULATIONS & THANK YOU

Congratulations and thank you for welcoming a Liverpool Animal Shelter animal into your heart and home.

Adopting a companion animal is a heartwarming and extremely rewarding experience which comes with its own set of responsibilities.

This Adoption Guide is intended to provide you with a few helpful tips in getting your new furry family settled into their new life, as well as give you an idea of what to expect over the coming days and months.

For any addition support, such as training or behavioral assistance, please contact a suitably qualified provider.

3 DAYS 3 WEEKS 3 MONTHS

It is important to understand what a big and often daunting change going into a new home can be for a pet. Some pets will have no trouble with settling in immediately, while others may need a little time to adjust and that's ok.

Below is a guide as to when you may begin to see changes with your new family member as they take their time to settle in to their new life.

3 DAYS

Their whole world has changed and everything is new. These first 3 days are incredibly overwhelming, and your new pet may not necessarily act like themselves during this time. It's important to start out as you mean to go on and set boundaries for your new pet, while also showing compassion and plenty of patience.

3 WEEKS

By now they are starting to realise that this new home is a safe zone. They are bonding with their humans and beginning to gain trust. They'll start to reveal who they really are and if there are other pets in the family it's during this period that the hierarchy starts to really develop.

3 MONTHS

Your new pet develops an overall sense of security. The household routine is set. Trust and love has been built. They are home.





'HOWL' LUCKY AM I!

You've signed your paperwork and now you're on your way home!
If your new dog is a little nervous it's best to head straight home.

YOU'RE HOME

Once you're home, let your dog have a good sniff outside, then bring them into the house on a leash for a tour of the house. Keep the mood calm and relaxed, making sure you redirect undesirable behaviors by creating diversions (treats, toys) or using the "leave it" command.

LEAVE THEM ALONE

Prevent separation anxiety by leaving your dog alone outside for short periods or by using a crate (search online for tips and tricks on crate training). Starting with your first day, leave for short amount of time and then come back. Don't make a fuss about coming or going – it's important you train your dog to feel comfortable when alone and set them up for success.

ENRICHMENT

Enrichment will help keep your new dog entertained and can assist in preventing destructive behaviors. Puzzle feeders and Kongs as well as toys are great ways to keep your new dogs mind busy while you're at work.

ESTABLISH ROUTINES

From where your new dog sleeps, when their toilet breaks are, right through to when and where it is fed, start as you mean to go on. It's quite normal for dogs to fret the first few nights in a new environment, be patient with them.

THIS HOME IS 'PURRRFECT'!

Cats can take a few weeks to settle into their new environment. Wait until the cat is eating and eliminating on a normal schedule before you introduce them to friends and relatives.

THE BONDING ROOM

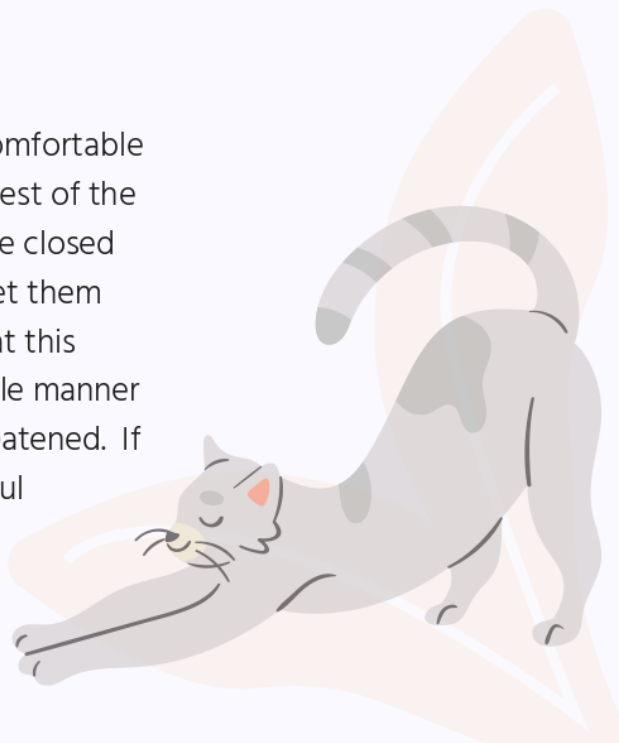
Allow your cat to get his or her bearings by confining them to one room for the first few days. This room should include food and water on one side of the room and an uncovered litter tray on the other side. Provide your new cat with some bedding and a few toys too. It also helps if there is a safe place for the cat to hide within the room - e.g. under the bed, a cardboard box, a cat tunnel. Let them hide wherever they feel most comfortable.

LET THEM EXPLORE (INSIDE)

When your cat is showing signs they are comfortable in their room, it's time to let them see the rest of the house. Make sure all doors and windows are closed and open the door to the bonding room. Let them explore at their own pace. If the cat hides at this stage, call their name in a friendly and gentle manner and ensure they don't feel cornered or threatened. If you have another resident cat ensure careful introductions are made. There are various methods towards achieving feline harmony that you can research online.

GIVE THEM TIME

A few hours after their arrival, slowly enter the room and sit or lie on the floor, talking in a friendly and soothing voice. As your cat's comfort level increases, introduce some play time and give them affection. If you have other pets bring in a piece of bedding or a toy which has their smell on it - and vice versa so that your resident pets get to know the new cat before meeting them.



RESPONSIBLE PET OWNERSHIP



It's important to remember cats that roam outside live a significantly shorter life than inside only cats. Cats live happy and healthy lives indoors, but if you'd like your cat to have outside time ensure your yard is cat proof (search Cat Containment Systems online) or use an outdoor cattery to ensure you get to enjoy each other's company for many years to come.

For the safety of both your dog, other animals and the general public, your dog must be on lead whenever it is off your property. Liverpool City Council offers leash free dog parks for you and your pet's Enjoyment – you can find more details on the Liverpool City Council website.

HELPFUL TIPS FOR RESPONSIBLE OWNERS

- Dogs and cats must wear identification tags attached to collars showing name and the owner's address and telephone number
- Prevent your pets from roaming free outside of the safety of your property
- Ensure adequate secure perimeter fencing surrounds your property to keep your pet in
- Clean up after your pet has toilet breaks within your property and in public places
- Reduce excessive noise from your pet.

DETAILS NEED UPDATING?

If you move house and/or change your contact details you must notify your local Council within 14 days. Details can be updated by visiting your local Council or via petregistry.nsw.gov.au There is no fee involved with updating the details on your pets microchip.

If you move interstate you will need to update your details on the NSW Companion Animal Register AND submit your pets microchip information in your new state or territory. Check with your new Council for more information, including whether there are any registration fees payable as each State or Territory differs.



CURRENT IDENTIFICATION

By law companion animals must be identified not only by way of microchip, but by wearing a collar and ID tag which includes their name and your contact number as a minimum. Please ensure your ID tag is legible and more importantly, all details are current at all times.

STAY IN TOUCH

The only thing we love more than finding our animal's forever homes, is seeing them thrive with their new families!

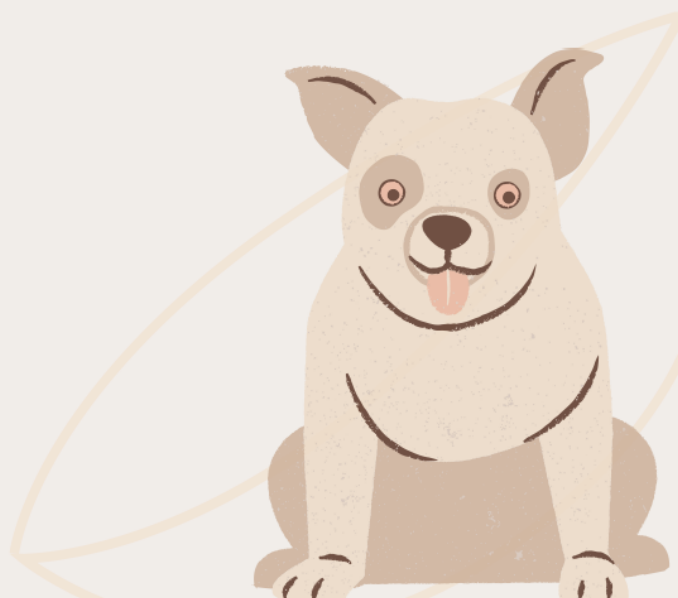
Once your pet has settled in, please get in touch with your 'Update from Home'. Feel free to send your update along with some photo's to our team at shelter@liverpool.nsw.gov.au.


Don't forget to like us on Facebook and follow us on Instagram to stay up to date with us and to see your 'Update from Home' be featured!


 **Liverpool Animal Shelter**

 **@liverpoolanimalshelter**

 **www.liverpool.nsw.gov.au**









15.6 °C
6 °C | 21 °C

Partly cloudy

Liverpool, NSW 2170 Weather





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Liverpool Animal Shelter

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Opening Hours

Contact Details

No-Kill Shelter

Compliance

Adopting a Dog

16.4 °C

6 °C | 21 °C

Partly cloudy

Liverpool, NSW 2170 Weather

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Payments +

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Release Fees

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Release Fees - Dogs	+
Release Fees - Cats	+
Lifetime Registration and Permit Fees	+

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Release Fees

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Release Fees - Dogs

Dog Release Fees	
Release Fee	\$34.10
Second Time Release Fee	\$46.20
Sustenance Fee Per Day	\$25.20

Release Fees - Cats

Lifetime Registration and Permit Fees

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Release Fees

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Release Fees - Dogs	+
Release Fees - Cats	—

Cat Release Fees	
Release Fee	\$37.30
Second Time Release Fee	\$50.90
Sustenance Fee Per Day	\$21.00

Lifetime Registration and Permit Fees	+
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Lifetime Registration and Permit Fees

Lifetime Registration Fees	
Registration for undesexed dog	\$216.00
Registration for undesexed dog vet recommended for health reasons – owner must provide written notification from vet	\$60.00
Registration for desexed dog (by relevant age – proof required)	\$60.00
Pensioner with desexed dog (proof required)	\$26.00
Desexed dog sold by Liverpool Animal Shelter	\$30.00
RNSWCC registered breeder (proof required)	\$60.00
Working dog, assistance animal, dog in service of state, exempt greyhound (currently registered under greyhound racing act)	\$0
Registration for cat (desexed or undesexed)	\$50
Pensioner with desexed cat (proof required)	\$26.00
Desexed cat sold by Liverpool Animal Shelter	\$25.00
RNSWCC registered breeder (proof required)	\$50.00
Permit Fees	
Annual permit restricted or dangerous dog	\$195
Annual permit for undesexed cat (in addition to lifetime rego)	\$80

PLAN 05

Development and Subdivision of Land Policy

Strategic Direction	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
File Ref	183574.2021
Report By	George Nehme - Manager Development Assessment
Approved By	David Smith - Acting Director Planning & Compliance

EXECUTIVE SUMMARY

Council at its meeting of 26 May 2021 considered a report on the Development and Subdivision of Land Policy. That report recommended Council revoke the Development and Subdivision of Land Policy and note that the Development and Subdivision of Land Standard will be adopted by the CEO consistent with the Policy Drafting Standard.

Council resolved that Council:

1. *Update the Development and Subdivision of Land Policy; and*
2. *Bring an updated policy to the next Council meeting.*

The draft Development and Subdivision of Land Standard has been reworked into an updated Development and Subdivision of Land Policy (Attachment 1) as required by Council's resolution.

RECOMMENDATION

That Council adopt the updated Development and Subdivision of Land Policy.

REPORT

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2. *Bring an updated policy to the next Council meeting.*

The draft Development and Subdivision of Land Standard has been reworked into an updated Development and Subdivision of Land Policy (Attachment 1) as required by Council's resolution.

It is recommended that Council adopt the updated Development and Subdivision of Land Policy.

CONSIDERATIONS

Economic	Enhance the environmental performance of buildings and homes. Facilitate economic development.
Environment	Manage the environmental health of waterways. Manage air, water, noise and chemical pollution. Enhance the environmental performance of buildings and homes. Raise community awareness and support action in relation to environmental issues.
Social	There are no social and cultural considerations.
Civic Leadership	Act as an environmental leader in the community. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Environmental Planning & Assessment Act 1979 (EP&A Act)
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Updated Development and Subdivision of Land Policy (Under separate cover)

PLAN 06	Progress on implementing the Guidelines for the Assessment and Prioritisation of Parking along Narrow Streets
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Strategic Direction	Generating Opportunity Advocate for, and develop, transport networks to create an accessible city
File Ref	184230.2021
Report By	Charles Wiafe - Service Manager Transport Management
Approved By	David Smith - Acting Director Planning & Compliance

EXECUTIVE SUMMARY

At its meeting on 31 March 2021, Council resolved that:

Council receive a report in June 2021 on the progress of the Guidelines for the Assessment and Prioritisation of Parking along Narrow Streets resolution that was passed by Council in December 2019. The report is to include information on the costs of appropriate sign posting or painting of roads.

This report is in response to the above resolution and provides information on the progress of implementing the Guidelines, design options and delivery plans for installation of indented parking bays along narrow streets.

RECOMMENDATION

That Council receive and note this report.

REPORT

NSW Road Rule, Regulation 197 prohibits parking on a bicycle path, footpath, shared path or dividing strip, or a nature strip adjacent to a road in built-up areas, unless signposted otherwise.

Council has been receiving representations to consider arrangements that would permit on-street parking and safe two-way traffic movements, along narrow streets.

To address this issue, at its meeting on 27 October 2020, Council discussed concerns about parking along narrow streets and on nature strips and resolved to make representations to the State Government to amend the relevant regulations to allow discretion for parking on verges.

In response to the resolution, representations were made to the Minister for Transport and Roads, with a request to consider a change to the Roads Act 1993 or the Transport for NSW (TfNSW) Technical Direction (TTD 2014/004) - *Off-road parking provision on narrow roads*.

The Parliamentary Secretary for Transport and Roads has since advised that:

- Road Rule Regulation 197, which prohibits parking on a nature strip is in place to protect safety and amenity of pedestrians. There are no plans to amend the road rule or the Transport Technical Direction.
- Council may establish parking areas on verges and nature strips within its Local Government Area. These parking areas would need to be marked by appropriate parking control signage.

A discussion as to whether parking control signs can be used to permit parking on road verges and nature strips has taken place with TfNSW representatives and at the Liverpool Pedestrian, Active Transport and Traffic Committee at its 19 May 2021 meeting.

TfNSW representatives have advised that:

- Technical Direction (TTD 2014/004) - *Off-road parking provision on narrow roads*, outlines requirements to accommodate on-street parking along narrow streets.
- A sign such as “Park in Bays Only” can be installed to permit parking on road verges and nature strips, however demarcation of parking spaces and pedestrian paths, and permanent treatment such as paving of parking areas is required.

Taking the above into consideration, the most appropriate treatments as identified in the *Guidelines for the Assessment and Prioritisation of Parking along Narrow Streets*, involves paving a portion of road verges. This has been undertaken by several Councils and is in place on road sections in parts of the Liverpool LGA, including Prestons and Cecil Hills.

‘Park in Bays Only’ are used where parking bays are marked. Such signs would increase signs in residential areas and may result in confusion where bays are not signposted as occurs along many streets.

The treatments now being considered include:

- Paving nature strips (with permanent material such as concrete, asphalt or flexible material such as paving mesh) along one or both sides to provide parking bays as shown in Figures 1(A) and 1(B).
- Signposting along road sections to permit on-street parking on only one side of a street as shown in Figure 2.

To enable such treatments, the 2020/21 financial year’s budget includes \$200,000 for the installation of indented parking bays. The draft 2021/22 financial year’s budget also includes a further \$200,000.

The use of this financial year's budget allocation has been delayed while seeking approval for an adopted treatment plan from Transport for NSW and the Pedestrian, Active Transport and Traffic Committee. Unspent budget allocation from this financial year will be rolled over to next financial year's budget for the installation of indented parking bays on prioritised streets.



Figure 1A – Paving within nature strip to permit on-street parking

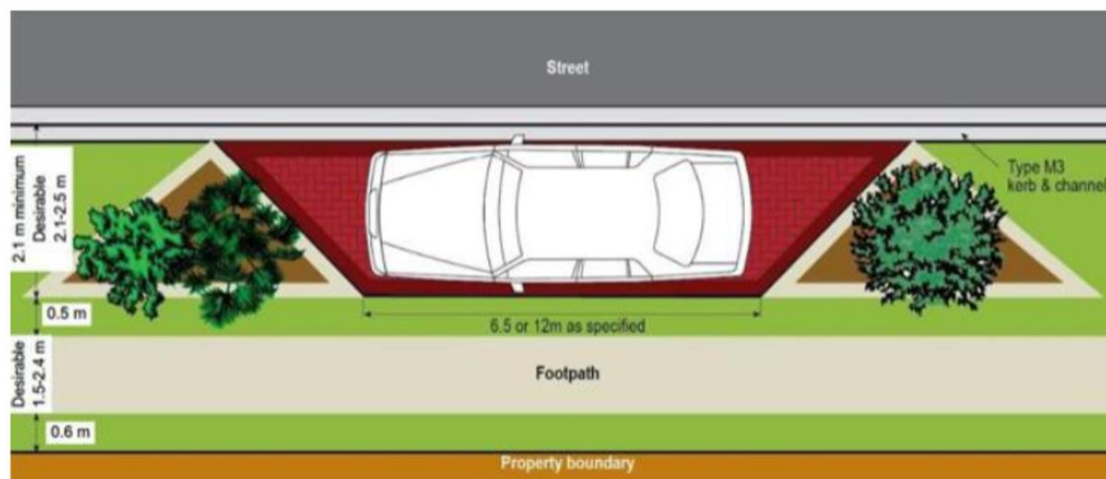


Figure 1B – Paving within nature strip to permit on-street parking



Figure 2 – Parking restrictions along on-side of the street to permit two-way traffic flow and on-street parking along one side of the street.

An initial list of streets where indented/verge parking bays can be installed has been identified using the below criteria, and was considered by the Traffic Committee at its meeting on 18 November 2020:

- a) On-street parking demand versus supply.
- b) Impact of on-street parking on through traffic (where a street carries moderate traffic volume of more than 100 vehicles per hour or 1000 vehicles per day.
- c) Sufficient verge area is available to pave a portion to accommodate on-street parking spaces of 2.1m-2.3m and pedestrian footpaths of 1.5m-2.4m
- d) The parking spaces can be accessed without driving on the footpath or nature strip.
- e) The parking spaces within the road verge, including access to and from spaces, can be provided without affecting or requiring utilities or streetscape relocation.
- f) Sight distance would not be affected by the proposed indented parking including at intersections and driveways.
- g) Street length and width.

In addition, design layouts have been prepared and discussed with the Traffic Committee and with TfNSW representatives.

The initial list of identified streets is as follows:

Street	Suburb
Flame Tree Street	Casula
Athlone Street	Cecil Hills
Tulich Avenue	Casula
William Buckely Drive	Carnes Hill
Stone Quarry Way	Cartwright
Flame Tree Street	Casula
Bugong Street	Prestons
Athlone Street	Cecil Hills
Sarah Place	Cecil Hills
Jervis Street	Prestons
Moruya Close	Prestons
Termeil Place	Prestons
Wagonga Close	Prestons
Carmichael Drive	West Hoxton
Mannow Avenue	West Hoxton
Solander Avenue	West Hoxton
Bellerive Close	West Hoxton
Solander Avenue	West Hoxton
Elyard Circuit	West Hoxton
Ringarooma Circuit	West Hoxton
Mitchell Drive	West Hoxton
Scottsdale Circuit	West Hoxton
Brooman Street	Prestons
Durras Street	Prestons
Greenway Drive	West Hoxton
First Avenue	Hoxton Park
Macksville Street	Carnes Hill
Woolgoolga Avenue	Hoxton Park
Chapman Street	West Hoxton
Mullumbimby Avenue	Hoxton Park
Bellerive Street	West Hoxton
Nineteenth Avenue	Hoxton Park
Graziers Way	Carnes Hill
Monkton Avenue	Middleton Grange
Bellingen Way	Hoxton Park
Riddell Street	West Hoxton
Binnaway Avenue	Hoxton Park
Helena Road	Cecil Hills
Davina Crescent	Cecil Hills
9 Kitchen Place	West Hoxton
Minnamurra Circuit	Prestons
Haerse Avenue	Chipping Norton
Edinburgh Circuit	Cecil Hills

PLANNING & COMPLIANCE REPORT

Council's design and investigation team is progressively investigating and assessing the feasibility of providing indented/verge parking along the above streets. Subject to the outcome of the investigations and budget availability, the prioritised implementation program will be developed for staged delivery.

Implementation Plan

Community consultation is being carried out with residents along the first three streets - Flame Tree Street, Casula; Athlone Street, Cecil Hills and Tulich Avenue, Casula, between 15 June and 25 June 2021. Subject to the outcome of the community consultation, a contract will be awarded for the installation of indented parking bays along sections of the three streets, to be carried out in July 2021.

These spaces will be installed at a cost of approximately \$4,000-\$6,000 a space. The total funding allocation of \$400,000 (FY 2021/22 and 2021/22) can provide approximately 70-100 spaces.

CONSIDERATIONS

Economic	<p>Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.</p> <p>Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.</p>
Environment	Support the delivery of a range of transport options
Social	There are no social and cultural considerations.
Civic Leadership	<p>Encourage the community to engage in Council initiatives and actions.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
Legislative	<p>Roads Act</p> <p>Road Rules</p>
Risk	There is no risk associated with this report.

ATTACHMENTS

Nil

COM 01

Grants, Donations and Corporate Sponsorship

Strategic Direction	Creating Connection Implement access and equity for all members of the community
File Ref	126985.2021
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning
Approved By	Tina Bono - Acting Director Community & Culture

EXECUTIVE SUMMARY

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

Impacts from COVID-19 and respective social distancing requirements continue to limit the capacity and eligibility of programs, projects, or events. To ascertain community safety, demonstrate compliance with NSW Health guidelines, and demonstrate evidence of proactive and measurable program governance, all applicants have been requested to provide information on their compliance with COVID-19 safety guidelines.

RECOMMENDATION

That Council endorses the recommendation of **\$10,000** (GST exclusive) under the **Corporate Sponsorship Program** for the following project:

Applicant	Project	Recommended*
Turbans 4 Australia Inc.	Unity Walk Liverpool Birth of Guru Nanak	\$10,000

That Council endorses the recommendation of **\$15,000** (GST exclusive) under the **Matching Grant Program** for the following project:

Applicant	Project	Recommended*
Royal Life Saving NSW	Diverse Community Adult Swim Safety and Swimming Lessons Liverpool	\$15,000

That Council endorses the recommendation of **\$9,410** (GST exclusive) under the **Sustainable Environment Grant Program** for the following projects:

Applicant	Project	Recommended
Liverpool Neighbourhood Connections	Our Garden	\$4,410
Georges River Environmental Education Centre	Science in a box	\$5,000

REPORT

Corporate Sponsorship

The Corporate Sponsorship Program received one application which met the eligibility criteria and is recommended for funding as follows:

Applicant	Turbans 4 Australia Inc.		
Project	Unity Walk Liverpool Birth of Guru Nanak		
Amount Requested	\$10,000	Total Project Cost	\$55,000
Location	Bigge Park, Liverpool	Date	14 November 2021
About the Applicant	Turbans 4 Australia is a Sydney based not-for-profit organisation supporting community members with natural disaster relief, promote multiculturalism, religious tolerance and education, generate awareness of important social justice issues, and create fundraising opportunities for numerous causes. Since its establishment, Turbans 4 Australia has grown beyond its original Sydney area to helping people across Australia.		
Description	A multicultural celebration for the Liverpool LGA and wider Sydney Metropolitan Area, engaging local retail, food, hospitality and event sectors. The event will consist of a street parade through Liverpool CBD and a celebration held at Bigge Park. It will consist of live entertainment and cultural performances, on site business and service stalls, and representation and advocacy for local volunteer and community groups.		

	<p>Various multicultural, religious and community leaders will also be invited to be part of the celebrations.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Provide an open, community-focused and family friendly event celebrating multiculturalism in Liverpool; • Engage a wide variety of local suppliers and services to promote and support Liverpool's economy and reputation; and • Showcase the diverse landscape of Liverpool's cultural, retail, and hospitality sectors. <p>Outcomes:</p> <ul style="list-style-type: none"> • Increased economic, visitation and tourism opportunities for local businesses and venues leading up to and during the event; and • Increased knowledge and awareness of Liverpool's diversity through sharing and promoting cultural dialogue.
COVID-19 Safety Plan	<p>Turbans 4 Australia Inc. have provided a COVID Safe Plan in line with NSW Health Guidelines for public gatherings over 200 people. COVID Marshalls and security guards will also be engaged to adhere to NSW Health Guidelines during the event.</p>
Beneficiaries	<ul style="list-style-type: none"> • 2,000 community members; and • Local businesses and services.
Assessment	<p>Recommended for Funding - \$10,000</p> <p>The project aligns with the Community Strategic Plan <i>Direction 1 Creating Connection</i> and meets the Corporate Sponsorship Program's funding priorities.</p> <p>Expected program outcomes 7.7.1 a); b); d); and e).</p>

Matching Grant

The Matching Grant Program received one application which met the eligibility criteria and is recommended for funding as follows:

Applicant	Royal Life Saving NSW		
Project	Diverse Community Adult Swim Safety and Swimming Lessons Liverpool		
Amount Requested	\$15,000	Total Project Cost	\$98,600

Location	Michael Wenden Aquatic Leisure Centre, Miller	Date	July 2021 – September 2021
About the applicant	Royal Life Saving NSW is the leader in drowning prevention and water safety education in the state, working towards providing education and training opportunities for community and key resources regarding water safety. Royal Life Saving NSW provides several training opportunities for organisations to participate in training qualifications (such as first aid, Cardiopulmonary resuscitation (CPR), lifeguard and pool teacher trainings) through partnerships with local aquatic centers in the Liverpool LGA.		
Description	<p>The project will invite 120 local women to participate in two 10-week swimming programs where participants will learn the foundations of swimming and water safety skills as well as CPR.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Deliver a swimming program that qualifies participants in Swim Safety and CPR; • Encourage familiarisation with the experience of visiting a public swimming pool, swimming fundamentals, and an understanding of different aquatic environments; and • Develop skills to safely participate in aquatic recreation. <p>Outcomes:</p> <ul style="list-style-type: none"> • Address and break down common barriers which prevent community members from accessing pools and swimming lessons; • Reduce risk of drowning and increase water safety knowledge; and • Improved physical health and wellbeing, increased confidence in swimming ability, and generate a sense of belonging and community with a shared goal. 		
COVID-19 Safety Plan	Royal Life Saving NSW has provided a preparedness checklist which details organisational actions and responses to COVID-19 health risks. Facilitators will also operate to the NSW Health Guidelines in place at the Michael Wenden Aquatic Leisure Centre.		
Beneficiaries	<ul style="list-style-type: none"> • 120 female participants and their families. 		
Assessment	<p>The applicant's event aligns with the Community Strategic Plan <i>Direction 1 Creating Connections</i> and meets the Matching Grant Program's funding priorities and outcomes. Diverse Community Adult Swim Safety and Swimming Lessons Liverpool provides a platform for introducing and educating participants of the importance of water safety in a practical environment, and represents value for money through partnership contributions.</p> <p>Expected program outcomes 7.6.1 b); d); and f).</p>		

Sustainable Environment Grant

The Sustainable Environment Grant Program received two applications which met the eligibility criteria and are recommended for funding as follows:

Applicant	Liverpool Neighbourhood Connections		
Project	Our Garden		
Amount Requested	\$4,410	Total Project Cost	\$4,410
Location	Liverpool Neighbourhood Connections, Warwick Farm	Date	September 2021- August 2022
Description	<p>Establish a herb, vegetable and produce garden for a cohort of 25 women to teach and implement sustainable gardening practices at the Centre and to continue at home. The program is designed to address how women living in high density housing can make effective changes to their health and impact on the environment by learning from garden experts in a community-driven activity.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Educate participants on how to plant, cultivate, compost and apply water minimisation methods to grow a sustainable garden area; • Engage with disadvantaged and isolated community members to contribute in a community-driven setting using gardening as a common platform; and • Collaborate with garden experts to maximise the use and application of the garden space. <p>Outcomes:</p> <ul style="list-style-type: none"> • Develop an ongoing educational corridor that will enable future groups to learn from the first cohort and garden experts; • Address health and wellbeing concerns related to dependence on store-bought produce through an improved understanding of growing and cooking fresh fruit and vegetables; and • Establish community connection through shared learning experiences and contributions to the garden space. 		
COVID-19 Safety Plan	All groups are required to sign in on an attendance sheet and will also require QR code registration on arrival. Social distancing and participant numbers will be monitored to ensure adherence with NSW Health Guidelines.		
Beneficiaries	25 women and their families		
Assessment	Recommended for Funding - \$4,410		

	<p>The project aligns with the Community Strategic Plan <i>Direction 2 Strengthening and Protecting Our Environment</i> and meets the Sustainable Environment Grant Program's funding priorities.</p> <p>Expected program outcomes 7.5.1 a); b); e); and f).</p>
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Applicant	Georges River Environmental Education Centre		
Project	Science in a box		
Amount Requested	\$5,000	Total Project Cost	\$5,000
Location	Georges River Environmental Education Centre, Chipping Norton	Date	June 2021 - December 2021
Description	<p>Create five Science in a Box kits including: Ant Box; Bird Box; Bee Box; Bug Box, and a Sustainability Box to lend out to our local schools for teachers to use to deliver authentic citizen science investigations in school grounds. Suggestions on how to improve the school habitats will also be included so students can raise more sustainable actions in their school and home environments.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Assemble and distribute five Science in a Box Kits to lend to local schools, including tools and resources for students to conduct and actively participate in experiments and investigations on school grounds; • Provide an innovative learning experience direct to schools where COVID-19 restrictions limit excursion and incursion opportunities; • Reduce barrier for teachers and schools without science backgrounds or equipment to deliver real hands-on science in school grounds; and • Generate prospects for students to improve school habitats through follow-up lessons, such as planting local flowers to promote native bee species. <p>Outcomes:</p> <ul style="list-style-type: none"> • Increase the usage of specialist learning tools and the number of students who have an opportunity to conduct hands on investigations; • Conduct projects to improve the biodiversity in participating school's gardens and recreation areas; and • Create an easily maintainable and ongoing resource that will benefit education networks beyond the funding period. 		

COVID-19 Safety Plan	The 'Science in a Box' project is primarily providing resources and specialised science teaching tools and equipment to schools to use in their own classrooms. It will be a suggestion to schools using the resources to wipe any equipment with alcohol-based wipes before and after it is used at the school, and between student use as a precaution. Georges River Environmental Education Centre staff will also sanitise the equipment on its return to the Centre. Schools using the equipment will also be provided with a copy of the NSW Department of Education's guidelines on preventing the spread of COVID-19
Beneficiaries	<ul style="list-style-type: none"> • 50 Department of Education Primary Schools in the Liverpool LGA; • Catholic and Independent Schools in the Liverpool LGA; and • Teachers, teacher's aides and families of participating schools.
Assessment	<p>Recommended for Funding - \$5,000</p> <p>The project aligns with the Community Strategic Plan <i>Direction 2 Strengthening and Protecting Our Environment</i> and meets the Sustainable Environment Grant Program's funding priorities</p> <p>Expected program outcomes 7.5.1 a); c); e); and f).</p>

CONSIDERATIONS

Economic	CORPORATE SPONSORSHIP			
	Budget	Balance	<i>Recommended funding in this report</i>	Remaining
	\$100,000	\$30,130	10,000	\$20,130
	COMMUNITY GRANTS			
	Budget	Balance	<i>Recommended funding in this report</i>	Remaining
	\$102,000	\$92,000	Nil	\$92,000
	MATCHING GRANTS			
	Budget	Balance	<i>Recommended funding in this report</i>	Remaining
	\$200,000	\$185,000	\$15,000	\$170,000
	SUSTAINABLE ENVIRONMENT GRANTS*			
	Budget	Balance	<i>Recommended funding in this report</i>	Remaining
	\$75,000	\$59,150	\$9,410	\$49,740
	COMBINED FUNDING BALANCE			
	Combined Budget	Combined Balance	<i>Total recommended funding in this report</i>	Remaining
	\$477,000	\$366,280	\$34,410	\$331,870
* Sustainable Environment Grants funding is via a rate levy and is only eligible to be used for the Sustainable Environment Grants Program.				
Environment	Support schools and community groups to play an active role in reducing their impact on the environment and implementing environmentally sustainable actions.			
Social	Support community organisations and groups to deliver services.			
Civic Leadership	Role model to applicants, residents, and general public COVID-19 safe practices and procedures when supporting funding requests.			
Legislative	Local Government Act 1993 - s356.			
Risk	Risk of supporting these activities is considered low. Applicants have provided information on their compliance with COVID-19 safety guidelines published by NSW Health.			

ATTACHMENTS

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

COM 02

**The 60th Anniversary of Australian Air League -
Moorebank Squadron**

Strategic Direction	Creating Connection Celebrate diversity, promote inclusion and recognise heritage
File Ref	181854.2021
Report By	Alyson Infanti - Civic Officer Thomas Wheeler - Heritage Officer
Approved By	Tina Bono - Acting Director Community & Culture David Smith – Acting Director Planning & Compliance

EXECUTIVE SUMMARY

On 18 July 2021, the Australian Air League Moorebank Squadron celebrates the 60th Anniversary of the Australian Air League within the Liverpool Local Government Area. The Australian Air League first established the City of Liverpool Squadron in February 1961 and would meet at the Memorial School of Arts, and later at the Liverpool Public School. Moorebank Squadron was formed in 1998 and after a period of inaction was re-formed in 2010.

The Squadron approached Council at the end of 2020 seeking support for the 60th Anniversary celebrations and at the Ordinary Meeting of Council on 24 February 2021, Liverpool City Council resolved to:

- 1. Congratulate the Australian Air League Moorebank Squadron on their 60th Year Anniversary of active service to the Liverpool and the South West Sydney Area;*
- 2. Support the celebration of their 60th Year Anniversary in any means possible, including delegating to the CEO the ability to provide support (staffing etc);*
- 3. Provide \$20,000 from funds which were previously budgeted for the New Zealand business event and redirect to the Commemoration event that they plan for Sunday 18th July 2021, so that Liverpool City and its residents can participate in celebrating and acknowledging their achievements with them; and .*
- 4. Investigate the opportunity for the Australian Air League Moorebank Squadron to be granted the Keys to the City as part of the Commemoration event.*

This report back to Council is in response to Item No.4 and ongoing discussions with the Australian Air League Moorebank Squadron and the progress they are making with NSW Police and other relevant local organisations for the holding of a Freedom of Entry on 18th July 2021.

The granting of Freedom of Entry by a Local Government Authority is a recognition of a military organisation's role within the community and the gaining of trust with the community by the organisation. There is a precedent to granting Freedom of Entry to the Australian Air League and this report indicates that there are no barriers to Council granting Freedom of Entry to the Australian Air League – Moorebank Squadron.

RECOMMENDATION

That Council:

1. Grant Freedom of Entry to the Australian Air League Moorebank Squadron on 18 July 2021; and
2. Bestow on the Australian Air League Moorebank Squadron a scroll signed by the Mayor and CEO granting Freedom of Entry.

REPORT

What is a Freedom of Entry?

The granting of Freedom of Entry is the highest accolade a town or city can bestow upon a group or individual and it is no less readily won or lightly given today than it was centuries ago.

The origins of the act date to the medieval period, where in Continental Europe and the British Isles, fortress walls afforded cities protection from incursions by outlaw bands and attacks by feudal lords. The citizens of those walled cities wisely refused to allow entry to armed groups, including troops, unless they were sure that those arms would not be used against them.

As cities and towns were invariably situated on main roads and at principal road junctions, denial of entry imposed great hardship on troops 'on the march'. Food and arms could not be replenished and it became necessary to take long detours over difficult terrain to reach a given destination or objective. Troops soon saw the merit in establishing good relations with the Corporations and citizens of walled cities and by good conduct earned the privilege of entry and passage. This privilege, not readily won and highly prized, was known as Freedom of Entry.

Hence the granting of permission to a formed body of armed men to enter a city became the mark of trust and confidence in which that body was held by its citizens.

Freedom of Entry customary relates to military organisations with the more civil Key to the City for civilian organisations or individuals.

Request for Freedom of Entry by Australian Air League – Moorebank Squadron

A formal request from the Australian Air League – Moorebank Squadron to be granted Freedom of Entry by Council was received by the Mayor on 9 June 2021.

The Australian Air League is recognised as a paramilitary organisation which as per its definition means to be “organised similarly to a military force” with a paramilitary rank structure and drill program.

Further, up until 1941, the Australian Air League had a selective stream of cadets which went through intensive flying training and in partnership with the Royal Australian Air Force had a direct entry into the armed forces. This provided the impetus for the creation of the Royal Australian Air Force Cadets.

Finally, precedent for the granting of Freedom of Entry to an Australian Air League squadron was set by the City of Sydney in 1994 with the granting of Freedom of Entry to the Australian Air League on the 60th Anniversary of the organisation.

It is recommended that Council grant Freedom of Entry to the Australian Air League – Moorebank Squadron and for the organisation to enact its right to march through the city.

CONSIDERATIONS

Economic	The cost of the freedom of entry including the scroll is being met by the \$20,000 already allocated by Council through a Grant.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.
Risk	The risk is deemed to be Low.

ATTACHMENTS

Nil

CORP 01

Investment Report May 2021

Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources
File Ref	137529.2021
Report By	Chi Nguyen - 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 31st May 2021:

- Council held investments with a market value of \$304 million.
- The economic environment globally, including Australia, suffered significantly from the start of the COVID-19 pandemic in March 2020. The market value of Council's investment in Floating Rate Notes (FRN) has since improved;
- RBA has decided to lower the cash rate to 0.10% with an indication to keep it at this level for next three years. This will have significant impact on Council's interest earnings;
- The portfolio yield was 116 basis points above the AusBond Bank Bill index;

	AusBond Bank Bill Index (BBI)
Benchmark	0.06%
Portfolio yield	1.22%
Performance above benchmarks	1.16%

- Return on investment was \$2.4m lower than the original budget. This does not take into account \$1.1m capital gain on FRN's;
- Council's investment advisor, Amicus Advisory, has completed its review of Emerald Mortgage Backed Securities and recommends Council continue to hold its investments in the "Class A" and both "Class C" securities given current poor market pricing. MBS Securities are now not rated;
- 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 19.68% of its portfolio in ADI's rated BBB and below.

RECOMMENDATION

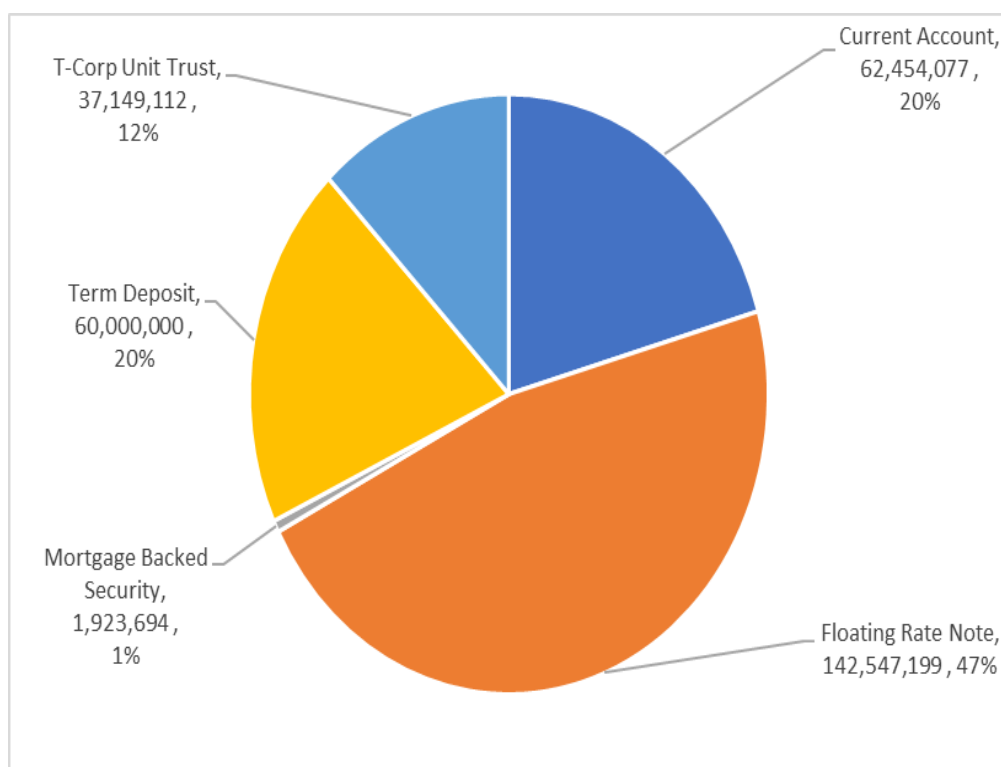
That Council receives and notes this report.

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 31st May 2021, Council held investments with a market value of \$304 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	Apr-21	Jun-20
Senior Debts (FRN's ,TCD's & FRB)*	101.35%	100.75%

CORPORATE SERVICES REPORT

MBS (Reverse Mortgage Backed Securities)	75.94%	62.11%
T-Corp Unit Trusts	103.19%	102.81%

***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) into 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.*
- *Floating Rate Note (FRN) - returns an aggregate of a fixed margin and a variable benchmark (usually BBSW).*

The economic environment globally, including Australia, suffered significantly from the start of the COVID-19 pandemic in March. The market value of Council's investment in FRN's has since improved. 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.

Council is committed to NSW TCorp's balanced investment framework and held 19.68% of its portfolio in ADI's rated BBB and below.

Emerald – Mortgaged Backed Securities

Council's new investment advisor, Amicus Advisory, was asked on appointment to review Council's investments in "grandfathered" mortgage backed securities. Amicus has completed its review and recommends Council continue to hold its investments in the "Class A" and both "Class C" securities given current poor market pricing. Notwithstanding this recommendation, Amicus has assessed that both "Class C" securities are likely to eventually default. However, Council will continue to receive interest up until default which is likely to be many years away. Fitch Rating Agency has decided to withdraw its rating on mortgage backed securities and as a result, Council investments in these securities are now classed non-rated.

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	62,454,077	20.54%			
Term Deposits < 1 Yr	50,000,000	16.44%			
T-Corp Unit Trust	37,149,112	12.22%			
Tradeable securities	142,547,199	46.88%			
Portfolio % < 1 Yr - (Short term liquidity)	292,150,388	96.08%	30%	100%	Yes
Term Deposit > 1 Yr < 3Yrs	10,000,000	3.29%	0%	70%	Yes
Grand Fathered Securities	1,923,694	0.63%	N/A	N/A	Yes
Portfolio % Medium term liquidity)	11,923,694	3.92%			Yes
Total Portfolio	304,074,082	100.00%			

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

Issuer	Security Rating	Market Value	%Total Value	Maximum Institutional Policy Limit %holdings	Complies to Investment Policy' "Yes/No"
AMP Bank Ltd	BBB	23,680,230	7.79%	15%	Yes
ANZ Banking Group Ltd	AA-	18,307,792	6.02%	35%	Yes
Auswide Bank Ltd	BBB	3,000,000	0.99%	15%	Yes
Bank Australia Ltd	BBB	3,517,260	1.16%	15%	Yes
Bank of Communications Co. Ltd/Sydney	A-	3,020,145	0.99%	25%	Yes
Bendigo & Adelaide Bank Ltd	BBB+	506,405	0.17%	15%	Yes
Bank of Nova Scotia	A+	5,566,818	1.83%	25%	Yes
Bank of Queensland Ltd	BBB+	2,000,000	0.66%	15%	Yes
Citibank Australia Ltd	A+	1,013,906	0.33%	25%	Yes
Commonwealth Bank of Australia Ltd	AA-	66,122,336	21.75%	35%	Yes
Credit Union Australia Ltd	BBB	4,550,696	1.50%	15%	Yes
Emerald Reverse Mortgage Trust (Class A)	Unrated	890,477	0.29%	5%	Yes
Emerald Reverse Mortgage Trust (Class C)	Unrated	1,033,217	0.34%	5%	Yes
HSBC Sydney Branch	AA-	8,086,080	2.66%	35%	Yes
Macquarie Bank	A+	19,127,791	6.29%	25%	Yes
Members Banking Group Ltd t/a RACQ Bank	BBB+	1,509,249	0.50%	15%	Yes
Members Equity Bank Ltd	BBB	7,000,000	2.30%	15%	Yes
National Australia Bank Ltd	AA-	38,414,896	12.63%	35%	Yes
Newcastle Permanent Building Society Ltd	BBB	3,539,735	1.16%	15%	Yes
Northern Territory Treasury	AA-	4,000,000	1.32%	35%	Yes
NSW Treasury Corporation	AA	37,149,112	12.22%	45%	Yes
Police Credit Union	Unrated	2,000,000	0.66%	5%	Yes
Qbank	BBB-	4,515,642	1.49%	15%	Yes
Rabobank Australia Ltd	A+	4,014,296	1.32%	25%	Yes
Suncorp Bank	A+	6,070,502	2.00%	25%	Yes
Teachers Mutual Bank Ltd	BBB	2,102,283	0.69%	15%	Yes
UBS AG	A+	2,520,831	0.83%	25%	Yes
Westpac Banking Corporation Ltd	AA-	30,814,387	10.13%	35%	Yes
Portfolio Total		\$304,074,082	100.00%		

Overall Portfolio Credit Framework compliance to Investment Policy

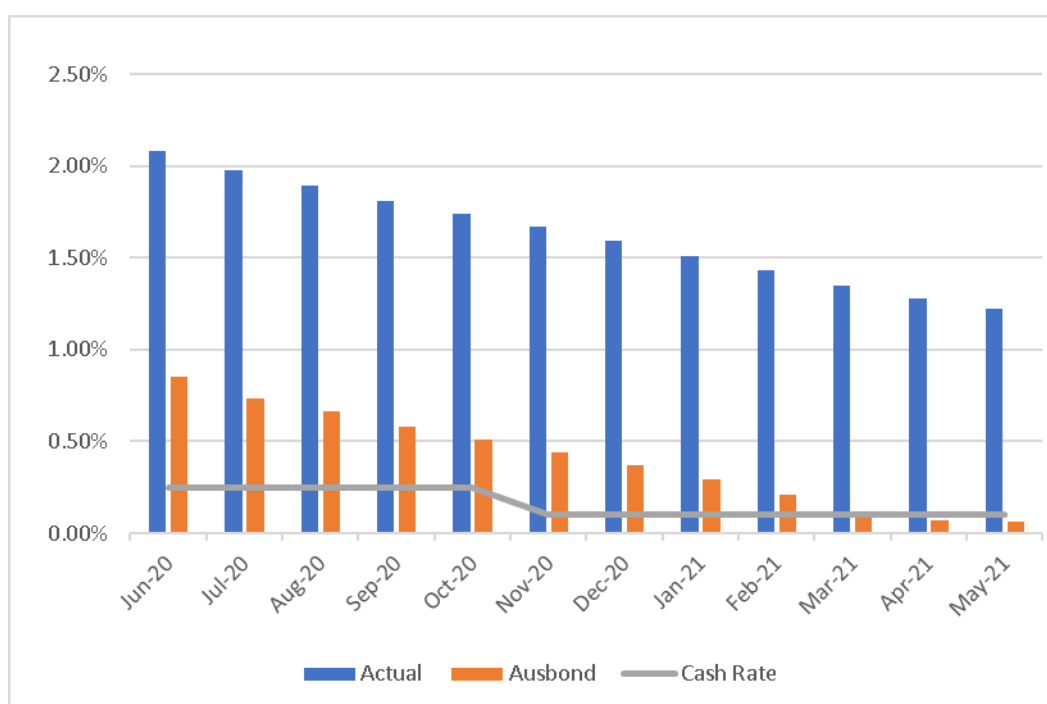
Credit Rating	Market Value	%Portfolio	Maximum Policy Limit	Complies to Investment Policy' "Yes/No"
AA Category	202,894,602	66.73%	100%	Yes
A Category	41,334,288	13.59%	60%	Yes
BBB Category	55,921,498	18.39%	45%	Yes
Unrated	3,923,694	1.29%	10%	Yes
Total Portfolio	304,074,082	100.00%		

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.

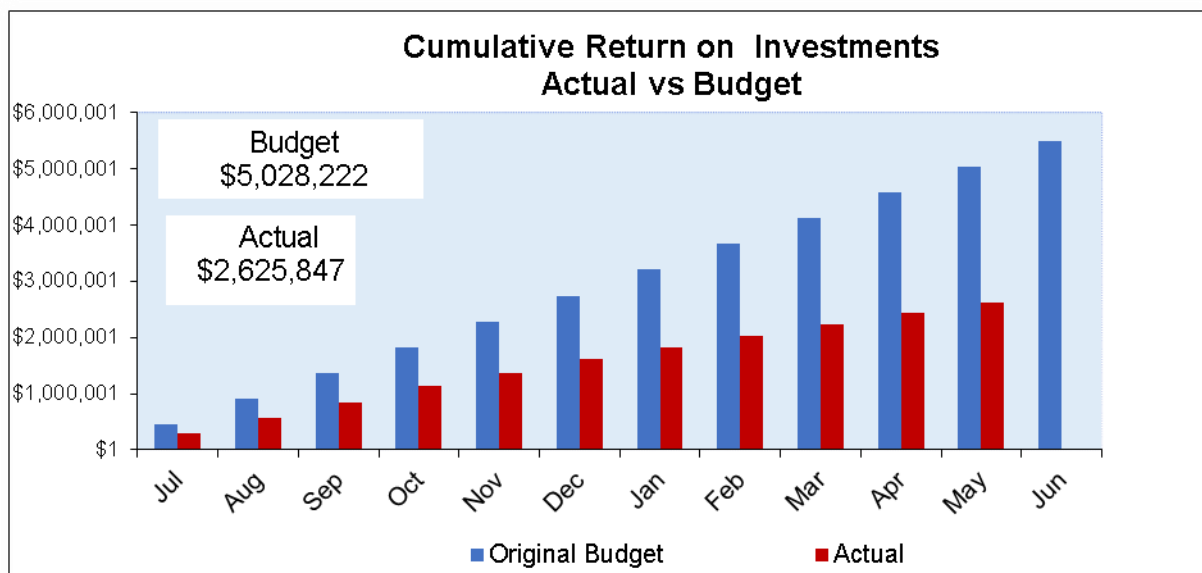
The portfolio yield to 31st May 2021 exceeded the AusBond Bank Bill index by 116 basis points (1.22% against 0.06%)

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:



Performance of Portfolio Returns against Budget

Council's investment income for May 2021 is lower than the original budget by \$2.4m. This does not take into account \$1.1m capital gain on FRN's.



Investment Portfolio at a Glance

Portfolio Performance	✓	The portfolio yield to 31 st May 2021 exceeded the AusBond Bank Bill index by 116 basis points (1.22% against 0.06%).
Annual Income vs. Budget	✓	Council's investment interest income is lower than the original budget by \$2.4m as at 31 st May 2021 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 has left the official cash rate on hold at 0.10 per cent in its meeting on 1st June 2021. The current 0.10 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.

CONSIDERATIONS

Economic	Council's investment interest income is lower than the original budget by \$2.4m as at 31 st May 2021 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> .
Risk	<p>The capital value and return on investment is subject to market risks. Investment limits prescribed in Council's policy framework is aimed to mitigate these risks.</p> <p>Market interest is expected to stay at its lowest rate for a long period and will continue to put pressure on Council's budget.</p>

ATTACHMENTS

1. Investment Report May 2021



Portfolio Valuation As At 31 May 2021

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
Current Account						
CBA Business Saver		AA-	28,803,893.35	28,803,893.35	9.47%	0.15%
CBA General Account		AA-	4,931,854.32	4,931,854.32	1.62%	0.00%
AMP Business Saver		BBB	4,332,368.51	4,332,368.51	1.42%	0.50%
AMP Notice Account		BBB	14,343,871.29	14,343,871.29	4.72%	0.80%
Macquarie Bank Accelerator Account		A+	10,042,089.82	10,042,089.82	3.30%	0.40%
			62,454,077.29	62,454,077.29	20.54%	
Fixed Rate Bond						
Northern Territory Treasury	15/12/2021	AA-	4,000,000.00	4,000,000.00	1.32%	0.60%
UBS AG	26/02/2026	A+	2,550,000.00	2,520,830.55	0.83%	1.10%
			6,550,000.00	6,520,830.55	2.14%	
Floating Rate Deposit						
Westpac	18/08/2022	AA-	6,000,000.00	6,000,000.00	1.97%	1.09%
			6,000,000.00	6,000,000.00	1.97%	
Floating Rate Note						
AMP Bank	10/09/2021	BBB	5,000,000.00	5,003,990.00	1.65%	1.12%
ANZ Bank	09/05/2023	AA-	3,000,000.00	3,042,279.00	1.00%	0.94%
ANZ Bank	06/12/2023	AA-	7,000,000.00	7,143,276.00	2.35%	1.07%
ANZ Bank	29/08/2024	AA-	5,000,000.00	5,078,380.00	1.67%	0.81%
ANZ Bank	16/01/2025	AA-	3,000,000.00	3,043,857.00	1.00%	0.80%
Bank Australia	30/08/2021	BBB	1,500,000.00	1,503,559.50	0.49%	1.34%
Bank Australia	02/12/2022	BBB	2,000,000.00	2,013,700.00	0.66%	0.93%
Bendigo and Adelaide	25/01/2023	BBB+	500,000.00	506,405.00	0.17%	1.09%
Citibank, N.A.	14/11/2024	A+	1,000,000.00	1,013,906.00	0.33%	0.92%
Commonwealth Bank	25/04/2023	AA-	3,000,000.00	3,036,372.00	1.00%	0.84%
Commonwealth Bank	16/08/2023	AA-	7,500,000.00	7,623,517.50	2.51%	0.97%
Commonwealth Bank	11/01/2024	AA-	9,500,000.00	9,726,698.50	3.20%	1.17%
Credit Union Australia	06/09/2021	BBB	2,000,000.00	2,005,698.00	0.66%	1.29%
Credit Union Australia	24/10/2024	BBB	2,500,000.00	2,544,997.50	0.84%	1.16%
HSBC	27/09/2024	AA-	3,000,000.00	3,037,266.00	1.00%	0.86%
HSBC	27/09/2024	AA-	2,000,000.00	2,024,844.00	0.67%	0.86%
HSBC Bank Australia	07/12/2022	AA-	3,000,000.00	3,023,970.00	0.99%	0.84%
Macquarie Bank	21/06/2022	A+	2,000,000.00	2,011,770.00	0.66%	0.78%
Macquarie Bank	07/08/2024	A+	4,000,000.00	4,041,384.00	1.33%	0.84%
Macquarie Bank	12/02/2025	A+	3,000,000.00	3,032,547.00	1.00%	0.88%
NAB	16/05/2023	AA-	2,000,000.00	2,028,460.00	0.67%	0.94%
NAB	26/09/2023	AA-	8,000,000.00	8,133,008.00	2.67%	0.96%
NAB	26/09/2023	AA-	4,000,000.00	4,066,504.00	1.34%	0.96%
NAB	26/02/2024	AA-	5,000,000.00	5,108,420.00	1.68%	1.08%
NAB	19/06/2024	AA-	4,000,000.00	4,078,504.00	1.34%	0.95%
Newcastle Permanent	24/01/2022	BBB	2,000,000.00	2,018,528.00	0.66%	1.69%
Newcastle Permanent	06/02/2023	BBB	1,500,000.00	1,521,207.00	0.50%	1.44%
QBank	14/12/2021	BBB-	1,000,000.00	1,004,037.00	0.33%	1.54%
QBank	25/03/2022	BBB-	1,500,000.00	1,506,814.50	0.50%	1.43%
QBank	06/12/2022	BBB-	2,000,000.00	2,004,790.00	0.66%	1.19%
Rabobank Australia Branch	03/03/2022	A+	2,000,000.00	2,014,296.00	0.66%	1.11%
RACQ Bank	23/05/2022	BBB+	1,500,000.00	1,509,249.00	0.50%	1.09%
ScotiaBank	08/09/2022	A+	3,000,000.00	3,028,050.00	1.00%	0.96%

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
ScotiaBank	07/09/2023	A+	2,500,000.00	2,538,767.50	0.83%	1.02%
Suncorp	16/08/2022	A+	1,000,000.00	1,009,632.00	0.33%	1.01%
Suncorp	30/07/2024	A+	3,000,000.00	3,036,522.00	1.00%	0.82%
Suncorp	30/07/2024	A+	2,000,000.00	2,024,348.00	0.67%	0.82%
Teachers Mutual Bank	02/07/2021	BBB	2,100,000.00	2,102,282.70	0.69%	1.41%
Westpac	06/03/2023	AA-	5,000,000.00	5,058,875.00	1.66%	0.87%
Westpac	16/11/2023	AA-	6,000,000.00	6,106,848.00	2.01%	0.99%
Westpac	24/04/2024	AA-	4,000,000.00	4,101,156.00	1.35%	1.18%
Westpac	16/08/2024	AA-	2,500,000.00	2,547,507.50	0.84%	0.92%
			135,100,000.00	137,006,223.20	45.06%	
Floating Rate TCD						
Bank of Communications	28/10/2022	A-	3,000,000.00	3,020,145.00	0.99%	0.93%
			3,000,000.00	3,020,145.00	0.99%	
Mortgage Backed Security						
EmeraldMBS2006-1A	21/08/2051	Unrated	1,033,041.87	890,476.93	0.29%	0.49%
EmeraldMBS2006-1C	21/08/2056	Unrated	1,000,000.00	685,234.00	0.23%	1.24%
EmeraldMBS2007-1C	23/07/2057	Unrated	500,000.00	347,983.00	0.11%	0.99%
			2,533,041.87	1,923,693.93	0.63%	
Term Deposit						
Auswide Bank	06/09/2021	BBB	3,000,000.00	3,000,000.00	0.99%	1.80%
BOQ	07/02/2022	BBB+	2,000,000.00	2,000,000.00	0.66%	3.75%
Commonwealth Bank	01/10/2021	AA-	3,000,000.00	3,000,000.00	0.99%	0.75%
Commonwealth Bank	25/02/2022	AA-	4,000,000.00	4,000,000.00	1.32%	0.73%
Commonwealth Bank	06/10/2021	AA-	3,000,000.00	3,000,000.00	0.99%	0.73%
Commonwealth Bank	28/01/2022	AA-	2,000,000.00	2,000,000.00	0.66%	0.43%
Members Equity Bank	23/05/2022	BBB	4,000,000.00	4,000,000.00	1.32%	0.50%
Members Equity Bank	12/07/2021	BBB	3,000,000.00	3,000,000.00	0.99%	0.45%
NAB	22/07/2021	AA-	5,000,000.00	5,000,000.00	1.64%	0.32%
NAB	08/09/2021	AA-	5,000,000.00	5,000,000.00	1.64%	0.80%
NAB	26/11/2021	AA-	5,000,000.00	5,000,000.00	1.64%	0.57%
Police Credit Union SA	16/08/2021	Unrated	2,000,000.00	2,000,000.00	0.66%	3.20%
Rabobank Australia Branch	29/08/2022	A+	2,000,000.00	2,000,000.00	0.66%	3.38%
Westpac	31/08/2022	AA-	2,000,000.00	2,000,000.00	0.66%	3.32%
Westpac	14/09/2021	AA-	5,000,000.00	5,000,000.00	1.64%	0.77%
			50,000,000.00	50,000,000.00	16.44%	
Total			265,637,119.16	266,924,969.97	87.78%	
Face Value						
Security Type			Current	Market Value		
NSWTC IM Cash Fund	AA		35,000,000.00	36,031,457.73	11.85%	
NSWTC IM Short Term Income Fund	AA		1,000,000.00	1,117,654.20	0.37%	
			36,000,000.00	37,149,111.93	12.22%	
Total			265,637,119.16	266,924,969.97	87.78%	
Portfolio Total			301,637,119.16	304,074,081.90	100.00%	

CORP 02**Community Strategic Plan 2022-2032 -
Community Engagement Strategy 2021-2022**

Strategic Direction	Leading through Collaboration Encourage community participation in decision-making
File Ref	075940.2021
Report By	Hiba Soueid - Manager Corporate Strategy and Performance
Approved By	George Hampouris - Acting Director City Corporate

EXECUTIVE SUMMARY

The *Local Government Act (1993)* requires all councils to have a Community Strategic Plan, Delivery Program, Operational Plan and Resourcing Strategy in place.

The Act also states that each council must have in place a Community Engagement Strategy based on the principles of social justice in developing the Community Strategic Plan. The purpose of the Community Engagement Strategy is to demonstrate how Council intends to communicate with the community in the development of Liverpool's Community Strategic Plan.

This report presents the Community Engagement Strategy 2021 – 2022 for consideration and endorsement.

RECOMMENDATION

That Council endorses the Community Engagement Strategy 2021 – 2022.

REPORT

The Integrated Planning and Reporting Framework, which was amended into the *Local Government Act (1993)* in 2009 replaced previous planning and reporting requirements with:

- A minimum 10-year Community Strategic Plan
- A four-year Delivery Program
- A one-year Operational Plan
- A Resourcing Strategy comprising of a 10-year Long Term Financial Plan, a 10-year Asset Management Plan and a four-year Workforce Management Plan.

The current Community Strategic Plan, *Our Home, Liverpool 2027*, was endorsed by Council on 26 April 2017. Newly appointed Council members must complete a review of the Community Strategic Plan by 30 June in the year following the election and roll forward the planning period for the term of Council to adhere to the minimum 10-year period of the Community Strategic Plan.

To guide the new Community Strategic Plan, Council is required to develop a Community Engagement Strategy that describes how Council will involve the community in planning for the future of Liverpool.

The Community Engagement Strategy must be based on the principles of social justice which are aimed at giving all members of the community an opportunity to be involved and have their views heard.

The Office of Local Government (OLG) outlines the principles of social justice as being:

- Equity – There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances;
- Access – All people should have fair access to services, resources and opportunities to improve their quality of life;
- Participation – Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives; and
- Rights – Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

The Community Engagement Strategy aims to:

- Ensure the consultation process is underpinned by the quadruple bottom line and encompasses the social, environmental, economic, and civic leadership priorities for Liverpool;
- Seek a broad range of community values, priorities and needs;
- Provide the community with adequate information to assist in decision making;
- Engage with the community on the basis of equality and fairness, to ensure active participation in the community engagement process; and
- Capture and evaluate community feedback to inform Liverpool's future priorities and decision making.

The Community Engagement Strategy describes the key stakeholders in the community and the proposed methods of engagement to be used to connect with different groups. The Community Engagement Strategy will be implemented from July 2021 to March 2022.

CONSIDERATIONS

Economic	A total of \$65,640 has been budgeted for 2021/2022.
Environment	There are no environmental and sustainability considerations.
Social	Raise awareness in the community about the available services and facilities.
Civic Leadership	<p>The community engagement strategy addresses several areas of civic leadership including:</p> <ul style="list-style-type: none"> • 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; and • Deliver services that are customer focused.
Legislative	<p>The Community Engagement Strategy addresses Council's responsibilities under section 402 (4) of the <i>Local Government Act 1993</i> which stipulates:</p> <p><i>(4) "The council must establish and implement a strategy (its "community engagement strategy"), based on social justice principles, for engagement with the local community when developing the community strategic plan."</i></p>
Risk	Failure to operationalise the community engagement strategy with Council's strategic plans and activities may result in lost opportunities to address community concerns leading to ratepayer dissatisfaction, and / or reputational damage.

ATTACHMENTS

1. Final Community Engagement Strategy 2021 - 9 June 2021 (Under separate cover)

CORP 03	Local Government Remunerational Tribunal Annual Report and Determination under sections 239 and 241 of the Local Government Act 1993
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Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	164430.2021
Report By	Jessica Saliba - Acting Coordinator Governance
Approved By	George Hampouris - Acting Director City Corporate

EXECUTIVE SUMMARY

On 23 April 2021 the Local Government Remuneration Tribunal (the Tribunal) produced their Annual report and Determination under sections 239 and 241 of the *Local Government Act* 1993 (the Act).

It is recommended that Council notes this report and resolves to set the fees payable to the Mayor and Councillors within the limits as determined by the Local Government Remuneration Tribunal.

The tribunal has determined a 2 per cent increase in the minimum and maximum fees applicable.

As part of this standing annual report to Council, the Civic Expenses and Facilities Policy is reviewed annually for completeness. Council has made adjustments to this Policy to eliminate duplication, reflect current practices and adjust certain allowance categories (mailing and stationary) to reflect reasonableness and historical usage.

RECOMMENDATION

That Council:

1. Receives and notes the 2021 Annual Report and Determination – LGRT;
2. Resolves to set the fees payable to the Mayor and Councillors for the period 1 July 2021 to 30 June 2022 to an amount equal to the maximum allowable under the determination of the Local Government Remuneration Tribunal, dated 23 April 2021; and
3. Endorse the updated Civic Expenses and Facilities Policy.

REPORT

The requirements governing the Mayor and Councillors' annual remuneration is outlined in Council's adopted Civic Expenses and Facilities Policy.

On 23 April 2021 the Local Government Remuneration Tribunal (the Tribunal) produced their *Annual Report and Determination* under sections 239 and 241 of the *Local Government Act 1993* (the Act). The Tribunal determines the categories by which each council is classified, and the maximum and minimum amounts of fees to be paid to mayors and councillors.

There has been no change to the Council categories, Liverpool City Council remains in the Metropolitan large category.

The Tribunal has categorised "Metropolitan Large" councils as typically having a minimum population of 200,000 and may include features such as:

- Total operating revenue exceeding \$200M per annum;
- The provision of significant regional services to greater Sydney including, major education, health retail sports and other recreation and cultural facilities;
- Significant industrial, commercial and residential centres and development corridors; and
- High population growth.

Councils that are categorised as "Metropolitan Large" are considered to have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

The Local Government Remuneration Tribunal has determined (effective 1 July 2021) that:

1. Pursuant to Section 239 of the Act that Liverpool City Council will be categorised a "Metropolitan Large" council; and
2. Pursuant to Section 241 of the Act, the annual fees to be paid to Councillors and Mayors in a Metropolitan Large Council, be a minimum of \$18,800 and a maximum of \$31,020. An additional fee is to be paid to the Mayor at a minimum of \$39,940 and maximum of \$90,370. These fees represent a 2 per cent increase which is consistent with the government's policy on wages.

In recognition of the increasing workload and time commitments required by the Mayor and Councillors, and noting that almost all metropolitan councils have adopted the tribunal maximum, it is recommended that Council set the fees payable to the Mayor and Councillors for the period 1 July 2021 to 30 June 2022 to the maximum allowable within the above limits. The Civic Expenses and Facilities Policy has been updated to eliminate duplication, reflect current practices and adjust certain allowance categories to reflect reasonableness and

CORPORATE SERVICES REPORT

historical usage. An outline of the changes have been itemised below. The amendments are also reflected in the Policy as “tracked changes”. The Policy can be viewed in Attachment 3.

- Defined IT consumables;
- Reduced the amount of allowance per calendar year for mailing and stationary from \$6,000 to \$1,000 per Councillor;
- Updated clause 4.5.1 (e) to include meeting rooms at 52 Scott Street Liverpool;
- Updated clause 4.6.2 to add a new subsection to reflect that Council will reimburse the cost of associated IT consumables for Council issued and owned equipment up to an amount of \$500;
- Updated Information Technology details in clause 4.6.3;
- Deleted clause 4.6.3 as it was a duplicate;
- Updated clause 4.7.2 to be consistent with clause 4.7.1; and
- Added a subclause (f) under clause 4.8.2 to reflect the allowance for attending the Sydney Western City Planning Panel meeting.

CONSIDERATIONS

Economic	The fees to be paid have been included in the 2021-2022 budget
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Section 239 and 241 of the <i>Local Government Act 1994</i> (LG Act)
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Local Government Remuneration Tribunal - Annual Report and Determination
2. OLG Circular 2021
3. Updated Civic Expenses and Facilities Policy (changes tracked)

Local Government Remuneration Tribunal

Annual Report and
Determination

*Annual report and determination under sections
239 and 241 of the Local Government Act 1993*

**23 April
2021**

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Executive Summary

The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

Fees

The Tribunal determined a 2 per cent increase in the minimum and maximum fees applicable to each category.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A (1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. However, the Tribunal can determine that a council be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

Section 2 2020 Determination

6. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.
7. The Tribunal undertook an extensive review of the categories and allocation of councils into each of those categories as part of the 2020 review.
8. Like the review undertaken in 2017, the Tribunal examined a range of statistical and demographic data and considered the submissions of councils, Local Government NSW (LGNSW) and Regional Cities NSW.
9. The Tribunal determined to retain a categorisation model which differentiates councils primarily based on their geographic location and the other factors including population, the sphere of the council's economic influence and the degree of regional servicing.
10. The categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none"> • Principal CBD • Major CBD • Metropolitan Large • Metropolitan Medium • Metropolitan Small 	<ul style="list-style-type: none"> • Major Regional City • Major Strategic Area • Regional Strategic Area • Regional Centre • Regional Rural • Rural

11. Given the impact of the bushfires and the COVID-19 pandemic on the state and federal economies and wellbeing of communities, the Tribunal determined no increase in the minimum and maximum fees applicable to each existing category.
12. The Determination was made on 10 June 2020 in accordance with the Local Government (General) Amendment (COVID-19) Regulation 2020 which extended the

Local Government Remuneration Tribunal

time for making of the determination to no later than 1 July 2020.

13. On 10 August 2020 the Tribunal received a direction from the Minister for Local Government, the Hon Shelley Hancock MP, to review the categorisation of Bayside Council. The Tribunal found that Bayside met the criteria to be classified as Metropolitan Large – having both a resident and non-resident working population (minimum 50,000) exceeding 200,000.
14. The Tribunal's 2020 determination was amended by the special determination on 17 August 2020 for Bayside Council be re-categorised as Metropolitan Large for remuneration purposes with effect from 1 July 2020.

Section 3 2021 Review

2021 Process

15. The Tribunal wrote to all mayors or general managers and LGNSW in February 2021 to advise of the commencement of the 2021 review and invite submissions. This correspondence advised that the Tribunal completed an extensive review of categories in 2020 and as this is only required every three years, consideration would be next be given in 2023. Submissions received requesting to be moved into a different category as part of the 2021 review would only be considered were there was a strong, evidence-based case.
16. Eighteen submissions were received – seventeen from individual councils and a submission from LGNSW. It was not possible from some submissions to ascertain if they had been council endorsed. The Tribunal also met with the President and Chief Executive of LGNSW.
17. The Tribunal discussed the submissions at length with the assessors.
18. The Tribunal acknowledged difficulties imposed by COVID19 and, on some councils the bushfires and floods.
19. Submissions from councils in regional and remote locations that raised the unique challenges experienced by mayors and councillors which included difficulties with connectivity and the travel required in sometimes very difficult circumstances were also acknowledged.
20. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

Categorisation

21. Nine council submissions requested recategorisation. Four of these requests sought the creation new categories.
22. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
23. A summary of the individual council submissions that sought recategorisation is below.

Metropolitan Large Councils

24. Blacktown City Council requested the creation of a new category of Metropolitan Large – Growth Area.
25. Penrith City Council requested the creation of a new category Metropolitan Large –

Local Government Remuneration Tribunal

Growth Centre.

26. Liverpool City Council requested recategorisation to Major CBD.

27. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

Metropolitan Small Councils

28. The City of Canada Bay sought recategorisation to Metropolitan Medium. The Tribunal noted that the criteria required for recategorisation was not yet met.

Major Regional City Councils

29. The City of Newcastle requested review and creation of a new category of "Gateway City" with comparable characteristics to the Major CBD category and a similar fee structure. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023.

Regional Centre

30. Tweed Shire Council requested recategorisation to Regional Strategic Area. The Tribunal noted that the criteria required for recategorisation was not yet met.

Rural Councils

31. Federation Council requested recategorisation into a new category of Regional.

32. Narromine Shire Council sought recategorisation but did not specify a category for consideration.

33. Yass Valley Council sought recategorisation to Regional Rural.

34. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

Fees

35. The Tribunal determined a 2.0 per centage increase in the minimum and maximum fees applicable to each category. A summary of the matters the Tribunal considered when making this determination is outlined below.

36. Submissions that addressed fees sought an increase of 2.5 per cent or greater. These submissions raised similar issues to warrant an increase which included the significant workload, responsibilities, capabilities, duties and expanding nature of mayor and councillor roles. Some submissions also suggested that an increase in remuneration may assist in improving the diversity of potential candidates.

37. The 2021-22 rate peg for NSW Councils was set at 2.0 per cent by the Independent Pricing and Regulatory Tribunal (IPART). The rate peg is the maximum percentage amount by which a council may increase its general income for the year.

38. Employees under the *Local Government (State) Award 2020* will receive a 2.0 per cent increase in rates of pay from the first full pay period to commence on or after 1 July 2021.

39. Section 242A of the LG Act provides that when determining the fees payable in each of the categories, the Tribunal is required to give effect to the same policies on increases in remuneration as the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or

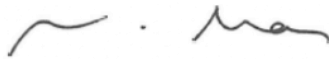
Local Government Remuneration Tribunal

varying awards or orders relating to the conditions of employment of public sector employees.

40. The current government policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (IR Regulation 2014). The IR Regulation provides that public sector wages cannot increase by more than 2.5 per cent. As such, the Tribunal has discretion to determine an increase of up to 2.5 per cent.
41. On 31 March 2021, Premiers Memorandum M2021-09 issued the *NSW Public Sector Wages Policy 2021* reflecting the Government's decision to provide annual wage increases of up to 1.5 per cent. The IR Regulation has not been amended to reflect this position.

Conclusion

42. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Mr Tim Hurst.
43. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
44. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
45. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Section 4 2021 Determinations

Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	
Metropolitan Small (8)	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

Local Government Remuneration Tribunal

Table 2: General Purpose Councils - Non-Metropolitan

Major Regional City (2)		Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle		Central Coast	Lake Macquarie
Wollongong			

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

Local Government Remuneration Tribunal

Rural (57)	
	Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



Viv May PSM

Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2021

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2021 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee (\$) effective 1 July 2021		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2021	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,190	41,340	172,480	226,960
	Major CBD	18,800	34,820	39,940	112,520
	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Medium	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
General Purpose Councils - Non-Metropolitan	Major Regional City	18,800	32,680	39,940	101,800
	Major Strategic Area	18,800	32,680	39,940	101,800
	Regional Strategic Area	18,800	31,020	39,940	90,370
	Regional Centre	14,100	24,810	29,330	61,280
	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County Councils	Water	1,860	10,340	4,000	16,990
	Other	1,860	6,180	4,000	11,280

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Viv May PSM

Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Local Government Remuneration Tribunal

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Local Government Remuneration Tribunal

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.



Office of
Local Government

Circular to Councils

Circular Details	21-06 / 12 May 2021 / A768995
Previous Circular	20-23 2020/2021 <i>Determination of the Local Government Remunerational Tribunal</i>
Who should read this	Councillors / General Managers
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Councils to Implement

2021/22 Determination of the Local Government Remunerational Tribunal

What's new or changing

- The Local Government Remunerational Tribunal (the Tribunal) has determined an increase of 2% to mayoral and councillor fees for the 2021-22 financial year, with effect from 1 July 2021.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2020 review and will next review these categories in 2023.
- The Tribunal found that the allocation of councils into the current categories continued to be appropriate having regard to the 2020 review, the current category model and criteria and the evidence put forward in the submissions received.

What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2021 based on the Tribunal's determination for the 2021-22 financial year.

Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

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Where to go for further information

- The Tribunal's report and determination is available [here](#).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Luke Walton
A/Deputy Secretary
Local Government, Planning and Policy



CIVIC EXPENSES AND FACILITIES POLICY

Adopted:

TRIM:



CIVIC EXPENSES AND FACILITIES POLICY

1. PURPOSE/ OBJECTIVES

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

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

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

CIVIC EXPENSES AND FACILITIES POLICY

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

CIVIC EXPENSES AND FACILITIES POLICY

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

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

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

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

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

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

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

2.4.1 This Policy takes into account the following Circulars:

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

CIVIC EXPENSES AND FACILITIES POLICY

2.5 The Model Code of Conduct for Local Councils in NSW

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

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

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

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

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

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

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

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

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

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

3. DEFINITIONS

Act means the *Local Government Act 1993*.

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

Policy means the Civic Expenses and Facilities Policy.

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

Remuneration Tribunal refers to the Local Government Remuneration Tribunal.

CIVIC EXPENSES AND FACILITIES POLICY

[IT Consumable: Printer ink and toner / Copier supplies / Paper / Data storage, memory sticks and cards / Computer accessories /Cabling and connectors /-CDs, DVDs & Blu-ray.](#)

4. POLICY STATEMENT

4.1 Remuneration to Councillors and the Mayor

- 4.1.1 All Councillors (including the Mayor) will be paid an annual fee according to determinations made by the Remuneration Tribunal. Under the Act, the Tribunal's role is limited to determining the categories of councils (section 239) and determining the minimum and maximum fee range for councillors and mayors in each of those categories.
- 4.1.2 In accordance with section 249 of the Act, the annual fee paid to the Mayor is in addition to the fee payable to the Mayor as a Councillor.
- 4.1.3 In accordance with Section 248 of the *Local Government Act 1993* and the determination by the Tribunal, the Council will determine on an annual basis the fee to be paid to the Mayor and Councillors.
- 4.1.4 In accordance with section 254A of the Act, Council may resolve that an annual fee will not be paid to a Councillor or that the Councillor will be paid a reduced annual fee determined by the Council:
 - a) For any period for which the Councillor is absent with or without prior leave from an ordinary meeting or ordinary meetings of the Council; or
 - b) In any other circumstances prescribed by the regulations.
- 4.1.5 If a Councillor is absent with or without leave of Council, from ordinary meetings of Council for any period of more than three months, Council must not pay any annual fee, or part of an annual fee, to that Councillor that relates to the period of absence that is in excess of three months.

4.2 Dispute resolution

- 4.2.1 Any disputes that arise in relation to this policy will be resolved as follows:
 - a) With the Councillor and the CEO; if unresolved;
 - b) With the Mayor, if unresolved;
 - c) The Full Council will be asked to review the dispute.

4.3 General allowance

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

4.4 Support to Mayor

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

CIVIC EXPENSES AND FACILITIES POLICY

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

4.4.2 Council will provide to the Mayor at its cost:

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

4.5 Support to Councillors

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

- a) Use of the Councillors' Room, telephone and limited hospitality facilities;

CIVIC EXPENSES AND FACILITIES POLICY

- b) Meals or refreshments in conjunction with Council meetings, briefings sessions, committee meetings and planning and training sessions and non-alcoholic refreshments in the Councillors' Room;
- c) Secretarial services subject to specific approval of the CEO;
- d) An allowance of \$61,000 per Councillor per calendar year for mailing and ~~stationery~~ ~~testationery~~ to assist Councillors in performing their duties as per section 232 (2) of the *Local Government Act*. These duties include organisation of community meetings and responding to inquiries. (This allowance is reduced to \$50 per month per Councillor for April-September prior to an election.);
- e) Meeting room facilities at 33 Moore Street ~~and 52 Scott street~~ ~~i~~Liverpool when meeting regarding Council business. The meeting room is to be booked through the CEO;
- f) When deputising for the Mayor (at his or her request), transport to official functions (if needed), together with the cost of attendance at such functions, where a fee is payable;
- g) When required to attend functions as part of civic duties (e.g. Business Awards), the cost of attendance to be borne by Council. (Note this does not apply to attendance at the Mayoral Ball or other similar functions of a charitable nature.);
- h) Supply of name badges, business cards, diaries, memo books, compendium and official ties or scarves; and
- i) Car parking provision for Councillors at 33 Moore Street Liverpool when performing their duties as a Councillor.

4.6 Access to information technology

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

4.6.2 Hardware

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

- a) ~~An tablet-lpad-Pro, Microsoft Surface or Laptop with wireless-and-mobile internet-connection-be-provided;~~ internet capability.
- b) ~~A, fully maintained and council owned -Multifunction Printer combined printer/ copier/ scanner/ facsimile machine- will be provided in-to Councillors' -homes, fully maintained and owned by Council.~~ The specification for such equipment will be determined by Council's Information Technology Team in consultation with Councillors based on likely business use requirements;
- c) Council will reimburse the cost of associated IT consumables ~~such as toner, ink cartridges~~ for a Councillor's private computer and or printer, if used in the performance of their civic duties, up to \$500 per annum. The appropriate claim form with receipts will need to be completed and submitted for reimbursement to occur;
- ~~d) Council will reimburse the cost of associated IT consumables for council issued and owned equipment only in situations where Council is not able to provide the IT consumable, up to \$500 per annum. The appropriate claim form with receipts will need to be completed and submitted for reimbursement to occur;~~
- ed) At the end of the four year term, the equipment may be acquired by the Councillor at the current market value taking account of depreciation and the condition of the

CIVIC EXPENSES AND FACILITIES POLICY

equipment. This value will be assessed by Council staff and advised to the Councillor.

4.6.2 Software

All Councillors will be provided with standard software including ~~MS-Office~~[Microsoft 0365](#).

4.6.3 Support

- a) Councillors will be provided with training as required. The CEO can determine and approve funds for professional development activities.
- b) Council will also provide support services to assist Councillors in resolving operational problems. All support services provided to Councillors will relate only to Council related business and applications. Support will be provided during the Information Technology Team's normal support hours (currently 8.30am to 5.00pm weekdays). Support requests can be logged by calling the Information Technology ~~Help—Desk~~[Service Desk](#) on ~~02 8711 7505~~[9824 9505](#) or by emailing ~~helpdesk@liverpool.nsw.gov.au~~[servicedesk@liverpool.nsw.gov.au](#).
- c) In the event of hardware failure, equipment owned by Council will need to be returned to Council to enable a warranty call to be placed with the manufacturer. Turnaround time will vary depending upon the equipment involved and the availability of parts.

~~4.6.3—Consumables~~

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

4.7 **Telephone expenses**

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

- a) Mobile phones and home telephone/-fax

Upon presentation of a copy of a Councillor's mobile phone and/ or home telephone/~~fax~~ bill, Council will reimburse the cost of mobile phone and telephone/~~fax~~ calls up to a total maximum of \$120 per month. Reimbursement must be claimed within six months of the date of payment.

- b) Additional phone lines

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

- 4.7.2 As an alternative to clause 4.7.1(a) above, Councillors will have an option to be provided with a mobile phone and service with email capability by Council. ~~with calls limited to a maximum of \$120 per month subject to a statement of claim or statutory declaration supplied within three months of payment.~~

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

- 4.8.1 Conferences, seminars and courses are an important means of learning and maintaining knowledge, as well as contributing to public policy development. Councillors may attend those conferences, seminars and courses listed below if there is a resolution of Council to do so, if Councillors are nominated by Council to attend and if there is a nominated budget. Councillors may attend training courses and seminars related to their duties as

CIVIC EXPENSES AND FACILITIES POLICY

a Councillor at their own discretion provided that the cost can be met within Council's budget allocation and attendance at the course or seminar is organised through Council's CEO.

4.8.2 Conference Attendance

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

- a) Local Government Association Annual Conference;
- b) Australian Local Government Women's Association Annual Conference and Australian Local Government Women's Association meetings for the one year term;
- c) Special "one-off" conferences called by the Local Government Association on important issues or of an educational nature;
- d) Annual conferences and congresses of the major industry associations and professions in local government (such as LGMA or UDIA and subject to suitable agenda);
- e) Conferences and/ or annual general meetings of organisations for which Council has appointed delegates.
- f) [Attending the Sydney Western City Planning Panel meeting in person or online has an allowance of \\$600 + GST.](#)

4.8.3 Registration

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

4.8.4 Expenses Incurred

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

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

4.8.5 Payment in advance

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

4.8.6 Categories of payment or reimbursement

CIVIC EXPENSES AND FACILITIES POLICY

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

- a) Accommodation
Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council.
- b) Out-of-pocket expenses
Reasonable out-of-pocket expenses will be provided or reimbursed for costs associated with attending the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature.
- c) Spouse/Partner
Where the attendee is accompanied by his or her spouse/partner, the attendee will be required to pay for any cost supplement involved in the accommodation (room only). All other costs for the spouse/partner (including travel and meals) are to be borne by the attendee.

4.9 Travel expenses

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

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

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

Air travel within NSW must be approved by the CEO.

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

- 4.9.3 Travel by motor vehicle may be undertaken by Council vehicle (where available), by private vehicle or by taxi. Persons using private vehicles will be paid the mileage allowance at the then current rate set by the appropriate Local Government State Award, but subject to any such payment not exceeding economy class air fares to and from the particular destination.
- 4.9.4 Costs to elected members of vehicle hire and/or taxi fares which are reasonably incurred in the performance of their duties will be met by the Council. Cabcharge vouchers will be made available when required. Provision of a wide variety of transport modes is in keeping with access and equity policies.
- 4.9.5 Any travel incurred, other than approved Council business, will not be included in the calculation of expenses to be paid.

CIVIC EXPENSES AND FACILITIES POLICY

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

4.10 Special requirements for interstate and overseas travel

4.10.1 Interstate travel

Any interstate travel is to be approved by the CEO. This includes the reasonable costs of travel and accommodation to attend interstate Australian Local Government Women's Association meetings for the one year term. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

4.10.2 Overseas travel

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

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

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

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

4.11 Sister City relationships

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

4.12 Insurance expenses and obligations

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

a) Personal injury

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

b) Professional indemnity

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

c) Public liability

CIVIC EXPENSES AND FACILITIES POLICY

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

d) Councillors' and Council officers' insurance

Insurance will be provided, subject to the terms, conditions and exclusions of the policy of insurance, to cover defence costs relating to common law claims not otherwise insured and those relating to any other actual or alleged breach of trust, breach of duty, breach of contract, neglect, error, misstatement, misleading statement, omission or other act done or wrongfully attempted, provided that it is not a criminal act or a deliberately malicious act.

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

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

4.13 Legal expenses and obligations

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

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

Or

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

- a) The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis; and
- b) The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper; and
- c) The amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's solicitors will be paid, i.e. any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's solicitors will not be reimbursed;
- d) Any payment for reimbursement of any legal expenses properly incurred is subject to the approval of the Council prior to payment;

CIVIC EXPENSES AND FACILITIES POLICY

- e) The Council may at its discretion, set a limit to the total amount of reimbursement it is prepared to approve in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor(s);
- f) The Councillor had promptly notified the Council or Council's Insurer as required by any relevant Council Insurance Policy and that the Councillor adheres to the Insurer's requirements where applicable.

4.14 Carer and related expenses

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

4.15 Other matters**4.15.1 Acquisition and returning of facilities and equipment by Councillors**

- a) Councillors must return all equipment and other facilities owned or leased by the Council, to the Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.
- b) The Council will consider the sale of such items to the Councillor at the cessation of their civic duties at an agreed fair market price or written down value. The CEO is authorised to approve all such requests.

4.15.2 Reimbursement of expenses

- a) All claims for reimbursement of expenses incurred must be submitted on the expense claim form in Appendix A to this policy – this form is available on the Councillor Intranet;
- b) All claims must be signed by the Councillor and the box ticked declaring that all expenses have been incurred in the course of carrying out Councillor business;
- c) All receipts must be attached and a brief description outlining the nature of the expenditure;
- d) All claims must be made within three months of the expenditure occurring.

4.16 Expenses and facilities for Councillors with disabilities

CIVIC EXPENSES AND FACILITIES POLICY

4.16.1 In addition to the above provisions, for any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties. Following verification, claims will be authorised by the Manager Financial Services.

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

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

4.18 Mobile offices

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

CIVIC EXPENSES AND FACILITIES POLICY

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

This current policy is effective from

DEPARTMENT RESPONSIBLE

Corporate Services (Governance, Legal Services and Procurement)

REVIEW DATE

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

VERSIONS

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	21 December 1993	Not applicable
2	Council Resolution	22 April 2002	Not applicable
3	Council Resolution	10 February 2003	Not applicable
4	Council Resolution	29 November 2006	Not applicable
5	Council Resolution	1 December 2008	005329.2009
6	Council Resolution	15 June 2009	099858.2009
7	Council Resolution	30 August 2010	111683.2010
8	Council Resolution	25 July 2011	128406.2011
9	Council Resolution	19 March 2012	221600.2012
10	Council Resolution	5 November 2012	231265.2012
11	Council Resolution	19 December 2012	301088.2012
12	Council Resolution	26 June 2013	185928.2013
13	Council Resolution	28 August 2013	201146.2013
14	Council Resolution	30 October 2013	260518.2013
15	Council Resolution	20 June 2014	121688.2014
16	Council Resolution	29 July 2015	115877.2015
17	Council Resolution	26 August 2015	202387.2015
18	Council Resolution	25 November 2015	288851.2015
19	Council Resolution	25 May 2016	113481.2016
20	Council Resolution	12 October 2016	180948.2016
21	Council Resolution	23 November 2016	277426.2016
22	Council Resolution	27 September 2017	319274.2016
23	Council Resolution	6 February 2019	066168.2019

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Corporate Services (Financial Services)

Information Technology

REFERENCES

Office of Local Government:

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

CIVIC EXPENSES AND FACILITIES POLICY

- Circular 10/26 Misuse of council resources
- Circular 05/08 Legal assistance for councillors and council employees

CIVIC EXPENSES AND FACILITIES POLICY

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



REIMBURSEMENT OF EXPENSES – COUNCILLORS/ MAYOR (Appendix A)

TRIM 115877.2015-003

Name of Claimant

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

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

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

Signature of Claimant: _____

Date: _____

I have approved the total amount of \$ _____

as reimbursement of expenses for Councillor (name)

Signed: _____

Manager Financial Services

Date: _____

CIVIC EXPENSES AND FACILITIES POLICY

Appendix B



AUTHORITY TO PAY COUNCILLOR FEES TO COMPLYING SUPERANNUATION FUND

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

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

Name of Superannuation fund:

Membership Number: Account Number:
(if different from membership number)

Tax File Number:

Signed: Date.....

Please note:

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

TRIM 115877.2015-002

CORP 04**Mayoral Direction pursuant to Section 226(d) of the Local Government Act 1993**

Strategic Direction	Leading through Collaboration Increase community engagement
File Ref	191082.2021
Report By	George Georgakis - Manager Council and Executive Services
Approved By	George Hampouris - Acting Director Corporate Services

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 9 June 2021 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 9 June 2021 the Mayor made a determination/direction as outlined below pursuant to the policy-making responsibilities under s.226(d) of the Act:

1. Council commits to approving and releasing funds from existing savings in the current financial year Events budget to put towards the Thank You Gala Dinner being held on 17 July 2021 before the 30 June 2021 Council meeting; and
2. Council commits to allocating a production budget to the annual charity event in 2022 to assist with the delivery of the event as the impacts of the COVID-19 pandemic on the sponsorship environment is continuing and will likely remain for subsequent years.

CORPORATE SERVICES REPORT

The determination/direction was necessary and could not be delayed until the June 2021 Ordinary Meeting of Council for the reasons as outlined in the Mayoral Direction which is attached to this report.

CONSIDERATIONS

Economic	Costs associated with carrying out the Mayoral Direction.
Environment	There are no environmental and sustainability considerations.
Social	Raise awareness in the community about the available services and facilities. Provide cultural centres and activities for the enjoyment of the arts
Civic Leadership	Encourage the community to engage in Council initiatives and actions. 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	Section 226(d) of the Local Government Act 1993.
Risk	The risk is deemed to be low and is considered to be within Council's risk appetite.

ATTACHMENTS

1. Mayoral Direction dated 9 June 2021

**MAYORAL DIRECTION****Pursuant to s.226(d) of the *Local Government Act 1993***

(TRIM 124053.2017)

On 9 June 2021, 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*:

1. Council commits to approving and releasing funds from existing savings in the current financial year Events budget to put towards the Thank You Gala Dinner being held on 17 July 2021 before the 30 June Council meeting.
2. Council commits to allocating a production budget to the annual charity event in 2022 to assist with the delivery of the event as the impacts of the COVID-19 pandemic on the sponsorship environment is continuing and will likely remain for subsequent years.

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

1. The event needs to be of a standard that would not cause reputational damage to Council, the selected beneficiary organisations, and the host venue.
2. The event needs to provide the best possible fundraising outcome for beneficiaries and be a high standard of event for the community.
3. To comply with clause 6.3 of the Civic Events Policy that all funds raised from ticket sales will be donated to the selected beneficiary organisation(s).
4. Sponsorship and in-kind support have proven significantly difficult to acquire in the current climate where businesses are still severely COVID-affected, and hardship is still being experienced by the hospitality, entertainment, and events industry sectors.
5. The Thank You Gala is now 5 weeks from delivery, and it is likely Council will not secure further sponsorship required to deliver the event.
6. The event has been advertised and promoted extensively on public channels and through Council networks and cancellation could lead to reputational damage.
7. Suppliers have already been lost due to the lack of sponsorship received for the event and all purchase orders to secure suppliers must be raised by 25 June 2021 to adhere to end of financial year deadlines.

The Chief Executive Officer will report this determination/direction to the next Ordinary Meeting of Council, scheduled for 30 June 2021.

Date of determination/direction:

A stylized signature in black ink, consisting of a series of loops and a horizontal line.

Wendy Waller
Mayor
Liverpool City Council

A stylized signature in blue ink, with the name "E Jackson" written in a cursive-like font.

Dr Eddie Jackson
Chief Executive Officer
Liverpool City Council

PRES 01

Food Organics Garden Organics (FOGO) Report

Strategic Direction	Strengthening and Protecting our Environment Manage the community's disposal of rubbish
File Ref	177026.2021
Report By	Tim Pasley - Manager Waste and Cleansing
Approved By	Peter Diplas - Acting Director City Presentation

EXECUTIVE SUMMARY

At the Council meeting held on the 24th February 2021, item NOM06 Food and Organic Waste, Council resolved to:

"Provide a report on the nature of food and organic waste in Liverpool, by the June meeting of Council."

Based on the report, Council is asked to consider a number of recommendations as set out below.

RECOMMENDATION

That Council:

1. Adopt FOGO collection as the way of recovering food organics from the red lid bin;
2. Undertake a request for tender (RFT) process for the receipt and processing of FOGO;
3. Undertake a RFT for the receipt and process of residual mixed solid waste with a view of converting the residual mixed solid waste to energy if the technology and facility is available within the contract term;
4. Act on the option for collection of FOGO in the current waste collection contract to introduce FOGO collection when the FOGO processing and mixed solid waste contract is in place;
5. Undertake a detailed FOGO implementation plan and education program; and
6. Apply for further NSW EPA Grants that are available for FOGO implementation.

REPORT

Liverpool City Council has engaged “ProLead Plus” to undertake a review of Food Organics and Garden Organics (FOGO) in the context of Liverpool City Council and NSW government’s policy and operational environments.

This study looks at FOGO as a waste collection and processing option and explains the process including:

- FOGO as an option for Councils;
- Other Councils’ approaches on FOGO;
- NSW Government’s position on FOGO; and
- Options available to Liverpool Council to implement FOGO.

The report prepared by ProLead Plus titled “Food Organics and Garden Organics (FOGO)”, dated June 2021 is included in the below attachment and will be supported by a presentation at the Councillor Briefing session that will explain the contents of the report.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	Minimise household and commercial waste.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Prolead Plus - FOGO Report



Food Organics and Garden Organics (FOGO) Liverpool City Council

June 2021



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Executive Summary

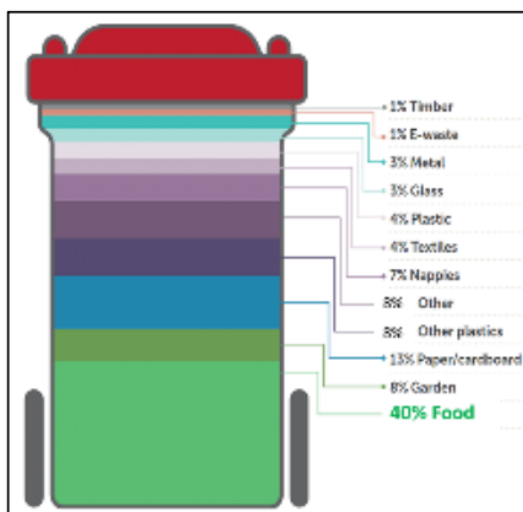
Liverpool City Council engaged “ProLead Plus” to review Food Organics and Garden Organics (FOGO) as an option for Council in line with:

- The current industry trends;
- NSW EPA’s direction and policies around the management of organics generated through the domestic waste collection as outlined in this report:
 - EPA are not supporting waste directly to landfill;
 - EPA are not supporting the use of organics derived from red lid bins;
 - EPA are heavily supporting FOGO by providing grants.
- Council’s current position of residual waste and organics;
- Opportunities for Council to get the best recovery and environmental benefits; and
- Opportunities for financial benefits.



Food Organics and Garden Organics (FOGO) service can be explained as a kerbside collection service that allows food waste to be added to the green lid garden waste bin so it can be collected together and recycled into good quality compost.

There has been a number of changes in the industry since Liverpool City Council entered into its contracts that they are currently operating under. It is therefore important for Council to look into the changes in the industry and NSW EPA’s policies and introduce appropriate collection methods to ensure Council is operating within the NSW EPA’s policies and keeping up with the industry to divert maximum amount of resources from landfill. As a result of this, Council is looking into implementation of FOGO as a collection option for its domestic organic waste collection.



Introduction of FOGO provides Council the best and most cost-effective method of recovering organics from mixed solid waste (MSW) that makes around 48% of organics. This 48% organic is made up of approximately 40% food waste and 8% other organics.

In October 2018, NSW EPA’s adopted the position that the mixed waste organics output (MWO) that is derived from processing of MSW was not suitable for application on land resulting in Council’s current process redundant with no recovery of resources. This means that Council’s MSW which includes food organics is taken to the landfill.

The MSW contains over 40% by weight of food organics which can be recovered. A number of Councils across NSW have implemented FOGO and have achieved a high level of diversion from landfill.

NSW EPA is currently in the process of developing the new 20 year waste strategy that will take into account that MWOO is not a viable output for processing of waste and given that NSW EPA are currently heavily funding FOGO collection and processing, it is clear that the new 20 year Waste Strategy will guide Councils to introduce FOGO as a way of recovering organics from domestic waste stream.

The NSW Energy from Waste policy clearly states that, for Councils to be able to utilise the 100% of residual MSW to derive energy, they must have FOGO collection as a way of removing the organics from the waste stream.

Introduction of FOGO is also cost effective based on the current rate for disposal of waste and the NSW EPA's Waste Levy. Based on Council's tonnages and the growth, second year of introduction of FOGO will result in positive return for Council taking into account the initial cost of changes to the bins and the ongoing cost of kitchen caddy liners liner cost.

	Disposal Rate	Tonnes	Indicative Projected Annual Cost				
			Year 1	Year 2	Year 3	Year 4	Year 5
Current Process	\$/tonne	tonnes	(\$)	(\$)	(\$)	(\$)	(\$)
Red Lid bin contents (mixed solid waste)	\$ 247.20	51793	\$ 12,803,230	\$ 13,205,804	\$ 15,632,017	\$ 16,123,537	\$ 16,630,513
Green lid bin content (garden organics)	\$ 90.00	16737	\$ 1,506,330	\$ 1,598,689	\$ 1,863,709	\$ 1,977,980	\$ 2,099,257
Total Cost without FOGO			\$ 14,309,560	\$ 14,804,493	\$ 17,495,726	\$ 18,101,517	\$ 18,729,770
After FOGO							
Red Lid Bin (Food Removed)	\$ 247.20	31076	\$ 7,681,987	\$ 7,923,533	\$ 9,379,270	\$ 9,674,185	\$ 9,978,372
Green Lid Bin (with food waste)	\$ 140.00	37454	\$ 5,243,560	\$ 5,565,062	\$ 6,487,602	\$ 6,885,380	\$ 7,307,547
Total Cost with FOGO			\$ 12,925,547	\$ 13,488,595	\$ 15,866,872	\$ 16,559,565	\$ 17,285,919
One off Bin lid change and Kitchen Caddies			\$ 990,000	\$ -	\$ -	\$ -	\$ -
Kitchen Caddy liners			\$ 666,250	\$ 686,238	\$ 706,825	\$ 728,029	\$ 749,870
Education and Promotion of FOGO			\$ 300,000	\$ 300,000	\$ 200,000	\$ 100,000	\$ 100,000
Savings			-\$ 572,238	\$ 329,660	\$ 722,028	\$ 713,923	\$ 593,980

The implementation of the FOGO by Council will be a function of Council under the Domestic Waste Services and will be funded from Council's Domestic Waste Charge and the Domestic Waste Reserve.

It is recommended that Council:

1. Adopt FOGO collection as the way of recovering food organics from the red lid bin.
2. Undertake a request for tender (RFT) process for the receipt and processing of FOGO.
3. Undertake a RFT for the receipt and process of residual mixed solid waste with a view of converting the residual mixed solid waste to energy if the technology and facility is available within the contract term.
4. Act on the option for collection of FOGO in the current waste collection contract to introduce FOGO collection when the FOGO processing and mixed solid waste contract is in place.
5. Undertake a detailed FOGO implementation plan and education program.
6. Apply for further NSW EPA Grants that are available for FOGO implementation.

1 Background

Liverpool City Council has engaged “ProLead Plus” to undertake a review of Food Organics and Garden Organics (FOGO) in the context of Liverpool City Council’s current practices and NSW government guide on waste management.

This study looks at the FOGO as a waste collection and processing option and explains the process including:

- FOGO as an option for Councils;
- Other Councils approach on FOGO;
- NSW Government’s position on FOGO; and
- Options available to Liverpool Council to implement FOGO.

This report will be supported by a presentation that will explain the above based on the contents of this report.

2 What is FOGO

Food Organics and Garden Organics (FOGO) can be defined as a kerbside collection service that allows food to be added to the green lid garden waste bin so it can be recycled into good quality compost.

The waste audits performed by Councils confirm that food waste is a large component of household waste which ends up in landfill. Separation of food waste from the normal non organic waste from the red lid bin into the garden organic bin is what FOGO collection service is about.



FOGO collection service is a well used waste collection service that is also endorsed and supported by the NSW government.

FOGO collection service is a significant opportunity for councils to reduce waste to landfill, benefit the environment and reduce emissions associated with waste.

3 Current Collection Service

Liverpool City Council currently provides three bin waste collection service that includes:

- Waste Collection – Red lid mobile bins collected weekly.
- Garden Organics Collection – Green lid mobile bins collected fortnightly.
- Recyclables Collection – Yellow lid mobile bins collected fortnightly.

Council currently only provides garden organic service as a separate collection and the food waste is collected in the red lid bins.

3.1 Food Organics

Council currently does not have a separate food organics collection service, which means that the food organic generated by the residents is collected through the general waste collection which is the red lid mobile bins.

Currently the contents of the red lid mobile bins is disposed at Lucas Heights landfill under the Contract with Suez Recycle and Recovery Pty Ltd.

Food organics make up approximately 40% by weight of the total waste present in the red lid waste bins, which is a significant amount of waste that is currently taken to the landfill.



Current Contract with Suez Recycle and Recovery Pty Ltd commenced in 2008 with a very high recovery rates when the contents of red lid bins were recovered by Alternative Waste Technology (AWT) to recover organics from the red lid bin. This process at the time of Council entering into a Contract for processing of mixed waste from red lid bins was an acceptable method to recover organics from mixed waste. The product generated from processing of missed waste is referred to as Mixed Waste Organics Output (MWO).

MWO is the end product of a practice which aims to separate the organic waste in household red-lid bins from other waste. It was previously allowed to be applied as a soil amendment under strict controls. However, recent changes by the NSW EPA had made the application of MWO inappropriate for use on land resulting in AWT process virtually redundant to Council for any meaningful recovery of organics from the red lid bins.

3.2 EPA's position on the future use of MWOO

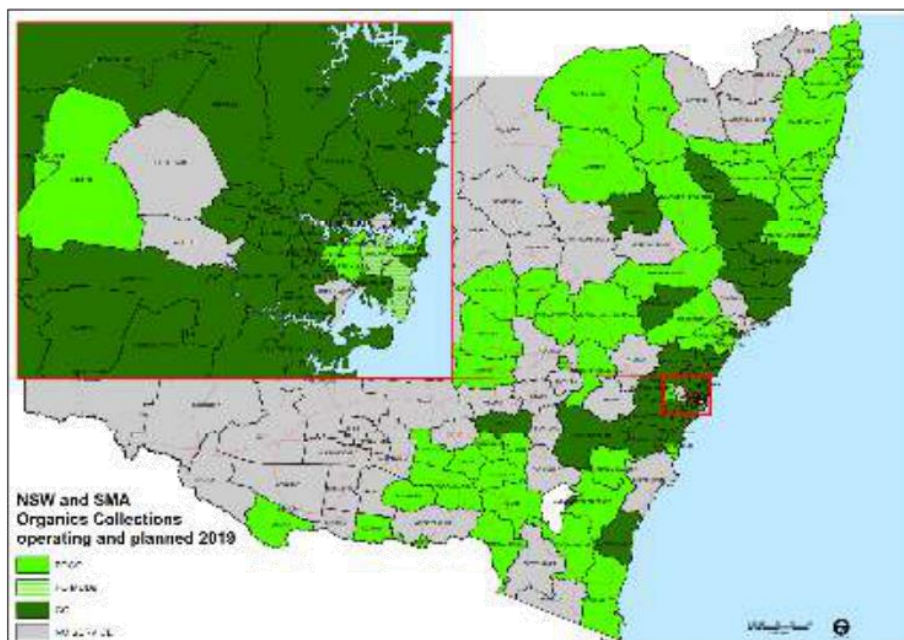
In October 2018 the EPA revoked the general and specific Resource Recovery Orders and Resource Recovery Exemptions for the application of MWOO to land due to risks associated with chemical and physical contaminants. It also introduced phase one of a Transition Package for the alternative waste treatment industry to ensure kerbside collection services would not be disrupted and that any additional transport and landfill costs would not be passed on to councils or ratepayers.

Since then, the NSW EPA has undertaken further work and commissioned a range of additional research to consider if further controls could allow the material to be safely applied to agriculture, mining and forestry plantation sites.

After reviewing previous and new assessments of the human health and ecological risks of applying MWOO to land, the EPA's position is that it does not intend to grant any general exemptions or issue any related orders allowing MWOO to be used as a soil amendment on agricultural, mining rehabilitation or forestry land.

4 Other Councils in NSW

NSW along with other states, particularly Victoria, are actively promoting the implementation of FOGO as a solution for Councils to be able to recover food along with garden organics to avoid it from going to landfill.



There are a number of other Councils within the Sydney Region are actively pursuing FOGO as a way to recover organics.

According to the NSW EPA, several Councils have implemented FOGO particularly in regional areas. Within the Sydney region and more relevant to Liverpool City Council, the Councils that have successfully implemented FOGO include:

- Penrith City Council;
- Randwick City Council;
- Marrickville City Council
- Woollahra City Council; and
- Inner West Council.

4.1 NSW EPA Grants to Councils

A number of Councils across NSW have received grants to implement FOGO, some of these as published on the NSW EPA website are:

- Bega Valley Shire Council - \$641,400
- Byron Shire Council - \$735,759
- Cessnock, Maitland and Singleton Councils combined - \$2.4M
- Kempsey Shire Council - \$187,500
- Kiama Municipal Council - \$211,230
- Parkes Shire Council, Forbes Shire Council and Bathurst Regional Council combined - \$1.4M
- Shellharbour City Council - \$219,000 + \$370,866 = \$589,866
- Cooma – Monaro Shire Council - \$339,499
- City of Wagga Wagga - \$ 1.035M
- Dubbo City Council - \$884,122
- Mid-Western Regional Council \$570,467

Liverpool City Council itself has received \$180,000 towards the investigation and studies towards implementation of FOGO.

5 NSW Government Waste Strategy

In 2014 NSW EPA release a Waste Avoidance and Resource Recovery Strategy (2014-2021) with a major focus on Waste diversion.

Due to several changes in the market and MWOO being identified as not a suitable product for land application, NSW is now taking a whole of government approach to provide the new 20 year Waste Strategy.

5.1 Waste Strategy 2014 to 2021

The current waste strategy by the NSW EPA was released in 2014 and was known as the “Waste Avoidance and Resource Recovery Strategy”.

The strategy set the following targets for 2021 – 2022:

- avoiding and reducing the amount of waste generated per person in NSW
- increasing recycling rates to:
 - 70% for municipal solid waste
 - 70% for commercial and industrial waste
 - 80% for construction and demolition waste
- increasing waste diverted from landfill to 75%
- managing problem wastes better, establishing 86 drop-off facilities and services across NSW
- reducing litter, with 40% fewer items (compared to 2012) by 2017
- combatting illegal dumping, with 30% fewer incidents (compared to 2011) by 2017.

Whilst the “Waste Avoidance and Resource Recovery Strategy 2014” is the current strategy that is available to Council, changes made by the NSW EPA for the use of MWOO means that major changes are needed to address the changes to be able to divert organic from landfill.

5.2 New 20-Year Waste Strategy

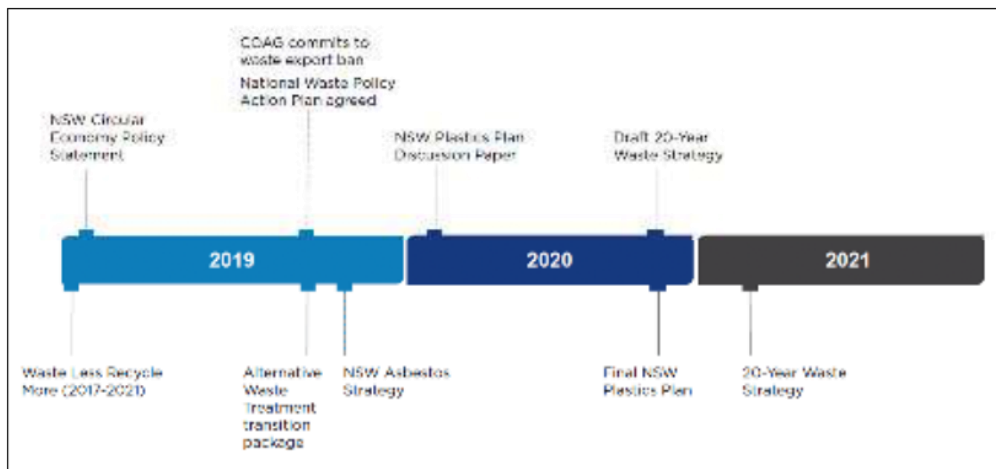
The Department of Planning, Industry and Environment, including the NSW EPA, is leading the development of the new 20-Year Waste Strategy for NSW.

It is indicated by the Department of Planning, Industry and Environment that the 20-year Waste Strategy will bring together a whole-of-government initiative for NSW. The Strategy will provide a long-term strategic focus where communities, industry and all levels of government are working together to build resilient services and markets for waste resources.

The Department of Planning, Industry and Environment have further emphasised that the focus of the 20-Year Waste Strategy for NSW will need:

- to value our resources so we use and reuse them for longer;
- new technological and service solutions that realise more value from our waste and avoid or lessen the environmental costs of waste generation and disposal; and
- our waste and resource recovery systems and services to operate flexibly so they can adapt to changes in technology, economic activity and the way communities use their living and public places.

Current and future policies with implications for the 20-Year Waste Strategy and potential timeline for the release of the draft 20-Year Waste Strategy is outlined below.



Although New 20-Year Waste Strategy is indicated on the NSW EPA website to be released in early 2021, indication from the NSW EPA is that only the draft will be released in mid 2021 for comment following which it will be finalised by late 2021.

At the time of writing this report in June 2021, the draft strategy has not been released by the NSW Government.

It has been indicated by the government and other authorities that FOGO will be a major part of organic recovery from domestic waste stream in the new 20-year Waste Strategy.

5.3 What Does the New Strategy Mean for Council?

The new 20-Year Strategy will move towards introduction of FOGO. This is evident by the State Government's commitment to funding various FOGO initiatives for Council in the interim.

Liverpool Council's current set of contracts were based on NSW Waste Strategy at the time and was heavily supported by 2014 Waste Avoidance and Resource Recovery Strategy which does not fully address the current problems faced by the waste industry in NSW.

NSW State Government's position to ban the use of MWOO on land now requires that Council will have to make changes at the next waste contract which is due in 2024.

6 Advantages and Challenges of FOGO

Implementation of FOGO has several tangible advantages and also has its challenges. There are many lessons learnt from Council that have already implemented FOGO and it has also proven to be the 'low hanging fruit' for Councils when it comes to the recovery of organics from the domestic waste stream.

6.1 Advantages of FOGO

FOGO collection has a lot of advantages for Councils and the community when it comes to the environment, waste management and the cost.

As outlined below, some of the advantages include:

6.1.1 Reduction in Greenhouse Gas

Waste rich in organics (the current contents of the red lid bins including food organics) when they end up in the landfill generate methane which is equivalent to 23 to 25 times of carbon dioxide (CO₂). The waste in its current form to the landfill is a major contributor of greenhouse gas emissions.

Introduction of FOGO collection would remove the food organics from the red lid bin thereby removing the quantity of organics going to landfill.

6.1.2 Cost of Food Organics Collection and Processing

The introduction of FOGO collection is the most effective way to ensure that food waste is removed from the general waste stream. The food waste collection combined with garden organics collection makes an economically viable way of removing food waste from the general waste stream with minimal increase in truck movement.

The cost of processing for food organics is lower than the cost of landfill. Food organics combined with Garden Organics is far more cost effective to process as opposed to processing of food waste while it is in the red lid bin. The contents of the red lid bin attracts the NSW EPA's Waste Levy which is \$146 per tonne at the time of writing this report.

Simple analysis of the cost comparison for Liverpool City Council is provided in section 7.2.

6.1.3 Diversion of Waste from Landfill

With FOGO collection, Council will be able to divert additional 40% of waste that is currently in the red lid bin which also ends up in the landfill. With the introduction of FOGO, Council will be able to achieve diversions of over 65% (along with recyclables) which is closer to the NSW EPA's current target of achieving 70% diversion.

Landfill in the Sydney region is becoming scarce and comes at a premium for per tonne of waste that is accepted at the landfill.

6.1.4 Use of Council's Residual Waste for Fuel

Under the NSW government's Waste to Energy Policy, the waste from red lid bins can be used to derive energy if Council has a FOGO collection. That is if food waste is removed from the red lid bins, then the material in the red lid bin becomes eligible for "waste to energy" process.

Introduction of FOGO will further open the door for Council to divert more waste from landfill by using the red lid bin contents for deriving energy.

6.2 Challenges of FOGO

Whilst FOGO Collection brings in a lot of advantages, it does have its challenges. For Councils to implement FOGO, it needs to deal with some of the challenges outlined below.

6.2.1 Processing Capability in the Region

For FOGO to be successful, the material collected needs to be taken to a facility that is capable of processing FOGO. Currently for Liverpool, there are sufficient FOGO processing facilities available. One being the Australian Native Landscapes (ANL) facility that is processing FOGO within Liverpool LGA.

6.2.2 Uptake of FOGO by the Community

There are often concerns amongst Councils that the residents will not take up the FOGO and it will be too difficult. This is one of the challenges of any change in waste collection including FOGO.

Recent survey conducted by WSROC on behalf of Council has revealed that over 91% of residents want a kitchen caddy and would do separate food organics and put it in the green lid bins along with their garden organics.

A number of Councils such as Penrith and Randwick have also introduced FOGO which is very well received by the community.

6.2.3 Contamination

Contamination is a major concern and is a challenge for Councils when introducing FOGO. The introduction of FOGO will require high level of engagement by Council with their community including education of the community with consistent messaging to ensure that contamination remains low.

Contrary to common belief, FOGO services around Australia typically perform better than kerbside recycling services when it comes to contamination. However, there needs to be a consistent messaging and education program on an ongoing basis.

7 FOGO for Liverpool City Council

Liverpool City Council entered into Contracts with respective Contractors in 2008 based on the NSW Government's strategies and policies for diversion of waste which resulted in Council being recognised as having the best waste diversion of all Councils in the Sydney Region. However, major changes occurred over the last five years that have made Council's processing Contracts and diversion of waste from landfill redundant.

Introduction of FOGO for Liverpool City Council will enable it to:

- Meet the requirements of the NSW Government target;
- Reduce greenhouse gas emissions;
- Manage long term cost of managing waste in the LGA; and
- Divert waste from landfill.

7.1 Current Contract to Facilitate FOGO

There are three major contracts that will have an impact and can facilitate the introduction of FOGO these include:

- Waste Processing Contract – contents of red lid bin;
- Organics Processing Contract – contents of green lid bin; and
- Waste Collection Contract – collection of all streams of waste.

7.1.1 Waste Processing Contract

Council's current waste processing contract commenced in 2009 to process the contents of the red lid bin. The contract was with Suez Recycle and Recovery Pty Ltd where an Alternative Waste Technology was used to recover organics from the contents of the red lid bins.

In October 2018 the NSW EPA revoked the general and specific Resource Recovery Orders and Resource Recovery Exemptions for the application of MWOO to land due to risks associated with chemical and physical contaminants. This meant that Council was no longer recovering any organics from waste. All the contents of the red lid bins are currently directed to the landfill which incurs 100% NSW Waste Levy.

The contract as it stands will expire in June 2024 which will provide an opportunity for Council to enter into a new contract for residual waste with food waste removed to provide better recovery of organics.

7.1.2 Organics Processing Contract

Council currently has Garden Organics Processing Contract with Suez Recycle and Recovery Pty Ltd. This organics processing contract also expires in June 2024 providing Council an opportunity to seek a new Contract for FOGO processing.

The new contract for processing of food and garden organics combined will provide Council with an opportunity to recover food waste as well.

7.1.3 Waste Collection Contract

Council's current waste collection contract expires on 30 June 2021 and Council has entered into a new Contract with JJ Richards and Sons to commence on 1 July 2021.

The current contract with JJ Richards and Sons has the collection for:

- Waste from red lid bins;
- Garden Organics from green lid bins; and
- Recyclables from yellow lid bins.

The new contracts with JJ Richards and Sons commencing on 1 July 2021 will continue to provide the above service until Council is ready to implement FOGO. The new Contract has complete FOGO collection provisions which means that there will be minimal contractual issues to introduce FOGO.

The provision in the new contract for Council to introduce FOGO collection will make sure that Council is able to collect FOGO if the decision is made by Council to introduce FOGO.

7.2 Cost of Processing

For Liverpool City Council, the current process and the state of MWOO means that the contents of red lid bins go to landfill along with the food waste.

If FOGO is introduced, Council will be able to recover food waste from the red lid bin with an ability to recover food organics and reducing the waste that goes to landfill. Simple cost comparisons is outlined in the table below

	Disposal Rate	Tonnes	Indicative Projected Annual Cost				
			Year 1	Year 2	Year 3	Year 4	Year 5
Current Process	\$/tonne	tonnes	(\$)	(\$)	(\$)	(\$)	(\$)
Red Lid bin contents (mixed solid waste)	\$ 247.20	51793	\$ 12,803,230	\$ 13,205,804	\$ 15,632,017	\$ 16,123,537	\$ 16,630,513
Green lid bin content (garden organics)	\$ 90.00	16737	\$ 1,506,330	\$ 1,598,689	\$ 1,863,709	\$ 1,977,980	\$ 2,099,257
Total Cost without FOGO			\$ 14,309,560	\$ 14,804,493	\$ 17,495,726	\$ 18,101,517	\$ 18,729,770
After FOGO							
Red Lid Bin (Food Removed)	\$ 247.20	31076	\$ 7,681,987	\$ 7,923,533	\$ 9,379,270	\$ 9,674,185	\$ 9,978,372
Green Lid Bin (with food waste)	\$ 140.00	37454	\$ 5,243,560	\$ 5,565,062	\$ 6,487,602	\$ 6,885,380	\$ 7,307,547
Total Cost with FOGO			\$ 12,925,547	\$ 13,488,595	\$ 15,866,872	\$ 16,559,565	\$ 17,285,919
One off Bin lid change and Kitchen Caddies			\$ 990,000	\$ -	\$ -	\$ -	\$ -
Kitchen Caddy liners			\$ 666,250	\$ 686,238	\$ 706,825	\$ 728,029	\$ 749,870
Education and Promotion of FOGO			\$ 300,000	\$ 300,000	\$ 200,000	\$ 100,000	\$ 100,000
Savings			\$ 572,238	\$ 329,660	\$ 722,028	\$ 713,923	\$ 593,980

Simple cost comparison suggests that there will be a positive return on investment after second year of introduction of FOGO. There will be an initial cost of new bin lids and bins for FOGO in rural properties and the purchase of new Kitchen Caddies as a one of cost. There will also be an ongoing cost of Kitchen Caddy Bin liners.

However, the initial cost and the ongoing cost will be offset by the cost saving from the diversion from the landfill along with the saving on the NSW EPA's waste levy which will result in a saving to Council on an ongoing basis.

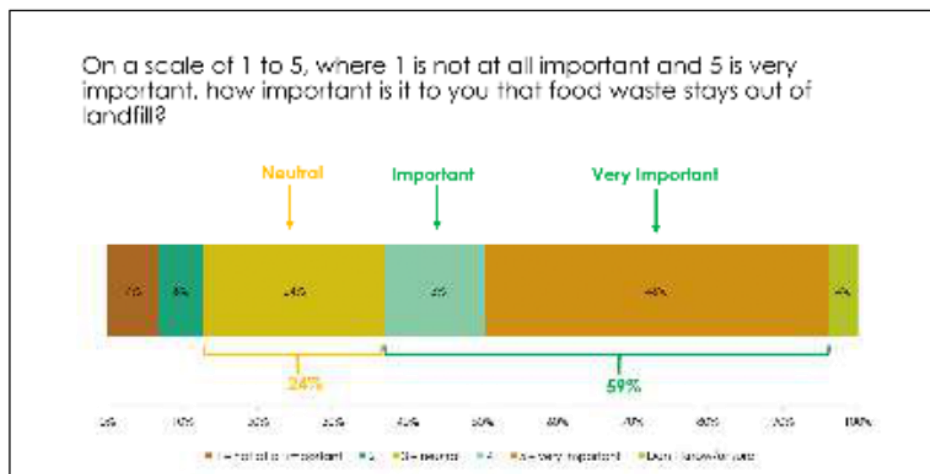
7.3 Funding for Implementation of FOGO

The implementation of the FOGO by Council will be a function of Council under the Domestic Waste Services and will be funded from Council's Domestic Waste Charge and the Domestic Waste Reserve.

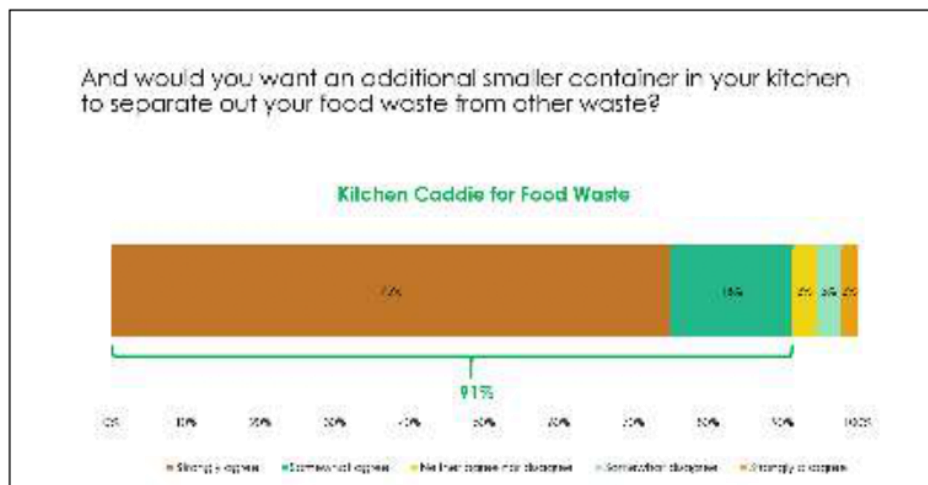
Council has already received \$180,000 from the EPA to undertake the review and study towards the implementation of FOGO. Council has also made provisions in the Domestic Waste Reserve to implement new Waste Processing and collection when FOGO is implemented.

8 Community View on FOGO

As part of the survey conducted by Western Sydney Regional Organisations of Councils (WSROC) on behalf of WSROC Councils revealed that Liverpool Council LGA community favoured the introduction of FOGO and had a healthy appreciation of diversion of food waste from the landfill.



Of the people in Liverpool LGA surveyed, 59% thought that diverting food waste from landfill was either, important or very important.



The residents also overwhelmingly (91%) supported the kitchen caddie for food waste.

Overall, it is clear that when Council is to introduce FOGO, there will be a good support from the community which will assist Council with the education process.

9 FOGO Enables Waste to Energy

NSW Energy from Waste Policy Statement clearly states that if a Council has FOGO, then it has no limit on what it can do with the mixed solid waste for energy recovery. Refer to the extract of the NSW Energy from Waste Policy Statement in the table below.

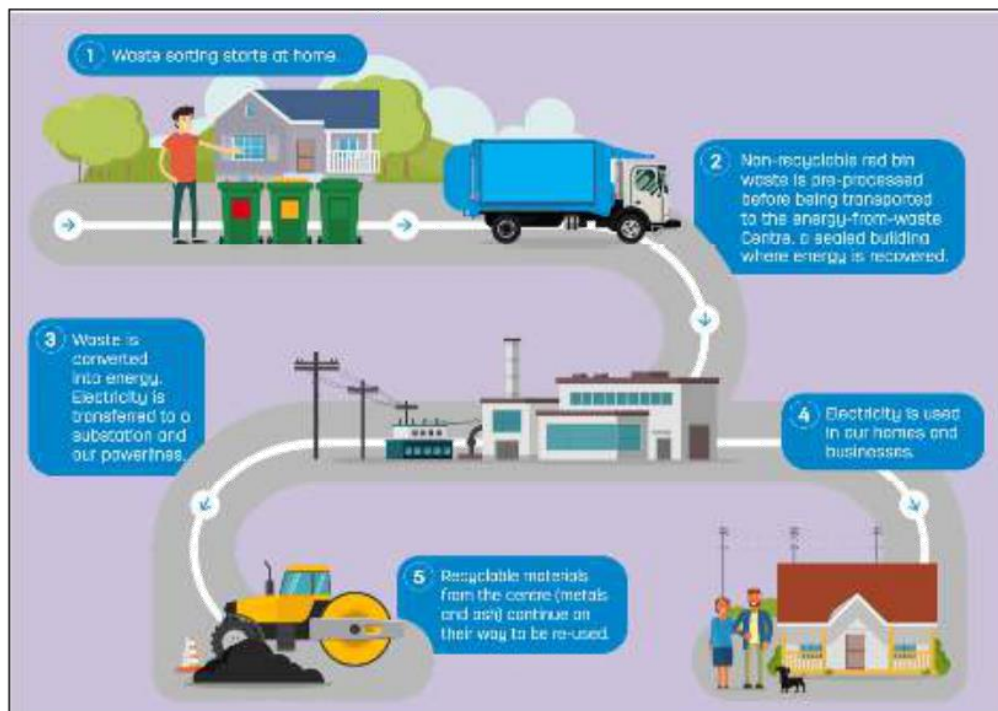
This shows that if Council is to move to recover the energy from its waste, it has to remove food waste from the red lid bins. The most cost effective way of doing this is by introducing FOGO collection which enables recovery of organics at the source.

Waste Stream	Processing Facility	% Residual Waste allowed for energy recovery
Mixed municipal waste (MSW) Contents of the red lid bin	Facility processing mixed MSW waste where a council has separate collection systems for dry recyclables and food and garden waste (FOGO)	No limit by weight of the waste stream received at a processing facility.
	Facility processing mixed MSW waste where a council has separate collection systems for dry recyclables and garden waste	Up to 40% by weight of the waste stream received at a processing facility.

	Facility processing mixed MSW waste where a council has a separate collection system for dry recyclables	Up to 25% by weight of the waste stream received at a processing facility.
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Waste to energy is a promising new technology which are investigated by a number of companies in Australia and there are some that have already progressed the technology to a development application stage with the local councils.

It is likely that Council's next waste processing contract will look at waste to energy as an option for processing and disposal of the contents of the red lid bin. It is therefore, more of a reason why Council needs to consider FOGO collection.



10 What will FOGO Look Like for Council

With the current waste, recyclables and garden organics contracts due for a renewal in 2024, Council is in a very good position to capitalise on reviewing for the new Contract.

Council also has waste collection contract that is multilayered to accommodate FOGO collection and will be able to undertake this with minimal contractual disruption.

10.1 Contract Changes for FOGO







For Council to introduce FOGO, it will need to enter into the following contracts to commence in 2024.

- New Waste processing contract for the acceptance and process of the contents of the red lid bins – this will essentially be the residual mixed solid waste with food organics removed.
- New FOGO waste processing contract for the acceptance and process of the contents of the green lid bins – this will essentially be the garden organics and food organics.
- Activate the FOGO option in the current waste collection contract that is already setup to deal with the roll out of FOGO waste and bin configuration and the collection frequency.







10.2 Collection if FOGO is Introduced

For Council to introduce FOGO, the collection for the residents will be as outlined in the table below.

10.2.1 Current Collection

Red Lid bin MSW with Food Organics	Yellow lid bin Comingled Recyclables	Green lid bin Garden Organics
		
		
Weekly Collection	Fortnightly Collection	Fortnightly Collection

10.2.2 Collection with FOGO

Red Lid bin MSW with No Food Organics	Yellow lid bin Comingled Recyclables	Green lid bin Food and Garden Organics
		
		
Fortnightly Collection	Fortnightly Collection	Weekly Collection

11 Recommendations

Based on the findings of the review of FOGO as an option for Council, its current setup and the changes to the waste industry, it is recommended that Council:

1. Adopt FOGO collection as the way of recovering food organics from the red lid bin.
2. Undertake a request for tender (RFT) process for the receipt and processing of FOGO.
3. Undertake a RFT for the receipt and process of residual mixed solid waste with a view of converting the residual mixed solid waste to energy if the technology and facility is available within the contract term.
4. Act on the option for collection of FOGO in the current waste collection contract to introduce FOGO collection when the FOGO processing and mixed solid waste contract is in place.
5. Undertake a detailed FOGO implementation plan and education program.
6. Apply for further NSW EPA Grants that are available for FOGO implementation.

INF 01

Integrated Pest Management Policy and Strategy

Strategic Direction	Strengthening and Protecting our Environment Develop, and advocate for, plans that support safe and friendly communities
File Ref	167828.2021
Report By	Michael Zengovski - Manager City Environment
Approved By	Raj Autar - Director Infrastructure & Environment

EXECUTIVE SUMMARY

Council, at its meeting held on 30 September 2020, resolved that an Integrated Pest Management (IPM) Policy and Strategy be prepared.

This report provides the draft IPM Policy and an update on the development of the associated Strategy.

The draft IPM Policy and draft scope for the IPM Strategy were presented to the Environment Advisory Committee (EAC) at its meeting held on 12 April 2021 for their feedback. The feedback received from the EAC primarily related to matters that will be considered during the development of the IPM Strategy.

It is now proposed to progress the development of the IPM Strategy. It is anticipated that the Policy and Strategy will be placed on public exhibition concurrently once the Strategy has been developed.

RECOMMENDATION

That Council:

1. Receives and notes this report;
2. Endorses the draft Integrated Pest Management Policy; and
3. Receives a further report upon finalisation of the Integrated Pest Management Policy and Strategy, with the view to placing them on public exhibition.

REPORT

Background

At its meeting held on 30 September 2020, Council resolved to:

- 1. Develop an Integrated Pest Management Policy and Strategy for the Liverpool LGA and report back to Council by the first February 2021 meeting, with the strategy to follow subsequently; and*
- 2. Include a plan for community awareness and engagement of the policy and strategy within the LGA.*

Update on the Integrated Pest Management Policy and Strategy

The draft Integrated Pest Management (IPM) Policy aims to guide the effective management of priority pests in a way that minimises potential harm to human health and the environment. It primarily applies to priority pests (animals and plants) on Council land, but also recognises community awareness and engagement, biosecurity matters, and health related regulatory roles on private land. A copy of the draft policy is attached to this report.

The draft IPM Policy and draft scope for the IPM Strategy were presented to the Environment Advisory Committee (EAC) at its meeting held on 12 April 2021 for their feedback.

A summary of the comments received from the EAC is provided as an attachment to this report. The feedback received from the EAC primarily related to matters that would be the subject of the Integrated Pest Management Strategy, rather than the Policy. This feedback will be considered during the development of the Strategy. No points specific to the Policy were raised other than minor formatting and wording suggestions.

Next steps

It is now proposed to progress the development of the associated Strategy. Council will engage a suitable consultant to prepare the Strategy.

The Strategy will provide detailed information on IPM matters, including pertinent principles, practices and strategic framework. It will provide an overview of pest related issues for the Liverpool City Council Local Government Area, and identify priority pests (animals and plants) and actions. Collaborative opportunities will be identified, and community education and engagement initiatives will be explored.

Ongoing consultation with the EAC and other stakeholders will be undertaken throughout the development of the Strategy.

INFRASTRUCTURE & ENVIRONMENT REPORT

It is anticipated that the Policy and Strategy will be placed on public exhibition concurrently once the Strategy has been developed. The Strategy development is likely to take approximately six months to ensure appropriate stakeholder engagement.

CONSIDERATIONS

Economic	The Integrated Pest Management Policy and Strategy aim to identify pest control measures that are cost effective.
Environment	Protect, enhance and maintain areas of endangered ecological communities and high-quality bushland as part of an attractive mix of land uses. Raise community awareness and support action in relation to environmental issues.
Social	Community education and awareness will form a key element of the Integrated Pest Management Strategy.
Civic Leadership	Act as an environmental leader in the community.
Legislative	Compliance with the <i>Biosecurity Act 2015</i> (NSW).
Risk	Improved management of pest related risks is a key aim of the Integrated Pest Management Policy and Strategy.

ATTACHMENTS

1. Draft Integrated Pest Management Policy
2. Feedback received from Environment Advisory Committee



INTEGRATED PEST MANAGEMENT POLICY

Adopted: *(Current date)*

TRIM *(Number)*



INTEGRATED PEST MANAGEMENT POLICY

DIRECTORATE: City Infrastructure & Environment

BUSINESS UNIT: City Environment

1. PURPOSE/ OBJECTIVES

The purpose of this Policy is to provide a framework for the effective management of priority pest species within the Liverpool Local Government Area (LGA) in a manner that minimises potential harm to human health and the environment. The Policy will be supported by an Integrated Pest Management (IPM) Strategy and Pest Management Plans for specific priority pests.

The objective of this Policy is to set an IPM framework that aims to:

- Manage pests in a manner that is consistent with legislative requirements and regional plans;
- Adopt a strategic approach to pest management to prevent pest populations becoming established;
- Adopt pest control techniques that minimise potential harm to human health and the environment; and
- Ensure that pest control measures are efficient, effective and appropriately target species that are of the greatest risk to the community, environment and economy.

2. DEFINITIONS

DPI - Department of Primary Industries. DPI is responsible for the legislative and policy framework for biosecurity matters within NSW and works with stakeholders to manage and mitigate pests.

IPM - Integrated Pest Management. The Food and Agriculture Organization of the United Nations defines IPM as *"the careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimise risks to human health and the environment"*.

LLS - Local Land Services. LLS is responsible for delivering regional weed management plans and assists with education and community engagement initiatives.

Pest (as defined under section 15 of the *Biosecurity Act 2015*) - A plant or animal (other than a human) that has an adverse effect on, or is suspected of having an adverse effect on, the environment, the economy or the community because it has the potential to:

- out-compete other organisms for resources, including food, water, nutrients, habitat and sunlight;
- prey or feed on other organisms;

- transmit disease to other organisms;
- cause harm to other organisms through its toxicity;
- otherwise reduce the productivity of agricultural systems or the value of agricultural products;
- damage infrastructure;
- reduce the amenity or aesthetic value of premises;
- harm or reduce biodiversity; or
- do any other thing, or have any other effect, prescribed by the regulations.

3. POLICY STATEMENT

3.1. Background

This Policy provides the broad framework and principles for IPM within Liverpool LGA. It will be supported by an IPM Strategy (to be developed), which will expand upon this Policy and provide details on priority species and actions. Where required, Pest Management Plans will then be developed to target specific priority pests that warrant detailed planning and action delivery.

3.2. Standard Pest Management Practices

Control measures that prevent or minimise the impacts caused by pests are generally the most effective. Measures that aim for pest eradication are undertaken when feasible, such as for highly localised incursions.

If not implemented in a strategic manner, pest control can be resource intensive, harmful, and of limited success. Without the appropriate planning, monitoring and coordination, pest management measures can result in negligible impact on the pest and can cause harm to off-target entities and the environment.

Control measures that rely heavily on chemical pesticides (including herbicides) can pose a risk to humans, beneficial species and the environment if incorrectly used. Pesticide use can also contribute to the development of pesticide resistance in some target species, limiting the long-term effectiveness of this treatment.

3.3. Integrated Pest Management

IPM recognises the importance of minimising control measures that may be environmentally harmful, and prioritising alternative measures to prevent and control pests. These measures include, but are not limited to:

- biological control such as predators, parasites or pathogens;
- physical measures such as barriers, traps or removal;
- environmental measures to make conditions less favourable for the pest;
- regulatory measures to prevent entry or spread of pests; and
- chemical measures that are less toxic.

Stakeholder education and engagement are also important aspects that can help prevent pest outbreaks and facilitate early intervention measures.

The benefits of IPM include reduced:

- health risks;
- chemical contamination risks;
- public concern about potential harm to humans or the environment; and
- pesticide resistance risks.

IPM can also have the additional benefit of offering the best value for money for control programs.

The enhanced pest management approach outlined within this Policy systematically prioritises target pest species via an IPM Strategy. The Strategy will also identify measures that aim to prevent outbreaks of pests and to minimise potential harm associated with control techniques.

Pest Management Plans, which prescribe detailed actions for a single species or for a group of similar species, will be developed when warranted. The development of Pest Management Plans will be progressive, with species that pose the greatest risk to the environment, community or economy being prioritised.

3.4. Applicability

This Policy primarily applies to the management of priority pests on land under the care, control or management of Council.

Community engagement and participation will also be encouraged to maximise the likelihood of success at a landscape scale. Inspections will also be undertaken on private land for high-risk pests in accordance with Council's responsibilities under the *Biosecurity Act*. Council also fulfils a health-related regulatory role on private land, which at times can involve pest species.

For pests that are not considered a priority for control measures, Council will work collaboratively with the community and key agencies to assist where practicable.

3.5. Responsibilities and Stakeholders

Pest control is a shared responsibility for government, industry and the community. Council will work collaboratively with NSW DPI, LLS, NSW Health, Regional Weed Committees and the community.

Pest management responsibilities are distributed across multiple departments of Council, as listed below:

- City Presentation has an operational responsibility for pest management within land under the care, control or management of Council, focusing on species that pose a risk to the environment and the community. City Presentation is also

responsible for implementing and enforcing compliance with the *Biosecurity Act 2015*;

- Economy and Growth (Community Standards) has a regulatory function investigating pest related complaints on private property that pose a risk to human health during routine inspections of regulated premises;
- City Environment provides strategic support for the planning phase of pest management and will lead the development of the IPM Strategy;
- Subsequent Pest Management Plans that respond to a specific pest or local outbreak will be developed by the section of Council tasked with the pest control action, which will depend on the primary risks of the target pest (such as biosecurity, health or environment); and
- Communications assists with the distribution of information on pests and control measures to the community.

4. RELEVANT LEGISLATIVE REQUIREMENTS

Agricultural and Veterinary Chemicals (Administration) Act 1992 (Commonwealth)

Agricultural and Veterinary Chemicals Code Act 1994 (Commonwealth)

Biodiversity Conservation Act 2016 (NSW)

Biosecurity Act 2015 (NSW)

Companion Animal Act 1998 (NSW)

Crown Land Management Act 2016 (NSW)

Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)

Fisheries Management Act 1994 (NSW)

Game and Feral Animal Control Act 2002 (NSW)

Local Government Act 1993 (NSW)

Local Land Services Act 2013 (NSW)

Pesticides Act 1999 (NSW)

Prevention of Cruelty to Animals Act 1979 (NSW)

Protection of the Environment Operations Act 1997 (NSW)

Work Health and Safety Act 2011 (NSW)

RELATED POLICIES & PROCEDURE REFERENCES

Byron Shire Council Integrated Pest Management Policy

Greater Sydney Regional Strategic Pest Animal Management Plan 2018-2023

Greater Sydney Regional Strategic Weed Management Plan 2017-2022

Liverpool City Council Animal Management Policy

Liverpool City Council Environment Restoration Plan

Liverpool City Council Overgrown Vegetation Enforcement Policy

Liverpool City Council Pesticide Use Notification Plan for Outdoor Public Places

Liverpool City Council Work Health and Safety Policy

Model codes of practice and standard operating procedures for the humane capture, handling or destruction of feral animals in Australia

National Threat Abatement Plans (various species)

NSW Biosecurity Strategy 2013 -2021

NSW Invasive Species Plan 2018-2021

Standard for Weed Management Capacity in NSW.

Weeds and the Biosecurity Act: A handbook for local councils and councillors in NSW

AUTHORISED BY**Council Resolution****EFFECTIVE FROM*****This date is the date the policy is adopted by Council resolution.*****REVIEW DATE*****The policy will be reviewed every two years.*****VERSIONS**

Version	Amended by	Changes made	Date	TRIM Number
1			xxx	xxx

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

City Presentation

City Economy and Growth (Community Standards)

City Corporate (Governance)

ATTACHMENTS*Nil*

Summary of feedback received from Environment Advisory Committee

EAC Comment		Council Response
1.	Raised the issue of mosquitoes as a health problem, noting that the policy should include flexibility to respond to the issue.	The issue can be locality and time specific. There could be general actions identified within the strategy but this matter would generally be the subject of a species-specific pest management plan to ensure flexibility. A mosquito management plan was adopted in 2019.
2.	Noted the importance of a community education program for species such as cane toads and feral cats.	Community education and engagement related matters would be included within the strategy.
3.	Noted acceptance of policy.	
4.	Questioned whether any trapping is planned.	This matter will not be known until the IPM Strategy is further progressed. The EAC will be provided an opportunity to comment on specific issues, such as proposed control measures, during the drafting of the Strategy.
5.	Questioned whether any 1080 baiting (a chemical control method for pest animals) is currently used or planned for in the future within the LGA. Risks associated with the use of 1080 due to its toxicity and potential off-target impacts outlined.	See above response. Council does not currently utilise 1080 baits. However, other land managers may be utilising this method within the LGA.
6.	General support expressed. Noted cats as an issue.	It is anticipated that feral cats would be considered by the IPM Strategy, and can be further addressed by a species specific Pest Management Plan in the future (if required)
7.	Encouraged care in the use of biological control measures to ensure no unintentional consequences.	Risk analysis of biological controls has significantly advanced since the introduction of the examples raised (Cane Toads and DDT). Council would not initiate biological control measures unless they have been rigorously assessed by external parties (as required by authorities prior to approving their introduction and release).
8.	Suggestions offered for Policy on minor issues such as sentence structure, word choice and formatting.	Suggestions accepted for matters that improved clarity of the Policy.

INF 02

Feasibility of Establishing a Koala Hospital and Sanctuary

Strategic Direction	Strengthening and Protecting our Environment Protect and enhance bushland, rivers and the visual landscape
File Ref	167850.2021
Report By	Michael Zengovski - Manager City Environment
Approved By	Raj Autar - Director Infrastructure & Environment

EXECUTIVE SUMMARY

Council, at its meeting held on 27 May 2020, determined that a detailed business case be developed for the establishment of a koala hospital and sanctuary in the LGA, including its viability and estimated costs.

Council engaged a consultant that specialises in koala related matters to undertake this study, which has now been completed.

This report presents the findings of the koala hospital and sanctuary business case, and feedback received from the Environment Advisory Committee (EAC).

The study concluded that there is a relatively low number of animals requiring care within the likely catchment area (an average of approximately 26 koalas per year). This would not justify the considerable costs that would be incurred by the establishment and ongoing management of a koala hospital or sanctuary.

Based on the study findings and EAC feedback, it is recommended that a koala specific hospital or sanctuary is not pursued. An alternative option is to offer support to the existing veterinary care network, such as sponsoring the existing Sydney Metropolitan Wildlife Services (Sydney Wildlife) mobile wildlife clinic.

RECOMMENDATION

That Council:

1. Receives and notes this report;
2. Notes the recommendation not to pursue the establishment of a koala hospital or sanctuary in the LGA; and
3. Explores ways to support the existing veterinary care network for wildlife.

REPORT

Background

Council, at its meeting held on 27 May 2020, resolved that a detailed business case be developed. The intent of the business case was to assess the demand for a koala hospital and sanctuary within the LGA, including its viability and estimated costs.

Council engaged a consultant (Biolink Ecological Consultants Pty Ltd) that specialises in koala related matters to undertake this study, which has now been completed. The Environment Advisory Committee (EAC) has been consulted, with the findings of the Biolink study being presented at their meeting on 12 April 2021. A copy of the business case is attached.

Business case for a koala/wildlife hospital and sanctuaryNeeds analysis

The Biolink study provides a needs analysis for both a koala specific hospital, as well as a general wildlife hospital that could cater for a broad range of native animals.

The analysis concludes that an average of approximately 26 koalas are likely to require veterinary care annually across a catchment that extends beyond the Liverpool LGA. In contrast, other koala hospitals treat much larger numbers of koalas annually (approximately 250 at Port Macquarie Koala Hospital and 350 at Lismore Koala Care and Research Centre).

The analysis indicates that there were other native animal species, such as flying foxes, that require care in much larger numbers. Veterinary care for wildlife across south west Sydney is currently provided by an informal network of vets, including the Camden Avian, Reptile & Exotic Pet Hospital.

Feasibility analysis including financial implications

The feasibility of a wildlife hospital and sanctuary was also assessed, examining licencing requirements, land zoning and likely expenditure (both establishment and ongoing costs). This assessment considered both a standard static facility model, and a mobile hospital model.

The establishment cost for a mobile wildlife hospital can vary greatly (approximately \$200,000 - \$700,000 based on the cost of establishing existing facilities). Ongoing costs are variable, depending on the size and scope of the venture. Running costs for existing koala facilities range from approximately \$450,000 (Port Stephens Koala Sanctuary and Hospital) to \$1 million (Port Macquarie Koala Hospital) per annum.

Cost estimates for new wildlife facilities are summarised in the following table.

INFRASTRUCTURE & ENVIRONMENT REPORT

Facility type	Establishment cost	Ongoing cost (per annum)
Mobile hospital	\$200,000 - \$700,000 ¹	>\$250,000 ²
Static hospital	\$3M ³	\$450,000-\$1M ⁴

1. Estimate is based on cost of the Sydney Wildlife Mobile Care Unit (a modified motorhome) and Byron Bay Mobile Wildlife Hospital (a modified semitrailer).

2. Estimate is based on anticipated running cost of the Byron Bay Mobile Wildlife Hospital.

3. Estimate is based on cost to establish the Port Stephens Koala Sanctuary and Hospital. Cost excludes property acquisition, contingency and feasibility studies.

4. Estimate is based on ongoing costs for the Port Stephens (\$450,000 pa) and Port Macquarie Koala Hospital (\$700,000 to \$1 million pa).

The funding models for existing facilities were examined, noting that most were reliant on a combination of donations (including crowd funding) and tourism revenue. Some have been reliant upon grants that are not currently available. It has been reported that Taronga Zoo recently received approximately \$30 million from the NSW State Budget to expand their wildlife hospital (due to open in 2024).

A sanctuary or wildlife-tourism venture would need to be a separate enterprise to a wildlife hospital as animals undertaking treatment cannot be displayed and there are different licencing requirements.

Study conclusions

The establishment of a koala specific hospital or sanctuary was not recommended by the study given the relatively low number of animals requiring care within the likely catchment area (an average of approximately 26 koalas per year).

Biolink identified alternative options for Council to consider to support wildlife care, including for species such as flying foxes. Of the options presented in the study, it is considered that supporting the existing network of veterinary clinics treating wildlife is a measure that could generate environmental benefits.

Environment Advisory Committee (EAC) consultation

Biolink presented the findings of their study to the EAC meeting on 12 April 2021. A copy of the study was distributed to committee members after the meeting for feedback.

A summary of the feedback received from the EAC is attached to this report. The EAC feedback consistently expressed support of the study's conclusions that a koala specific hospital would not be viable, and that a wider wildlife care approach could be considered.

Inquiry into koala populations and habitat in NSW

A parliamentary inquiry into koalas was established in 2019. A series of recommendations were made, including that the NSW Government support local councils to conserve koala habitats. It was also recommended that the NSW Government support the establishment of a well-resourced network of wildlife hospitals in key areas of the state, including south west Sydney. These recommendations were raised in the feedback received from the EAC.

The support identified by the NSW Government in response to these inquiry recommendations is of limited applicability to the establishment of a facility within the Liverpool LGA. The NSW Government support for partnerships with local councils for veterinary care is limited to locations on the north and mid-north coast of NSW, and their support for wildlife hospitals within Sydney is limited to Taronga Zoo.

Recommendations

Based on the Biolink study and EAC feedback, it is recommended that a koala hospital or sanctuary is not pursued. The considerable costs involved (both establishment and ongoing management) would not be justified by the small number of koalas requiring care.

Potential partnerships would not influence the feasibility of a koala hospital or sanctuary. The study is based on a catchment area that covers the neighbouring local government areas that may reasonably be serviced by the facility. The estimated 26 koalas per year that require treatment across the catchment area would not justify a koala specific facility. Council has contacted Campbelltown City Council to gauge their interest in a joint koala or wildlife care facility and was informed that there was currently limited interest.

An alternative option could be to offer support to the existing veterinary care network, such as through donations or sponsorship. Sydney Metropolitan Wildlife Services (Sydney Wildlife) currently operates a mobile wildlife clinic within the region, which is currently under-utilised. The provision of sponsorship and/or a suitable location to regularly set up the clinic may improve the availability of this service.

CONSIDERATIONS

Economic	Facilitate economic development. Facilitate the development of new tourism based on local attractions, culture and creative industries.
Environment	Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses. Raise community awareness and support action in relation to environmental issues.
Social	There are no social and cultural considerations.

INFRASTRUCTURE & ENVIRONMENT REPORT

Civic Leadership	Act as an environmental leader in the community. Actively advocate for federal and state government support, funding and services.
Legislative	<i>Local Government Act 1993</i> , Section 36 <i>Companion Animals Act 1998</i> , Sections 14 and 30
Risk	There are potential financial risks associated with some facility models presented within the business case associated with this report.

ATTACHMENTS

1. Biolink Pty Ltd (June 2021) Business Case for a Koala/Wildlife Hospital and Sanctuary in the Liverpool Local Government Area (Under Separate Cover)
2. Summary of feedback received from Environment Advisory Committee

Summary of feedback received from Environment Advisory Committee

EAC Comment		Council Response
1.	Queried whether the establishment of a replacement facility for the Renbury Farm Animal Shelter can be merged with the wildlife hospital project.	The lease for Renbury Farm Animal Shelter lapsed in March 2020. A previous Council resolution identified the establishment of an animal shelter at Rossmore Grange. Co-location of domestic animals and wildlife is not recommended as domestic animals would cause stress to recovering wildlife.
2.	Queried whether discussions were held with Campbelltown City Council for a joint koala facility with Liverpool City Council.	Partnerships could be explored if it is determined that this project is to be progressed. Providing funding to an established facility may be considered a suitable option.
3.	Noted Featherdale Sydney Wildlife Park had shown an interest in relocating to the Liverpool area, with intention for a partnership arrangement and developing opportunities for international tourism in association with airport.	Previous correspondence received from Featherdale indicates a reluctance to relocate to the Liverpool LGA. This is primarily due to their reliance on international visitors travelling between the Sydney CBD and the Blue Mountains along the M4 - Great Western Highway corridor. This can be reconsidered once the airport is in operation.
4.	Queried if the scope included strategies to prevent wildlife injuries.	Council has investigated various initiatives to prevent koala and wildlife injuries. This has included fencing (including virtual fencing), road crossings, and signage. Ongoing collaboration with stakeholders is undertaken to identify suitable mitigation measures.
5.	Agreed with business case finding that koala-focused facility is not viable due to the low number of koalas requiring treatment and the majority being located outside the LGA. Noted that a more feasible approach may be a general wildlife hospital.	Noted
6.	Suggested partnering with NSW Government as noted in item 18 of the 'Inquiry into koala populations and habitat in NSW' recommendations.	The government's response to item 18 of the Inquiry identifies that support for wildlife hospitals within Sydney would be through Taronga Zoo. No funding has been identified for other wildlife hospitals within Sydney.
7.	Suggested Council leverage NSW Government support confirmed by their response to the 'Inquiry into koala populations and habitat in NSW' (items 3, 10 and 12).	The support that has been identified for veterinary care is focused on specific LGAs (which do not include Liverpool LGA). Other support expressed by the NSW Government is not applicable to the scope of this project, such as support for community group tree planting and fauna road crossings and exclusion fences.
8.	Acknowledged there is a strong case for general wildlife treatment over koala-specific given that the facility cost would not be justified by the few koalas needing veterinary assistance.	Noted

EAC Comment		Council Response
9.	Suggested additional details should be included for the financial models, including more accurate current and future market costs. Noted that cost estimate accuracy is limited as there is no fixed scope for the venture.	The business case aimed to determine the need and high-level feasibility. Further assessment (such as financial parameters) would be required if it is determined that this project is to be progressed.
10.	Suggested the inclusion of solutions to issues such as dog attack and vehicle strikes.	Council has investigated various initiatives to prevent koala and wildlife injuries. This has included fencing (including virtual fencing), road crossings, and signage. Ongoing collaboration with stakeholders is undertaken to identify suitable mitigation measures.
11.	Accuracy and interpretation of Koala data questioned.	The data is considered the most accurate available as Biolink interrogated the records prior to relying upon them. Given their local experience, including undertaking koala studies for Campbelltown Council, it is considered that Biolink has a relatively thorough understanding of the population.
12.	Repetition within document noted. Sentence structure and referencing suggestions offered.	Some key points were deliberately presented in various sections to ensure that they were appropriately highlighted. It is considered that the business case is written in a manner that clearly expresses pertinent information.
13.	Housing koalas is resource intensive and is unlikely to be covered by wildlife tourism alone. Grants and donations are also likely to be required.	Noted
14.	Engaging with landowners and Local Aboriginal Land Councils when identifying suitable site recommended.	Engagement will be undertaken if site selection is required for a later phase.
15.	Questioned source of Campbelltown occupancy rate data.	Biolink have also undertaken Koala studies for Campbelltown Council, which is likely to be the source of this information.
16.	Noted exclusions in provided cost estimates.	Business case cost estimates offer a high-level analysis. Detailed cost estimates would be required for any option that is progressed once further details of the proposal are developed.
17.	Preference expressed for a mobile wildlife hospital given the costs and potential habitat loss required for the construction of a facility.	Noted
18.	Agreed with business case recommendations. Cost should be shared with neighbouring LGA's proportionate to koala population.	Financial models and partnerships could be explored if it is determined that this project is to be progressed.

	EAC Comment	Council Response
19.	Council should not be solely responsible for cost of this project. Suggested joint commitment with Campbelltown to fund an established veterinary practice within either LGA to provide enhanced hospital facilities for native wildlife.	Partnerships could be explored if it is determined that this project is to be progressed. Providing funding to an established facility may be considered a suitable option.
20.	Suggested the potential provision of financial assistance to Campbelltown Council for the establishment and maintenance of a koala care and rescue facility within Campbelltown LGA.	The business case recommended against the establishment of a koala specific facility. This recommendation was informed by analysis across a broad catchment area that included Campbelltown LGA.
21.	Council could provide advice to the Department of Defence to encourage the preservation and enhancement of the natural environment on its lands at Holsworthy.	Council has previously contacted the Department of Defence to seek support for a koala corridor through their land at Holsworthy (as included in the Koala Habitat Corridors report presented to the Council meeting held on 11 December 2019). The response received by Council advised that the Department of Defence participates in targeted conservation programs and operates under pertinent legislation and policies.

CTTE 01

**Minutes of the Environment Advisory Committee
held on 12 April 2021**

Strategic Direction	Leading through Collaboration Encourage community participation in decision-making
File Ref	132141.2021
Report By	Michael Zengovski - Manager City Environment
Approved By	Raj Autar - Director Infrastructure & Environment

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Environment Advisory Committee Meeting held on 12 April 2021.

RECOMMENDATION

That Council receives and notes the Minutes of the Environment Advisory Committee Meeting held on 12 April 2021.

REPORT

The Minutes of the Environment Advisory Committee held on 12 April 2021 are attached for the information of Council.

The minutes contain the following key matters:

1. The feasibility of establishing a koala hospital and sanctuary in the Liverpool LGA. Following input from the Committee, this matter has been submitted for Council consideration at the 30 June 2021 Council meeting.
2. The development of an Integrated Pest Management policy and strategy for Liverpool City Council. Following input from the Committee, this matter has been submitted for Council consideration at the 30 June 2021 Council meeting.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
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Environment	<p>Minimise household and commercial waste.</p> <p>Manage the environmental health of waterways.</p> <p>Manage air, water, noise and chemical pollution.</p> <p>Enhance the environmental performance of buildings and homes.</p> <p>Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.</p> <p>Raise community awareness and support action in relation to environmental issues.</p>
Social	<p>Preserve and maintain heritage, both landscape and cultural as urban development takes place.</p> <p>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p>
Civic Leadership	<p>Act as an environmental leader in the community.</p> <p>Undertake communication practices with the community and stakeholders across a range of media.</p> <p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Facilitate the development of community leaders.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Minutes of the Environment Advisory Committee Meeting held on 12 April 2021



This meeting was recorded for minute taking purposes
This meeting partially occurred on MS Teams

MINUTES FROM ENVIRONMENT ADVISORY COMMITTEE (EAC) MEETING

12 April 2021

COUNCILLORS:

Geoff Shelton
Wendy Waller
Nathan Hagarty
Peter Harle
Karress Rhodes

(Chairperson)
Mayor
Councillor
Councillor
Councillor

COMMITTEE MEMBERS:

Robert Dixon
Darren Duncan
Graham McLachlan
Kacy Benfield
Stephen Dobell-Brown
Ellie Robertson
Signe Westerberg
Olusegun Samuel
Robert Storey
Joseph Tharappel
George Youssef
Joseph Rover

Industry Representative – Georges Riverkeeper
Gandangara Aboriginal Land Council
Environment Group Member
Community Member
Community Member
Community Member
Community Member
Community Member
Community Member
Community Member
Community Member

EXTERNAL ATTENDEES:

Amanda Lane
Kirsten Wallis
Ian Bailey

Biolink Ecological Consultants (Presenter)
Biolink Ecological Consultants
Observer

COUNCIL ATTENDEES:

Ellen Whittingstall
Raj Autar
Michael Zengovski
Alexi Gilchrist
Stephen Hodosi
Maruf Hossain
Dominique Di Leva
Karen Visman
Rose Koch

A/Internal Ombudsman
Director City Infrastructure & Environment
Manager City Environment
ERP Program Leader
Coordinator Environmental Operations
Coordinator Floodplain & Water Management
A/Coordinator Resource Recovery
A/Coordinator Environment Management
Committees Officer (Minutes)

APOLOGIES:

Roslyn Faddy
Peter Diplas
Peter Patterson
Damien Curtis

Community Member
Manager City Works
Director City Presentation
Parks Coordinator East



OPEN

Meeting opened at 5:43 pm.

1. WELCOME, ATTENDANCE AND APOLOGIES

Clr Shelton opened the meeting and acknowledged the traditional custodians of the land.

Motion: That this Committee formally note the apologies as recorded in these minutes.

Moved: Stephen Dobell-Brown

Seconded: Robert Storey

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

2. CODE OF CONDUCT

The Acting Internal Ombudsman delivered Code of Conduct training for committee members which detailed information pertaining to conflicts of interest, gifts and benefits, the use of Council information and resources as well as the handling of Code of Conduct complaints.

3. COMMITTEE OVERVIEW

ERP Program Leader provided a brief overview of the Environment Advisory Committee with reference to the Charter.

The Committee was informed to table items for discussion no later than two weeks prior to an EAC meeting for inclusion in the agenda. This would ensure issues are investigated and that the relevant member of staff would be available to discuss the matter.

It was recommended that members consider whether their item is appropriate to be tabled to the EAC or if it requires submission through an alternative platform.

Action: Committee members to table items for discussion two weeks prior to a scheduled meeting.

4. DECLARATIONS OF INTEREST

Nil

5. PRESENTATION

5.1 Koala Hospital and Sanctuary

Amanda Lane of Biolink Ecological Consultants Pty Ltd (Biolink) delivered a presentation on this item.

Following a series of Council motions regarding koala conservation, a motion was passed to explore the feasibility of establishing a koala hospital & sanctuary in the Liverpool LGA. Council engaged Biolink to undertake a needs analysis and feasibility study for establishing such a facility, with findings and recommendations forming a report to Council. The report findings were presented to the EAC for feedback, prior to the report being submitted to the June 2021 Council meeting.



Queries & Discussion

- i. Signe Westerberg queried whether the establishment of Renbury Farm can be merged with the wildlife hospital project.

Director City Infrastructure & Environment advised that a previous Council resolution made requests for the establishment of an animal shelter at Rossmore Grange. A wildlife hospital differs significantly from an animal shelter and therefore is not viable.

ERP Program Leader noted that Council received advice recommending against the co-location of domestic animals and wildlife, as domestic animals would cause stress to recovering wildlife.

Action: That the presentation be attached to these minutes.

Note: The presentation was provided to the committee via email on 14 April 2021.

- ii. Mr Dobell-Brown queried whether discussions were held with Campbelltown City Council for a joint koala facility with Liverpool City Council.

Ms Lane advised that Campbelltown City Council is aware of this idea and appeared to have no objections. Their specific views require further engagement.

- iii. Cllr Rhodes raised the expression of interest from Featherdale Sydney Wildlife Park to relocate to the Liverpool area, with intention for a partnership arrangement and developing opportunities for international tourism in association with Western Sydney Airport (WSA).

ERP Program Leader advised that the operators of Featherdale had expressed reluctance to participate citing heavy reliance on international visitor traffic travelling between the Sydney CBD and the Blue Mountains utilising the M4 - Great Western Highway corridor.

Council and Featherdale can reassess the market once WSA is in operation.

- iv. Joseph Rover queried whether there is scope to implement strategies to prevent injury to wildlife.

Ms Lane advised that Biolink commonly undertake a threat analysis for various agencies, including local government, to monitor area hotspots for dog attacks and vehicle strikes.

Action: EAC members to provide preliminary feedback on the report and its recommendations prior to the matter being reported to Council.

Note: The presentation and reports were sent to the committee for feedback on 14 April 2021. All feedback received has been incorporated into a report to Council in June 2021.

5.2 Integrated Pest Management

A/Coordinator Environment Management delivered a presentation on the development of an Integrated Pest Management (IPM) policy and strategy for the Liverpool LGA.

Council, in September 2020, resolved to develop the policy and strategy. These documents will guide the effective management of priority pests in a way that minimises potential harm to human health and the environment.

It is proposed that the IPM framework be primarily applied to priority plants and animal pests on Council land to reduce the occurrence and severity of problem pests. It would also apply to pests that are a biosecurity risk or significantly impact human health. It also recognises community awareness and engagement as an important factor for success at the landscape scale, which is the broadest possible scale at which a strategy would operate.



The policy will define IPM in the Liverpool context, guide the overall approach, and identify responsibilities. The strategy will provide the general guidelines for IPM, with individual Pest Management Plans to be developed as required to provide a detailed approach for complex matters.

Action: EAC members to provide preliminary feedback on the draft IPM policy and scope of the IPM Strategy prior to the matter being reported to Council.

Note: The presentation and draft policy was sent to the committee for feedback on 14 April 2021. All feedback received has been incorporated into a report to Council in June 2021.

Queries & Discussion

- i. Mr Dobell-Brown raised the issue of mosquitoes as a health problem, posing the risk of serious diseases. It was added that the policy should include flexibility to respond to the issue.

A/Coordinator Environmental Management advised the issue can be locality specific and mosquitoes can be problematic in some years and not others. There could be general actions identified for these matters within the strategy but would generally be the subject of a species-specific pest management plan to ensure flexibility.

Coordinator Environmental Operations added that Council adopted a mosquito management plan in 2019, which is currently being implemented by City Presentation. The issues of disease transmission are species specific. This is an example of pests managed for human health.

- ii. Signe Westerberg added that there needs to be a community education program for cane toads and feral cats. It was queried if this will be included in the policy.

A/Coordinator Environmental Management confirmed that community education and engagement related matters would be included within the strategy.

6. MINUTES FROM THE PREVIOUS MEETING

Motion: That the minutes from the EAC meeting held on 8 February 2021 be endorsed by the Committee.

Moved: Stephen Dobell-Brown

Seconded: Signe Westerberg

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

7. AGENDA ITEMS

7.1 Program Overviews

An overview was provided of business units, and their function, within Council that typically deal with EAC matters. These were:

- Environment Restoration Plan – ERP Program Leader
- City Environment – Manager City Environment
- Floodplain and Water Management – Coordinator Floodplain and Water Management
- City Works – Coordinator Environmental Operations
- Waste and Cleansing – A/Coordinator Resource Recovery

Queries & Discussion

- i. Robert Storey requested technical specifications for the current ERP projects to be sent to the



Committee.

Action: Technical specifications to be provided to the committee.

Note: Technical specifications were provided to the committee via email on 5 May 2021.

- ii. Mr Storey requested a status update on the VPA contributions for Coopers Paddock and New Brighton Golf Course. It was noted that this was a pending agenda item.
- iii. Mr Storey queried the reference points and depths of flooding for the February 2020 and the March 2021 rainfall events.

Response: Clarification has been obtained from Manly Hydraulics Laboratory (MHL), who is responsible for the management of the flood level monitoring station at Liverpool. Council was advised that the recorded peak flood depths were measured with reference to the crest of the Liverpool Weir. Recorded peak flood depths in February 2020 and in March 2021 were 5.24m and 2.29m respectively above the crest of the weir. The weir is at 2.76m AHD (Australian Height datum). AHD is the official national vertical datum for Australia.

- iv. Cllr Shelton reminded members that questions are to be tabled to Council in advance of meetings in order for responses to be provided at the meeting.
- v. Cllr Rhodes queried the possibility of using Australian plant branches removed during bush regeneration for the rehabilitation of birds.

Action: Question taken on notice.

8. GENERAL BUSINESS

8.1 Soft Plastic Waste

Joseph Tharappel expressed concerns regarding the increase of soft plastic waste. It was queried whether any measures are to be taken by Council to encourage recycling of soft plastic.

A/Coordinator Resource Recovery advised that Council has explored this option for inclusion in Council's Community Recycling Centre. Red Cycle handle soft plastics recycling and collection points and have advised they are at capacity and unable to manage additional sites.

Council's community education programs exist to raise awareness of soft plastic recycling, including use of collection points at shopping centres.

CLOSE

Meeting closed at 8:00 pm.

CTTE 02

**Minutes of the Audit, Risk and Improvement
Committee Meeting held on 30 April 2021**

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	160183.2021
Report By	Chris Van Zyl - Acting Head of Audit, Risk and Improvement
Approved By	Dr Eddie Jackson - 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 30 April 2021.

RECOMMENDATION

That Council

1. Receives and notes the Minutes of the Audit, Risk and Improvement Committee Meeting held on 30 April 2021;
2. Adopt the revised draft Audit, Risk and Improvement Committee Charter; and
3. Adopt the revised draft Internal Audit Charter.

REPORT

The Minutes of the Audit, Risk and Improvement Committee held on 30 April 2021 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.

The committee endorsed the revised draft ARIC Charter and Internal Audit Charter. The Charters are attached under separate cover for adoption by Council.

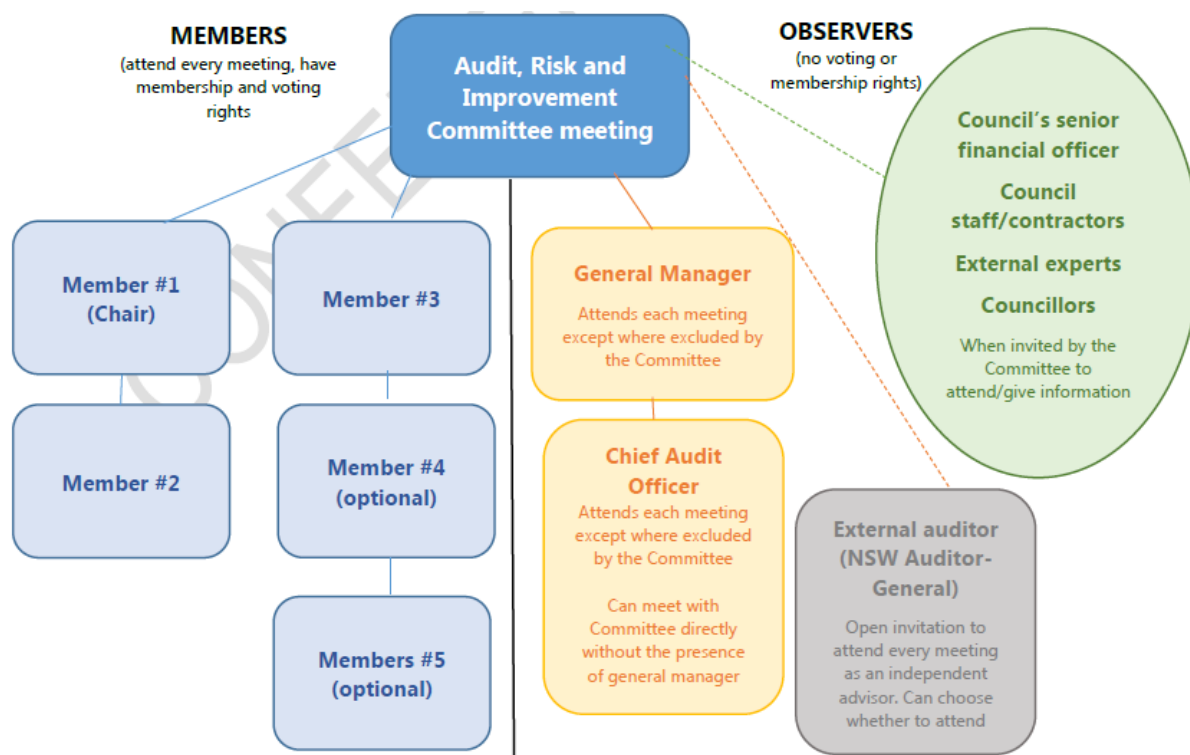
ARIC Charter (Terms of Reference)

The objective of the Audit, Risk and Improvement Committees is to provide independent assistance to Liverpool City Council by monitoring, reviewing and providing advice about the organisation's governance processes, risk management and control frameworks and its external accountability obligations.

The operation of sections 428A and 428B of the *Local Government Act 1993*, will be supported by new regulations. These will prescribe the requirements that councils are to comply with when appointing their Audit, Risk and Improvement Committee and establishing their internal audit function.

The Local Government Regulation will also prescribe a Model Internal Audit Charter and Model Terms of Reference for Audit, Risk and Improvement Committees which all councils must adopt and comply with. The key requirements that will ultimately be prescribed by the Local Government Regulation under the new framework is:

- (a) each council is to have an independent Audit, Risk and Improvement Committee
- (b) the Audit, Risk and Improvement Committee is to operate according to terms of reference, based on model terms of reference, approved by the governing body of the council in consultation with the Committee
- (c) the Audit, Risk and Improvement Committee is to comprise of three to five independent members who are prequalified via the Department of Finance, Services and Innovation's *Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members*
- (d) Audit, Risk and Improvement Committee members and the Chair are to serve a three to five-year term. A member's term cannot exceed eight years and the Chair's term cannot exceed five years
- (e) the Audit, Risk and Improvement Committee is to meet quarterly, with the ability to hold extra meetings if required. A council's general manager and Chief Audit Officer should attend except where excluded by the Committee
- (f) Audit, Risk and Improvement Committee members are to comply with council's Code of Conduct and the conduct requirements of the Department of Finance, Services and Innovation's *Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members*
- (g) disputes between the Audit, Risk and Improvement Committee, the general manager and/or the Chief Audit Officer are to be resolved by the governing body of the council, and
- (h) the general manager is to nominate a council employee/s to provide secretariat support to the Audit, Risk and Improvement Committee. Minutes must be recorded for all committee meetings.



Liverpool City Council's ARIC Charter (Terms of Reference) has been reviewed and aligned with the NSW Treasury Model Charters (TPP20-08). The main changes in the revised ARIC Charter for Liverpool City Council is:

- (i) Audit, Risk and Improvement Committee members and the Chair are to serve a three to five-year term. A member's term cannot exceed eight years and the Chair's term cannot exceed five years
- (j) disputes between the Audit, Risk and Improvement Committee, the general manager and/or the Chief Audit Officer are to be resolved by the governing body of the council.

The proposed framework further increases the number of independent members on the committee and excludes Councillors as voting members and attendees.

Liverpool City Council Mayor and the ARIC Chair have provided written submissions to the Office of Local Government in November 2019, expressing concerns that if proposed changes to Liverpool City Council's, Audit, Risk and Improvement Committees current membership composition (currently being 3 independent members, the Deputy Mayor and a nominated Councillor) were to proceed, resulting in the exclusion of Councillors, it would dilute the Committee's ability to communicate to Council in a meaningful way.

Council understands that the OLG have received similar submissions and this provision is likely to change. It is therefore proposed to maintain the current membership of the committee. A further review of membership will be included in a future review of the ARIC Charter.

Internal Audit Charter

Liverpool City Council has an established Internal Audit function as a key component of Council's governance framework. The Internal Audit Charter provides the framework which guides how internal audit is conducted.

The Internal Audit Charter has been reviewed and aligned with the NSW Treasury Model Charters (TPP20-08). The Treasury Model Charter aligns with the existing Charter and that of which is proposed under the new audit and risk framework for local councils in NSW.

There are no significant changes to the Internal Audit Charter other than minor alignments.

Actions

The minutes contain the following actions that will be managed through the regular reports and resolution tracking document:

- ***Liverpool Civic Place***
Receive LCP updates tabled at Council meetings, to enhance transparency and consistency of reported information.
- ***Chain of Responsibility - Gap Audit***
Receive a further update on the actions taken by management to address the reported findings and recommendations.
- ***City Deals Open Data Project***
Receive a response on whether the information is available for people with a disability and those with English as a second language.
- ***Outstanding Training***
Receive a report on all training outstanding across Council, to enhance oversight over Council's governance and risk management frameworks. The report should include but not be limited to Code of Conduct, Fraud and Corruption, Conflicts of Interest and the risk of non-compliance.
- ***City Deal Risk Rationale***
Receive a further update on the City Deals risk on the rationale used in rating the risk.
- ***Key Strategic Project Risks***
Receive future summary reports on key strategic projects such as LCP, asbestos rehabilitation and City Deals.
- ***Litigant Policy***
Receive confirmation on whether Council has a current litigant policy.

- ***Long-term Property Acquisitions / Hardships***

Receive clarification on whether the properties identified under the Moorebank Voluntary Acquisition Scheme was included in the report.

- ***ICAC Operation Dasha - Gap Analysis***

Receive updates on the implementation of any corrective actions identified in the corrective actions through Internal Audit's normal tracking system.

- ***Process Mapping Way Forward***

Receive future updates on the conversion progress of process maps into Policies, Procedures and Standards within RelianSys.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision making processes. Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993, sections 8B and 23A
Risk	The committee reviewed several reports, including Council's Top 10 strategic risks, full risk register, chain of responsibility audit findings, Liverpool Civic Place, and the IP&R performance update.

ATTACHMENTS

1. ARIC Final Minutes 30 April 2021
2. Draft Audit Risk and Improvement Committee Charter 2021
3. Draft Internal Audit Charter 2021



Audit, Risk and Improvement Committee Minutes

30 April 2021 – Scott Street Board Room and Microsoft Teams - 9:30am - 12:30pm

Committee Members Present:

Andrew McLeod	Chairperson, Independent Member
Stephen Horne	Independent Member
John Gordon	Independent Member (via Teams)
Geoff Shelton	Councillor

Observers:

Wendy Waller	Mayor
Peter Harle	Councillor
Karress Rhodes	Councillor
Dr Eddie Jackson	Chief Executive Officer (CEO)
Peter Diplas	Director City Presentation
John Morgan	Director Property & Commercial Development
George Hampouris	A/Director City Corporate
Chris Van Zyl	A/Head of Audit, Risk and Improvement (Head of ARI)
Vishwa Nadan	Chief Financial Officer
Jennifer Chenhall	General Counsel Manager Governance Legal & Procurement
George Harb	Chief Information Officer
Mark Brookfield	Operational Risk & Insurance Coordinator
Charlotte Cottam	Manager Operational Facilities
Hiba Soueid	Manager Corporate Strategy & Performance (Item 11.1)
Claudia Novek	Senior Policy Officer City Deal (Item 9.5)
Emily Tinson	Senior Officer City Innovation
Lawrissa Chan	NSW Audit Office, Director, Financial Audit Services
Greg Parks	NSW Audit Office, Audit Leader
Rose Koch	Committees Officer (Minutes)

1. WELCOME / OPENING

The Chairperson welcomed attendees and opened the meeting at 9:31 am.

2. APOLOGIES

Deputy Mayor Hadid was an apology for this meeting.

3. DECLARATIONS OF INTEREST

Cllr Shelton declared a non-pecuniary interest in relation to item 9.1 Liverpool Civic Place Project Update, as a Councillor and his involvement in the ARIC.

4. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the Audit, Risk & Improvement Committee Meeting held on 5 February 2021 be confirmed as a true record of that meeting.

Moved: Cllr Shelton

Seconded: Independent Horne

5. ACTION TRACKING FROM MINUTES

5.1 Audit, Risk and Improvement Committee - Resolution Tracking

A/Head of ARI reported that these items are on track to completion.

RECOMMENDATION

That the Audit, Risk & Improvement Committee receive and note the progress made on the implementation of resolutions.

Moved: Independent Horne

Seconded: Cllr Shelton

6. SPECIAL AGENDA ITEMS

Nil

7. EXTERNAL AUDIT

The NSW Office Audit Leader advised that there are no reports to table at this current meeting. The NSW Audit Office is compiling a report to Parliament for local government at present. This is expected to be tabled in mid-May though this is subject to change.

8. INTERNAL AUDIT

8.1 Internal Audit Projects and Activities - 1 January to 31 March 2021

A/Head of ARI reported that three reviews had been finalised during the period and 4 items are in progress. Some overdue audit action items are being followed up for expected reduction by the next meeting.

Queries & Discussion

- a) Independent Horne queried whether the A/Head of ARI was confident with management's handling of the audit action items relating to conflict of interest and fraud project.

A/Head of ARI advised he is satisfied with the steps that management have taken to address these points.

A/Director City Corporate added that from a Procurement angle, Management are trying to push staff reimbursements through the payroll system rather than the finance system. This process is much simpler.

- b) Independent Horne questioned management's plan to handle the increase in overtime expenditure.

The Chairperson added that management is required to scrutinize the allocation of overtime as to where it is necessary and to what extent the cost warrants the service outcome.

A/Director City Corporate advised that the majority of overtime is from City Presentation. Management is committed to reviewing the drivers of overtime and if services can be realigned to reduce these costs. All directorates are responsible to review their overtime allocation and determine where reductions are required.

The Chairperson added that this is likely resulting due to understaffing and that management should focus to fill positions necessary to avoid allocating excessive overtime.

- c) Independent Gordon queried whether there is scope for staff to take long service leave bearing in mind work health and safety.

A/Director City Corporate advised that leave for mental wellbeing requires a policy position which will be addressed in future as an emerging issue.

- d) Independent Horne sought to ascertain whether the 90+ day audit action items are tracking satisfactorily and if their risks are reasonable.

A/Head of ARI advised that overall he is satisfied. Currently, a time extension process is in place for some of the items. Management is generally proactive in reviewing and noting where actions are no longer relevant. They are also frequently reminded to apply for time extensions when appropriate.

RECOMMENDATION

That the Audit, Risk & Improvement Committee;

1. Receive and note the Internal Audit Projects and Activities Report.

Moved: Independent Horne

Seconded: Cllr Shelton

9. RISK MANAGEMENT

9.1 Liverpool Civic Place Project Update

Director Property & Commercial Development noted report and reported on this item.

Council had recently met with TCorp in regard to funding. An update of the LCP project status was made and well received by TCorp. The Grant Thornton report which is Council's independent review of the long-term financial plan was also well received by TCorp.

It is expected that TCorp will confirm the quantum of their loan to Council over the coming weeks. Interviews with the commercial banks will be held on 18 May 2021. Overall, by 30 June Council is expected to have a position with respect to the overall funding of LCP.

Queries & Discussion

- a) Independent Gordon queried whether positive news with respect to LCP is being shared on Council's website and the media. The Mayor advised that this is already being arranged.

Director Property & Commercial Development added that Council is in the process of including additional information on Council's website with respect to LCP. This way the public will receive the correct information.

- b) Cllr Shelton queried whether there has been a lack of enthusiasm reflected by the potential funders on account of recent media, and in particular the state government becoming politically involved in the LCP project.

The CEO assured that Council has clarified its position and no threat or concern has been identified or expressed in relation to the project.

Director Property & Commercial Development assured that where queries arise when liaising with the Commercial banks, that they will be referred to Council's website information as the source of truth.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the LCP project update.
2. Receive LCP updates tabled at Council meetings, to enhance transparency and consistency of reported information.

Moved: Independent Horne

Seconded: Independent Gordon

9.2 Chain of Responsibility - Gap Audit

Manager Operational Facilities provided an update on this item.

A consultant was engaged to conduct a gap analysis audit on Council's compliance to the Heavy Vehicle National Legislation, practices, policies and procedures. The audit consisted of a series of interviews across 16 areas of Council that link into the chain of responsibility.

Compliance levels at present are quite low, however this is standard across local governments who are embarking on this journey. Council compiled a number of corrective action reports for each area and they were provided four weeks to arrange action plans to address the gaps.

A review will be made to determine any budgetary impacts to ensure that items of a significant scale are addressed timely and that compliance to the law is maintained. A champion is needed in the organisation to lead this project.

Queries & Discussion

- a) Independent Horne commented that it would be ideal for the ARIC to remain informed of Council's process in appointing a leader for this project. The overall organisational culture was also identified as a significant factor with compliance to the law.
- b) Cllr Rhodes raised a question in relation to numbers of recent incidents of serious accidents and fatalities of heavy vehicle reported in the media, linked to other Council's. It was questioned whether during Council's tendering and procurement services that drug and alcohol tests are made for drivers.

Manager Operational Facilities advised that one of the gaps identified was the lack of policy on the management of fleet, specifically in operations. A drug and alcohol policy are in existence; therefore it is a matter of combining these into an overarching chain of

responsibility policy. At present, this is not yet a reality and Council is in the process of understanding these gaps. This would also require support from the Union.

General Counsel advised that this being considered when contracting services. Obligations of organisations are audited to ensure that they are complying, in order for Council to protect itself in the case of an incident.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the results from the Chain of Responsibility gap audit
2. Receive a further update on the actions taken by management to address the reported findings and recommendations.

Moved: Independent Gordon

Seconded: Cllr Shelton

9.3 IT Disaster Recovery Plan (DRP)

Chief Information Officer reported that the DRP has been reviewed by an independent consultancy firm. They provided recommendations, most of which were adopted by Council.

Penetration Testing exercises are made on a bi-annual basis to ensure the DRP works.

Queries & Discussion

- a) Independent Horne queried if the documentation can be accessed if the system is down.

Chief Information Officer advised that the documents are required to be printed also.

- b) Independent Gordon queried if anyone had advised on the Business Continuity Plan (BCP).

Operational Risk & Insurance Coordinator advised that InConsult Risk Management Consultants run the DRP exercises and they have reviewed the document numerous times. They assess the BCP annually as it is an evolving document.

- c) A/Director City Corporate added that Council is looking to connect these documents into an overarching framework, which will reveal any gaps in the overall strategy.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Endorse the draft IT DRP provided to the independent ARIC members under separate cover.

Moved: Independent Horne

Seconded: Independent Gordon

9.4 Business Continuity Exercise, Cyber Security Cover & Resilience Framework

Operational Risk & Insurance Coordinator provided an update on this item.

Council was required to exercise its BCP on account of various events in 2020 such as COVID19, bushfires and floods. The resilience framework is now available for application on a regular basis.

Queries & Discussion

- a) Independent Gordon queried whether IT management is comfortable with the BCP's guidance in rebuilding the entire system in a scenario of catastrophic failure or data loss. It was also queried whether the \$2.5 million per claim would be sufficient in the worst-case scenario.

Chief Information Officer advised that it is believed this amount will be sufficient, however it does not cover staff downtime. How this is to be reimbursed is a matter for further consideration.

Operational Risk & Insurance Coordinator added that as part of the Civic Risk Mutual Group, that level of cover was all that Council could receive in the market at the time. The market has been difficult in the last 2 years and Council is consistently seeking alternatives.

- b) Independent Gordon noted of long-term strategies undertaken by clients in local government involving cloud-based solutions.

A/Director City Corporate added that this is a consideration for future software solutions.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the report and attachments.

Moved: Cllr Shelton

Seconded: Independent Gordon

9.5 City Deal Update

Senior Policy Officer City Deal reported that the City Deal has been operating for 3 years and Council has been heavily involved in this space. The City Deal is currently undergoing an evaluation by the University of Newcastle to assess the commitments in terms of their appropriateness, efficiency and effectiveness.

This report was praised by the ARIC.

Queries & Discussion

- a) Independent Gordon sought to ascertain that the grant funding received for the City Deal was not lost.

The CEO advised that this would have been in relation to the liveability fund. There is no threat that these funds would not be used for the purposes intended.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Note this report.

Moved: Independent Gordon**Seconded:** Independent Horne**9.6 City Deals Open Data Project**

Senior Officer City Innovation reported on this item.

This project is part of the City Deal digital commitments. Part of the agreement was all of the Councils would publish open data. The 8 Councils have developed many sites which will be rolling out to the Western Parkland Cities site. An assessment process has been developed to ensure that personal information is not disclosed. To date, only publicly available data has been shared. The project is a work in progress. The website address of the project, while not yet aligned with Council's, will be circulated to the ARIC.

Queries & Discussion

- a) Independent Gordon advised that there is risk of failure to the project if it is rushed. It was questioned in what format the information is available for people with disability and those with English as a second language.

This was taken on notice.

RECOMMENDATION

That the Audit, Risk & Improvement Committee

1. Note the report.
2. Receive a response to the question on notice.

Moved: Independent Gordon**Seconded:** Cllr Shelton**9.7 LG Solutions Recommendations - Central Coast Council**

The Chief Financial Officer reported on this item. Most of the recommendations relate to changes of the code of accounting practice issued by Office of Local Government NSW.

Bonds and deposits have been classified as internally restricted funds. Central Coast Council (CCC) had 3 different funds which complicates accounting and reporting. This is not the case for Liverpool City Council (LCC). Staff report on restricted and unrestricted funds and cash levels to Council on a quarterly basis via the Budget Review Panel & Council reports. This will be further considered for inclusion in monthly investment reports.

Queries & Discussion

- a) Cllr Shelton requested an update on cashflow tracking in relation to unrestricted reserves.

Chief Financial Officer advised that this can be investigated. The Chairperson added that it would be ideal to implement the recommendations if add value. Cllr Shelton added that the recommendations could include a statement advising whether they would have made a difference with CCC.

Chief Financial Officer advised that CCC have a different view whether to categorise their water and sewerage funds as restricted, hence their financial failure. LCC is not subject to this complexity.

- b) Independent Gordon advised that he welcomes the manner in which the Councillors are communicated on regular basis with respect to budgeting information.

He suggested that domestic waste result is separated from the analysis for operating results. Domestic waste is a restricted asset which could be in surplus, and if so, could mask an underlying problem within the general fund.

Chief Financial Officer advised that this will be considered for internal reporting, however as per the accounting code, this separation is not prompted for external reporting purposes.

- c) The CEO highlighted that recent workshops were held for Councillors that also supplement the usual processes for budget reporting. Feedback received to date has been positive.

The Mayor added that staff have gone to great length in ensuring transparency of the income and expenditure information conveyed to Councillors.

Director, Financial Audit Services added that based on the views expressed from OLG information included in the financial statements is excessive and not required by the accounting standards. A lot of that information can be included in the internal reports.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note contents of this paper.

Moved: Independent Horne

Seconded: Independent Gordon

9.8 Enterprise Risk Management Report - March 2021

A/Head of ARI advised that the EMT have performed an annual risk review during the last quarter of all risks. Four new risks were highlighted and included in the report.

Queries & Discussion

- a) Cllr Shelton questioned how the probability of failure to monopolise on the City Deal commitments led to an overall high-risk rating along with the consequence of that failure.

A/Director City Corporate advised that the risk related to failure of council to take advantage of City Deals opportunities and lost opportunities, however, it is believed that the risk is reflective of the amount of benefit that will be capitalised. The risk will be reworded to provide more clarification.

Cllr Shelton expressed concern that he could not reconcile the concept of the benefit of the City Deal not being realised along with the extreme inherent risk rating.

A/Head of ARI advised that the likelihood rating of this risk occurring if Council took no action was categorised as almost certain. The consequence if Council took no action was categorised as major and the control effectiveness was listed as reasonably effective.

A/Head of ARI explained that the likelihood and consequence ratings given in assessing a new risk does not factor in any controls or actions Council is taking to manage the risk. It is ultimately the control effectiveness that determines the residual risk level. In this instance staff rated the controls as reasonably effective. If left unchecked, it is almost certain the benefits of the City Deal will not be realised.

Independent Gordon advised that it can be a normal practice for organisations to rate risks high, to maintain visibility over major projects.

The Chairperson requested for this query to be taken on notice and an update be provided at a future ARIC meeting.

Independent Gordon suggested that a one-page summary of risks for significant projects such as LCP, asbestos rehabilitation and the City Deal be included in future reports.

A/Head of ARI advised that an additional category can be included in the risk register to capture enable reporting on these.

- b) Independent Horne queried what had led to the other risks being identified of workplace harassment and anti-social behaviour.

A/Head of ARI advised that the EMT had asked for a risk assessment of the City Presentation environment. Recommendations were sought and the risks were well managed. It was noted that Council never had a specific workplace and harassment risk in the register.

The anti-social behaviour risk was identified at the libraries from their annual review.

Poor behaviour from the community during the peak of COVID19 in 2020 was experienced by Council's frontline customer service and library staff.

The CEO added that disputes and antisocial behaviour experienced during the peak of COVID19 was handled by management and the Internal Ombudsman at the time. This had implicated on staff, who were recognised for their professionalism in their conduct.

- c) The Chairperson acknowledged the training update and the work Council is undertaking in this space. It was requested that Council consider implementing a matrix that considers the benefits of the training and what Council is trying to achieve, whether it be compliance, better risk management etc.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the Enterprise Risk Management report.
2. Receive a report on all training outstanding across Council, to enhance oversight over Council's governance and risk management frameworks. The report should include but not be limited to Code of Conduct, Fraud and Corruption, Conflicts of Interest and the risk of non-compliance.
3. Receive a further update on the City Deals risk on the rationale used in rating the risk.
4. Receive future summary reports on key strategic projects such as LCP, asbestos rehabilitation and City Deals.

Moved: Independent Horne

Seconded: Independent Gordon

10. GOVERNANCE, COMPLIANCE & FRAUD

10.1 Legal Affairs Report

This report was taken as read. General Counsel reported that a number of matters have been resolved and negotiated. Conversations within the team at present revolves around stepping back from entering into the legal environment and seeking the desired outcome.

Queries & Discussion

- a) Cllr Shelton queried whether there is a current model litigant policy.

This was taken on notice.

- b) Independent Gordon questioned if it were possible to have a one-page report summarising the key litigation that may have significant financial or reputational impact. The individual determinations attached to the last Legal Affairs report is not required for the purpose of the committee.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the report containing the legal affairs of Liverpool City Council.
2. Receive confirmation on whether Council has a current litigant policy.

Moved: Independent Horne

Seconded: Independent Gordon

10.2 Quarterly Procurement Activity Report - Statistical Trend Analysis

This report was taken as read.

Queries & Discussion

- a) Independent Gordon raised a query relating to procurement exemptions.

A/Director City Corporate advised that Council considers exemptions seriously. Typically they are found in the IT space, which is considered a procurement risk with IT spend. After purchasing software, an organisation has no option to switch to alternatives if necessary. Provided there is business rationale and it is approved by the CEO, these are allowed via delegation outside of the procurement process.

- b) General Counsel acknowledged the work that the team have provided in capturing efficient value in procurement.

- c) Independent Horne queries whether the minimising of employee reimbursement through the procurement system was going ahead as this conflicted with the update received in the conflicts of interest fraud prevention analytics mentioned earlier in the agenda.

A/Director City Corporate advised that is indeed the case and Procurement will aim to minimise such reimbursements.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the procurement statistical & trend analysis report.

Moved: Cllr Shelton

Seconded: Independent Horne

10.3 Procurement Management in Local Government - GAP Analysis

This report was taken as read.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the Procurement gap analysis.

Moved: Cllr Shelton

Seconded: Independent Gordon

10.4 Biannual Budget Update - March 2021

The Chief Financial Officer reported that the third quarter budget review indicated that Council would end with a \$9.2 million net operating deficit result.

Despite recent ban on NSW Councils to collect compliance levy from 1st July 2021, Council will continue to provide compliance activities. It is not yet known what forms of other compensating cost recovery options will be provided. Further guidance from the Government is expected. Election expenses of approximately \$1.1 million will be incurred in September 2021.

Queries & Discussion

- a) Independent Gordon queried how the \$3 million grant from the Western Sydney Planning Partnership will be used.

The Chief Financial Officer confirmed this will be spent on consultancy. If this is unspent by 30 June, the funding will carry over into the next year, therefore it will not be lost.

- b) Cllr Shelton raised discussions at previous workshops regarding the depreciation policy. It was queried whether under or over depreciation is possible under the policy.

The Chief Financial Officer advised that the depreciation is driven by the condition and value of the assets. A report is being compiled by I&E for the information of Councillors.

- c) The CEO added that as part of the organisational review, part of this will involve a review of the facilities management practice across Council. It will involve a movement out of the property team into the Infrastructure & Environment directorate. Council can report back on the progress of this.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the biannual budget update.

Moved: Cllr Shelton

Seconded: Independent Gordon

10.5 Long term Property Acquisitions / Hardships

This report was taken as read.

Queries & Discussion

- a) The Chairperson questioned IPART's position in adjusting the \$30,000 cap.

The CEO ascertained that this process is currently under consultation. A submission will be made by Council soon.

A/Director City Corporate added that the cap had been lifted. For this to have occurred, it required Council's contribution, while subject to IPART to approve the plan. IPART are heavily involved in considering cost pressures for growth Councils, and Council is hoping to achieve a special rate variation that is ongoing. An announcement is expected in September this year.

The Chairperson expressed concern of the cap for developers to be carried over at the expense of rate payers.

- b) A/Director City Corporate took a query on notice for Cllr Shelton in relation to whether the Moorebank Voluntary Acquisition Scheme properties still to be acquired is included in the figures presented in the staff report.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the long-term property acquisitions report.
2. Receive clarification on whether the properties identified under the Moorebank Voluntary Acquisition Scheme was included in the report.

Moved: Independent Horne

Seconded: Independent Gordon

10.6 ICAC Operation Dasha - Gap Analysis

This report was taken as read.

A/Head of ARI advised that 23 recommendations had resulted from this report. Council staff have conducted a GAP analysis into these to determine how operations are tracking.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the gap analysis of Council processes against the reported recommendations made by the ICAC.
2. Receive updates on the implementation of any corrective actions identified in the corrective actions through Internal Audit's normal tracking system.

Moved: Cllr Shelton
Horne

Seconded: Independent

11. SERVICE REVIEW & IMPROVEMENT

11.1 Integrated Planning and Reporting Framework - Performance Update

This report was taken as read.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Notes and receives the Biannual Performance Report for period July-December 2020.

Moved: Cllr Shelton
Horne

Seconded: Independent

11.2 Process Mapping Way Forward

A/Head of ARI reported that the usage of Promapp was reviewed and the EMT decision was to phase out the software. The attached report describes how Council can transition out of Promapp.

Queries & Discussion

- a) Cllr Shelton questioned the alternative software to be used.

A/Head of ARI advised that approximately 500 processes are currently mapped. A high-level review of these processes is being made to determine if they have been documented as policies and standards elsewhere in the organisation. If they have, they do not require to be captured again and they will be moved to the policy register for monitoring. Those processes not captured elsewhere, an implementation date will be arranged to ensure they are captured into a standard or procedure.

- b) Cllr Shelton queried the rationale behind this decision.

The Chairperson confirmed that this is labour intensive and does not yield sufficient value. The current work made will not be lost. Not many staff use the software.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the report of phasing out of process mapping.
2. Receive future updates on the conversion progress.

Moved: Cllr Shelton
Horne

Seconded: Independent

12. ARIC SUPPORT

12.1 ARIC Charter (Terms of Reference)

This report was taken as read.

A/ Head of ARI gave a brief outline of the changes to the ARIC Charter. The Charter was reviewed and based on the model NSW Treasury Charter. The main changes in the charter is surrounding the maximum membership term of independent members, in addition any disputes between the ARIC members, CEO and CAE is to be resolved by Council.

The CEO acknowledge the value and experience the Independents bring to the ARIC in terms of best practice.

Independent Gordon added that he would move this recommendation based on the amendments proposed to the A/Head of ARI ahead of the meeting.

A/Head of ARI confirmed that these were in relation to the quality assurance and improvement program in the charter, meeting off camera with the independents.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Endorse the Draft ARIC Charter for resolution by the elected body of Council.

Moved: Independent Gordon

Seconded: Independent Horne

12.2 Internal Audit Charter

This item was taken as read.

Changes to the Internal Audit Charter will be made in accordance with the amendments proposed by Independent Gordon prior to the meeting.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Endorse the revised Internal Audit Charter for adoption by the governing body of Council.

Moved: Independent Gordon

Seconded: Independent Horne

13. GENERAL BUSINESS (FOR INFORMATION)

13.1 Budget Review Minutes

This report was taken as read.

It was acknowledged that positive commentary was received by the Councillors in relation to the level of information they have on Council's budgeting reviews.

RECOMMENDATION

That the Audit, Risk & Improvement Committee:

1. Receive and note the Minutes of the Budget Review Panel Meeting.

Moved: Cllr Shelton
Horne

Seconded: Independent

14 CLOSE

The Chairperson closed the meeting at 12:29 pm.

15 NEXT MEETING

Friday, 13 August 2021, 35 Scott Street, Level 6 Boardroom & Microsoft Teams,
9:30 am – 12:30 pm



AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER

Adopted: *(Current date)*

TRIM *(Number)*



AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER

DIRECTORATE: Office of the CEO

BUSINESS UNIT: Audit Risk & Improvement

1. PURPOSE/ OBJECTIVES

The objective of the Committee is to provide independent assistance to Liverpool City Council by monitoring, reviewing and providing advice about the organisation's governance processes, risk management and control frameworks and its external accountability obligations.

2. INTERPRETATION

For the purpose of this Charter:

- a) "Act" means the *Local Government Act* 1993.
- b) "Committee" means the Audit, Risk and Improvement Committee.
- c) "CEO" means Council's Chief Executive Officer.
- d) "Code" means Code of Meeting Practice'
- e) "Governing Body" means the elected representatives of Council (Councillors).
- f) "Member" means a voting member of the Committee.
- g) "Chief Audit Executive" means the Head of Audit, Risk and Improvement.
- h) "Observer" means the person attends the meeting but has no voting rights.

3. AUTHORITY

Liverpool City Council authorises the Committee, within the scope of its role and responsibilities, to:

- obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including the Governing Body of Council, at committee meetings;
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities. The payment of costs for that advice by Council is subject to the prior approval of the Governing Body.

4. COMPOSITION AND TENURE

The members should collectively develop, possess and maintain a broad range of skills and experience relevant to the operations, governance and financial management of the Council, the environment in which the Council operates and the contribution that the Committee makes to the Council. At least one member of the Committee shall have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

4.1 Voting Members

Governing Body Representatives

Two Councillors, including the Deputy Mayor, shall be the Council representatives on the Committee. All other Councillors are welcome to attend the meetings, however, they would not have voting rights.

Councillors will be elected by 30 September each year to the Committee for a 12-month period.

Independent Members

Three (3) independent members. These members will participate equally with others in terms of discussion and debate and will also have voting rights.

Independent members will be appointed for an initial period of three (3) years and not exceeding five (5) years, after which they will be eligible for extension or re-appointment for a further term(s) subject to a formal review of their performance. The total term on the Committee will not exceed eight (8) years.

Current employees of all NSW government sector agencies other than State Owned Corporations cannot serve as members or chair of the Committee.

The changeover of the independent members on the ARIC is staggered with one independent member being replaced or reappointed at a different time to allow for continuity and transfer of corporate knowledge.

The governing body of Council will appoint the chair and members of the Committee on recommendation by the Chief Audit Executive after consultation with the CEO.

Chairperson

The chair shall be an independent member, appointed for one (1) term only for a period of at least three (3) years, with a maximum period of five (5) years. The term of appointment for the chair can be extended but any extension shall not cause the total term to exceed five (5) years as a chair of the Audit, Risk and Improvement Committee.

If the Chairperson 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.

The election of an Acting Chairperson must be conducted by voting members and will be an independent member.

4.2 Observers

The CEO (or delegate), the Chief Financial Officer, the Chief Audit Executive and External Auditors will be observers to the Committee.

All elected members of Council may attend the meetings of the Committee.

Council staff, subject matter experts, stakeholders and community members may be invited to participate in the Committee from time to time, as determined by the Committee as non-voting members.

A Council staff member will attend the meeting 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.

5. ROLES AND RESPONSIBILITIES

The Committee is an advisory committee of Council and has no executive powers unless authorised by legislation or by a Council resolution.

The Committee is directly responsible and accountable to the Governing Body for the exercise of its responsibilities. In carrying out its responsibilities, the Committee shall at all times recognise that primary responsibility for management of the Council rests with the governing body of Council.

The Committee is able to investigate any activity that is within this charter and is able to seek any Council information (except that which is covered under the *Public Interest Disclosures Act 1994*) from any employee of Council, within the scope of its responsibilities.

The Committee is able to seek independent professional advice.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Governing Body from time to time.

The Committee's responsibilities include:

5.1 RISK MANAGEMENT

- review whether management has in place a current and appropriate risk management framework that is consistent with AS ISO 31000:2018;
- assess and advise on the maturity of Council's risk management framework and risk culture;
- consider the adequacy and effectiveness of the internal control and risk management frameworks by reviewing reports from management, internal audit and external audit, and by monitoring;
- management responses and actions to correct any noted deficiencies;
- review the impact of Council's risk management on its control environment and insurance arrangements;
- review Council's fraud and corruption control framework including the fraud control plan and be satisfied that Council has appropriate processes and systems in place to capture and effectively investigate fraud related information;
- seek assurance from management that emerging risks (including, but not limited to, climate risk and cyber risk) are being identified and addressed;

- seek assurance from management and Internal Audit that risk management processes are operating effectively, and relevant internal control policies and procedures are in place and that these are periodically reviewed and updated;
- review whether a sound and effective approach has been followed in developing risk management plans for major projects, programs or undertakings; and
- review whether a sound and effective approach has been followed in establishing Council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically.

5.2 FINANCIAL MANAGEMENT AND PERFORMANCE MANAGEMENT

- assess the policies and procedures for management review and consideration of the financial position and performance of Council including the frequency and nature of that review (including the approach taken to addressing variances and budget risks);
- review the financial statements and provide advice to Council (including whether appropriate action has been taken in response to audit recommendations and adjustments) and recommend their signing by Council satisfy itself that the financial statements are supported by appropriate management signoff on the statements;
- review cash management policies and procedures;
- review policies and procedures for collection, management and disbursement of grants and tied funding;
- review the processes in place designed to ensure that financial information included in the Council's annual report is consistent with the signed financial statements; and
- satisfy itself that the Council appropriately measures and reports on its performance against objectives.

5.3 GOVERNANCE, COMPLIANCE AND FRAUD CONTROL

- determine whether management has appropriately considered legal and compliance risks as part of the Council's risk assessment and management arrangements;
- review the effectiveness of the system for monitoring the Council's compliance with applicable laws, regulations and associated policies;
- seek assurance that the appropriate exercise of delegations is monitored and reviewed;
- seek assurance that changes in key laws, regulations, internal policies and Accounting Standards affecting Council's operations are being monitored at least once a year, and appropriately addressed;
- review Council's process for communicating the code of conduct to staff and seek assurance as to compliance with the code;
- review policies and processes for identifying, analysing and addressing complaints; and
- review whether management has taken steps to embed a culture which is committed to ethical and lawful behavior.

5.4 INTERNAL AUDIT

- review and provide advice to Council on the internal audit policies and procedures;
- review the risk-based audit methodology;
- review the internal audit coverage and annual work plan, ensure the plan is risk based and aligned and recommend approval of the plan by Council;
- advise Council on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan;

- review audit findings and related recommendations, particularly those that have been assessed as a high risk if audit finding recommendations are not implemented;
- provide advice to Council on significant issues identified in audit reports and action taken on these issues, including identification and dissemination of good practice;
- monitor management's implementation of internal audit recommendations;
- review and endorse the internal audit charter including ensuring the appropriate structures, authority, access to senior management and reporting arrangements are in place;
- provide advice to Council on the results of any external assessments of the internal audit function;
- provide advice to Council on the appointment or replacement of the Chief Audit Executive;
- assess the overall effectiveness and evaluate the performance of the Chief Audit Executive and internal audit function; and
- Committee Chair to contribute to the Chief Audit Executive's regular performance review.

5.5 EXTERNAL AUDIT

- act as a forum for communication between the Governing Body, senior management and internal and external audit;
- provide feedback on the financial audit coverage proposed by external audit and be informed of planned performance audit scope prior to their commencement; and
- review all external plans and reports (including management letters) in respect of planned or completed audits and monitor management's implementation of audit recommendations.

6. RESPONSIBILITIES OF MEMBERS

Members of the Committee are expected to understand and observe the requirements of the NSW Audit & Risk Management guidelines for Local Councils. Members are also expected to:

- make themselves available as required to attend and participate in meetings;
- contribute the time needed to study and understand the papers provided;
- apply good analytical skills, objectivity and good judgement;
- abide by the relevant ethical codes; and
- express opinions, frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

7. REPORTING

The Committee will regularly, but at least once a year, report to the Governing Body on its operation and activities during the year. The report should include:

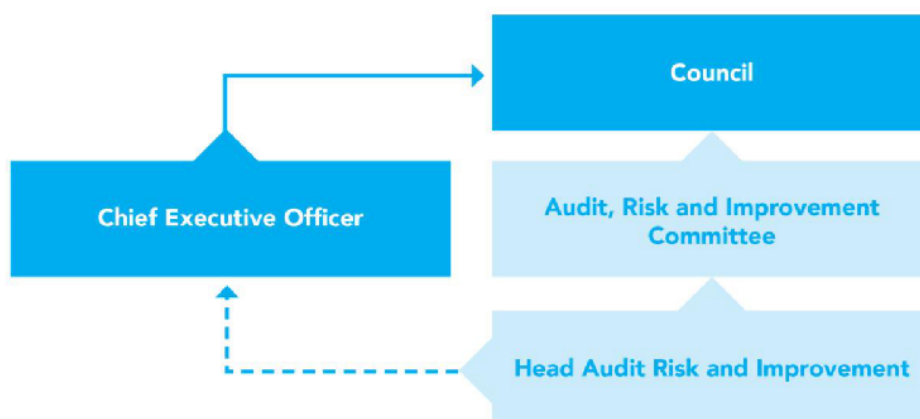
- an overall assessment of the Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting the Council;
- a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended;
- a summary of the Council's progress in addressing the findings and recommendations made in internal and external reports; and
- a summary of the Committee's assessment of the performance of internal audit.

The Committee may, at any time, report to Council any other matter it deems of sufficient importance to do so. In addition, at any time an individual committee member may request a meeting with the Governing Body.

8. REPORTING LINES

The Committee shall at all times ensure it maintains a direct reporting line to and from internal audit and act as a mechanism for internal audit to report on functional matters.

The dotted line represents the 'administrative' reporting line and the bold line represents the 'functional' reporting line:



9. ADMINISTRATIVE ARRANGEMENTS

9.1 MEETINGS

The Committee will meet at least four (4) times per year. A special meeting may be held to review the Council's annual financial statements.

The chair is required to call a meeting if requested to do so by the Governing Body, or another Committee member.

An 18-month Work Plan, including meeting dates and agenda items, will be reviewed by the Committee on an annual basis. The meeting plan will cover all of the Committee's responsibilities as detailed in this charter.

The remuneration per Independent Chair and Member will be determined and monitored by the Governing Body of Council.

9.2 ATTENDANCE AT MEETINGS AND QUORUMS

The quorum for a meeting is three voting members, including one Councillor and two independent members. Meetings can be held in person, by telephone or by video conference.

In the event no Councillor is in attendance within fifteen minutes of the scheduled commencement of a meeting, then any Councillor in fact present shall be deemed to be a Councillor member for the purpose of that meeting and shall be entitled to the same rights of participation as a Councillor elected to the role and where more than one Councillor is so present then the Chairperson shall in the absence of agreement otherwise conduct a vote in such manner as he or she sees fit to determine which Councillor shall be so selected.

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

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.

Committee members, if necessary, are able to have in-camera discussions. The Chief Audit Executive external audit representatives and any other agency representatives may attend Committee meetings, except where the Committee members wish to have in-camera discussions. The Committee may also request the Chief Financial Officer or other employees attend committee meetings or participate for certain agenda items.

The Committee will meet separately with both the internal and external auditors at least once a year in-camera.

9.3 MEMBERS OF THE PUBLIC

Meetings of the Committee are not open to members of the public as most matters or business considered may not be disclosed in accordance with the provisions of sections 10A and 10B of the Act. However, the Committee can decide to open the meeting or a part of the meeting to the public, subject to the agreement of the Chairperson, in after consultation with the CEO (or delegate), in circumstances where the confidentiality, privilege or security of information or of a matter are protected from disclosure in accordance with the provisions of sections 10A, 10B and 10C of the Act.

10. SECRETARIAT

The Chief Executive Officer will appoint a person to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the chair, at least one (1) week before the meeting and ensure the minutes of the meetings are prepared and maintained. Minutes shall be approved by the chair and circulated within [agreed timeframe] of the meeting to each member and committee observers, as appropriate.

11. CONFLICTS OF INTEREST

Once a year, the Committee members will provide written declarations to Council stating they do not have any conflicts of interest that would preclude them from being members of the Committee.

Committee members shall declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately documented in the minutes.

Where members or observers at committee meetings are deemed to have an actual, or perceived, conflict of interest, the Chair (or a quorum of the Committee if the conflict of interest

arises from the Chair) may excuse them from Committee deliberations on the issue where a conflict of interest exists.

12. MEETINGS PRACTICE AND PROCEDURES

- 12.1 Unless otherwise specified in this charter, Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 12.2 The Committee must observe the provisions of any other relevant Council policies and procedures.
- 12.3 Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 12.4 The minutes of each Committee meeting shall be submitted to the next available Council meeting and confirmed at the following Committee meeting.

13. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

All members of the charter are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Panel.

If a member of the charter breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.

If a Charter member has a pecuniary interest in any matter with which the charter is concerned, and is present at a meeting of the charter at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.

A member of the charter who has a non-pecuniary conflict of interest in any matter with which the charter is concerned and is present at a meeting of the charter at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the charter 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.

A Charter member will deal with a non-pecuniary conflict of interest in at least one of these ways:

- Where the potential for conflict is deemed minimal, take no action. However, the Councillor or charter member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
- Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.

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

14. CONFIDENTIALITY AND MANAGING PRIVACY

Charter members, through their involvement on the Charter, may come in contact with confidential or personal information retained by Council. Charter members are required to maintain confidentiality and security in relation to any such information and not access, use or remove that information, unless authorised to do so.

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.

Should a charter member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

15. DISPUTE RESOLUTION

Disputes between the Chief Executive Officer and/or the Chief Audit Executive are to be resolved by the Audit, Risk and Improvement Committee. Disputes with the Committee are to be resolved by the Governing Body.

16. DISCIPLINARY ACTION

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

17. MEDIA PROTOCOL

The Chairperson is the only person permitted to speak to the media on behalf of the Committee, subject to obtaining the approval of the Mayor in accordance with section 226 of the Act.

No other member of the Committee is permitted to speak to the media in their capacity as a Committee member.

18. REVIEW OF THE COMMITTEE AND THIS CHARTER

The Chairperson will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chairperson), with appropriate input sought from the Committee members, internal and external auditors, and senior management frequently in attendance at meetings.

At least once every two years the Committee will review this charter and submit a report to the Governing Body regarding this review.

Any substantive changes to this Charter will be recommended by the Committee and formally approved by the Governing Body.

AUTHORISED BY
Council Resolution

EFFECTIVE FROM

This date is the date the charter was approved by the Council.

REVIEW DATE

The charter must be reviewed every four years or more frequently depending on legislative or policy changes occur.

VERSIONS

The current and previous version of the Charter should be set out in the following table.

Version	Amended by	Changes made	Date	TRIM Number
1	Council Resolution	Not applicable	11 August 2004	98014.2006
2	Council Resolution	Complete review	28 July 2008	223379.2008
3	Council Resolution	Membership	5 November 2012	261516.2013
4	Council Resolution	Complete review	25 February 2015	015979.2015
5	Council Resolution	Membership	30 March 2016	085751.2016
6	Council Resolution	Committee name change	29 March 2017	083598.2017
7	Council Resolution	Independent members and minor changes	26 April 2017	091206.2017
8	Council Resolution	Change in quorum	28 June 2017	145300.2017
9	Council Resolution	Change in term of independent members	26 July 2017	203729.2017
9	Council Resolution	Changes to Quorum and recommendations	29 August 2018	242752.2018
10	Council Resolution	Better practice alignment		



INTERNAL AUDIT CHARTER

Adopted: *(Current date)*

TRIM *(Number)*



INTERNAL AUDIT CHARTER

DIRECTORATE: Office of the CEO

BUSINESS UNIT: Audit Risk & Improvement

1. Introduction

Liverpool City Council has established the Audit, Risk and Improvement unit as a key component of Council's governance framework.

This charter provides the framework for the conduct of the internal audit function in Council and has been approved by Council taking into account the advice of the Audit, Risk and Improvement Committee.

2. Definitions

For the purpose of this Charter:

- a) "Act" means the *Local Government Act 1993*.
- b) "Committee" means the Audit, Risk and Improvement Committee.
- c) "CEO" means Council's Chief Executive Officer.
- d) "Governing Body" means the elected representatives of Council (Councillors).
- e) "CAE" means Council's designated Chief Audit Executive (Head of Audit, Risk and Improvement).
- f) "Observer" means the person attends the meeting but has no voting rights.

3. Purpose of Internal Audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve an organisations operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Council has established an Internal Audit team in accordance with the Guidelines issued under Section 23A of the Local Government Act 1993.

Internal audit provides an independent and objective review and advisory service to:

- provide assurance to the Council, and the Audit, Risk and Improvement Committee, that Council financial and operational controls, designed to manage the Council's risks and achieve Council's objectives, are operating in an efficient, effective and ethical manner, and
- assist management in improving the Council's business performance.

Internal Audit is managed by the Head of Audit, Risk and Improvement who is the designated CAE within Council. The HARI is the responsible position within Council for internal audit activities, as defined in the International Standards for the

Professional Practice of Internal Auditing (Standards) issued by the Institute of Internal Auditors.

4. Independence

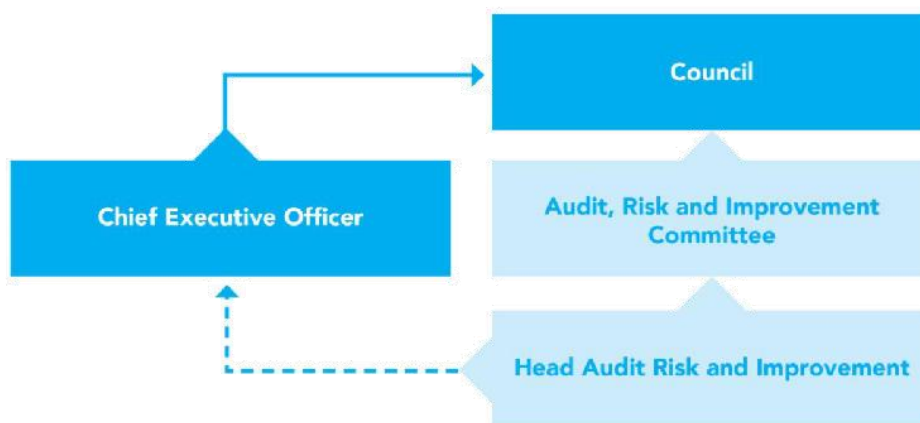
Independence is essential to the effectiveness of the internal audit function. Internal audit activity shall be independent, and internal auditors shall be objective in performing their work. Internal auditors shall have an impartial, unbiased attitude and avoid any conflicts of interest.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities [except in carrying out its own functions].

The internal audit function is responsible on a day to day basis to the CAE.

The internal audit function, through the CAE, reports functionally to the Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the Chief Executive Officer (CEO) to facilitate day to day operations. The CAE has direct access to the CEO to discuss audit and risk issues when required.

The dotted line represents the 'administrative' reporting line and the bold line represents the 'functional' reporting line.



5. Authority and confidentiality

Internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information that the CAE considers necessary to enable the internal audit function to meet its responsibilities.

When responding to requests, Council staff and contractors should cooperate with the internal audit function and must not knowingly mislead the internal audit function or wilfully obstruct any audit activity.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The CAE and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

All internal audit documentation is to remain the property of Liverpool City Council.

6. Roles and responsibilities

The internal audit function shall evaluate and contribute to the improvement of governance, risk management, and control processes using a systematic and disciplined approach.

In the conduct of its activities, the internal audit function will play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes and
- promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards.

Internal audit activities will encompass the following areas:

Audit activities including audits with the following orientation:

- **Risk Management**
 - evaluate the effectiveness, and contribute to the improvement, of risk management processes
 - provide assurance to Council and the ARIC on the effectiveness of the risk management framework including the design and operational effectiveness of internal controls
 - provide assurance that risk exposures relating to the Council's governance, operations, and information systems are correctly evaluated, including:
 - reliability and integrity of financial and operational information
 - effectiveness, efficiency and economy of operations and
 - safeguarding of assets
- **Compliance**
 - compliance with applicable laws, regulations and Government policies and directions.
- **Performance improvement**
 - the efficiency, effectiveness and economy of Council's business systems and processes.

Advisory services

The internal audit function can advise Council's management on a range of matters including:

New programs, systems and processes

- providing advice on the development of new programs and processes and/or significant changes to existing programs and processes including the design of appropriate controls.

Risk management

- assisting management to identify risks and develop risk treatment and monitoring strategies as part of the risk management framework

Fraud and corruption control

- evaluate the potential for the occurrence of fraud and how the Council manages fraud risk
- assisting management to investigate fraud, identify the risks of fraud and develop fraud prevention and monitoring strategies
- assisting management to develop, implement and maintain a fraud and corruption control framework to prevent, detect and manage fraud and corruption.

Audit support activities

The internal audit function is also responsible for:

- managing the internal audit function
- assisting the Audit, Risk and Improvement Committee to discharge its responsibilities
- monitoring the implementation of agreed recommendations
- disseminating across Council better practice and lessons learnt arising from its audit activities.

7. Scope of internal audit activity

Internal audit reviews may cover all programs and activities of the Council. Internal audit activity encompasses the review of all financial and non-financial policies and operations.

8. Standards

Internal audit activities will be conducted in accordance with this Charter, the relevant Internal Audit and Risk Management Framework for Local Council's in NSW and with relevant professional standards including International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

In the conduct of internal audit work, internal audit staff will:

- comply with relevant professional standards of conduct
- possess the knowledge, skills and technical proficiency relevant to the performance of their duties. This includes consideration of current activities, trends and emerging issues, to enable relevant advice and recommendations
- be skilled in dealing with people and communicating audit, risk management and related issues effectively
- exercise due professional care in performing their duties.

9. Relationship with external audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

10. Planning

The CAE will prepare a risk-based annual internal audit work plan in a form and in accordance with a timetable agreed with the Audit, Risk and Improvement Committee.

11. Reporting

The CAE will report to each meeting of the Audit, Risk and Improvement Committee on:

- audits completed
- progress in implementing the annual audit work plan, and
- the implementation status of agreed internal and external audit recommendations.

The internal audit function will also report to the Audit, Risk and Improvement Committee at least annually on any systemic issues requiring management attention based on the work of the internal audit function.

12. Quality Assurance and Improvement Program

The CAE shall oversee the development and implementation of a quality assurance and improvement program for Internal Audit, to provide assurance that internal audit work conforms to the Standards and is focused on continuous improvement.

The CAE will arrange for an internal review, at least annually, and a periodic independent review, at least every five (5) years, of the efficiency and effectiveness of the operations of the internal audit function. The results of the reviews will be reported to the committee who will provide advice to the elected Council on those results.

13. Administrative arrangements

Any change to the role of the CAE will be approved by the Governing Body of Council in consultation with the Audit, Risk and Improvement Committee.

14. Review of the charter

This charter will be reviewed at least once every two years by the Audit, Risk and Improvement Committee. Any substantive changes will be formally approved by the Governing Body on the recommendation of the Audit, Risk and Improvement Committee.

AUTHORISED BY
Council Resolution

EFFECTIVE FROM
This date is the date the charter was approved by the Council.

VERSIONS

The current and previous version of the Charter should be set out in the following table.

Version	Amended by	Changes made	Date	TRIM Number
1	Council Resolution	Incorporated	22 March 2010	183428.2009
2	Council Resolution	Complete review	17 June 2015	128846.2015
3	Council Resolution	Change of Committee name	29 March 2017	083354.2017
4	Council Resolution	Better practice alignment		

CTTE 03

**Minutes of the Liverpool Youth Council Meeting
held Tuesday 11 May 2021**

Strategic Direction	Leading through Collaboration Encourage community participation in decision-making
File Ref	170964.2021
Report By	Galavizh Ahmadi Nia - Manager Community Development and Planning
Approved By	Tina Bono - Acting Director Community & Culture

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Liverpool Youth Council Meeting held on Tuesday 11 May 2021.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Liverpool Youth Council Meeting held on Tuesday 11 May 2021; and
2. Endorse the recommendations in the Minutes.

REPORT

The Minutes of the Liverpool Youth Council held on Tuesday 11 May 2021 are attached for the information of Council.

The minutes contain the following actions or Committee recommendations:

- Youth Liaison Simbarashe Zimbudzana to contact the Manager of Headspace Liverpool and Child and Adolescent Family (CAFS) to seek support regarding co-branding stationery resources with Liverpool Youth Council.
- The Community Development Worker (Youth) to liaise further with Youth Council members to book in dates and a meeting venue for the Mental Health First Aid Training.
- Youth Council members are invited to support and mentor the students of the 2168 Children's Parliament. A mentoring session is planned for Wednesday 2 June from 11.30am – 2.00pm at the Liverpool Council Chambers.

The training and stationery costs mentioned above will be allocated from the Youth Council's operating budget for the 2020/21 financial year.

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.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Minutes Liverpool Youth Council 11 May 2021



Minutes

MINUTES OF LIVERPOOL YOUTH COUNCIL MEETING

11 May 2021

COUNCILLORS:

Mayor Wendy Waller
Councillor Charishma Kaliyanda
Councillor Geoff Shelton

Liverpool City Council
Liverpool City Council
Liverpool City Council

COMMITTEE MEMBERS:

Emily D'Silva
Phillip Gigliotti
Simbarashe Zimbudzana
Mustafa Sawalhi
Vishal Kunnathur Senthilkumar
Alyssia Dower
Ella-Jay Nuttall
Jorja Suga

President (**Chairperson**)
Deputy President
Youth Liaison Representative
Treasurer
Secretary (**Minutes**)
Media Assistant
Youth Councillor
Youth Councillor

COUNCIL ATTENDEES:

Derek Tweed
Melodie Wright

Liverpool City Council
Liverpool City Council, Student Placement

APOLOGIES:

Councillor Nathan Hagarty
Sonia Sharma
Mikaela Jenkins
Adrian Lal
Natasha Ferrer

Liverpool City Council
Media Representative
Youth Councillor
Youth Councillor
Youth Councillor



Minutes

1. WELCOME, ATTENDANCE AND APOLOGIES

President Emily D'Silva opened the meeting at 6.10pm and welcomed everyone to the meeting. Emily commenced the meeting with an Acknowledgement to Country.

2. DECLARATIONS OF INTEREST

Nil.

3. YOUTH WEEK REVIEW

Youth Week 2021 was a success with five activations across the Liverpool LGA. The Liverpool Youth Council were responsible for the planning and delivery of two activities; a 3-on-3 Basketball Competition and a Movie Night, both held at Michael Clarke Recreation Centre.

- The 3-on-3 Basketball Competition was cancelled due to a lack of sufficient number of registrations. Feedback and interactions with promotional items about the competition on Council's social media was positive, however that interest didn't translate into enough registrations to deliver the competition;
- The Movie Night was delivered successfully. Attendees were surveyed and responded positively to the event, particularly in regard to the free family-focussed offerings including bean bags, popcorn and fairy floss;
- The Movie Night had strong social media interactions with a total of 275 registrations. The final attendance was 105 people;
- Youth Council members suggested that young people may be hesitant to pre-register for such events, and generally prefer to register on the day; and
- Youth Council members suggested promotion of events through schools, such as by attending assemblies and printing posters to display at schools and youth centres may attract more interest.

Other Youth Week activities were planned and delivered by external not-for-profit organisations who successfully received a funding grant from Council to host an event.

Further information will be provided to Youth Council through the acquittal process in the coming weeks for the following projects:



Minutes

- The Future is YOU with CORE Community Services;
- Bonding With Mother Nature with the Cultural Diversity Network; and
- Making Things Happen Together with the Australian Foundation for Disability.

Moved: Phillip Gigliotti

Seconded: Alyssia Dower

MOTION: That the information be received and noted.

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

4. CONFIRMATION OF PREVIOUS MINUTES

The minutes from the meeting held on 13 April 2021 were confirmed as a true record of that meeting.

Moved: Philip Gigliotti

Seconded: Alyssia Dower

MOTION: That the information be received and noted.

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

5. BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from the previous minutes.

6. CORRESPONDENCE

There was no correspondence tabled at this meeting.

7. COUNCILLOR UPDATE

The following update from the Council meeting held on 28 April 2021 was provided:

- At its March meeting, Council discussed further financial funding for the RAID Moorebank group opposing the Intermodal. The motion to provide further funding to RAID was lost and a motion to rescind the motion from the March meeting was put to the April meeting. This rescission motion was declared lost based on the Mayor's deciding vote;



Minutes

- Council discussed the proposed realignment of Liverpool Hospital's Helicopter Flight Plan. Council resolved to direct the CEO to prepare a planning proposal which is then to be forwarded to Liverpool Local Planning Panel for advice;
- The maintenance of nature strips and verge mowing policy was brought to Council. The matter was deferred by Council for further consideration;
- Council approved 12 applicants to represent the Design Excellence Panel for a period of two years;
- Council requested a further report into the refinement of the draft Warwick Farm Racing Precinct Structure Plan, draft Planning Proposal and draft Contributions Plan;
- Two historic wells have been uncovered during the demolition works for the Civic Place development, providing historical insight to life in Liverpool in the past;
- An ANZAC Day commemorative ceremony was held in Bigge Park in partnership with the Liverpool RSL. Due to COVID-19, numbers in attendance were limited however the service was live streamed on Council's website;
- Council discussed the recent detection of Australian bat lyssavirus (ABLV) among flying-foxes in Western Sydney. The disease is spread through the saliva of an infected bat, so you are not at risk from bat urine or droppings if you live, play or walk near their colonies; and
- Food insecurity is a rising issue following COVID. Council continues to engage with known charities, government funded agencies and religious groups to help coordinate a balanced delivery of free food services to the community.

Moved: Alyssia Dower

Seconded: Phillip Gigliotti

MOTION: That the information be received and noted.

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

8. YOUTH WORKER'S REPORT

The Community Development Worker (Youth) provided the following updates.



Minutes

8.1 April school holiday program activities and participation levels

The following activities were held as part of Council's April school holiday program. There was a high degree of participation and engagement with all activities:

- Learn to skate workshops with Totem Collective: three sessions were held at Carnes Hill Skatepark and one session at Kelso Skatepark with a total of 116 participants;
- Inflatable Sports Zone with Bubbling with Energy at Carnes Hill with a total of 120 participants;
- Youth outreach and sausage sizzle with CORE Community Services: two sessions were held at Carnes Hill Skatepark with a total of 100 participants;
- Art in the Skatepark with the Lebanese Muslim Association at Carnes Hill: two sessions were held at the Picnic Area with a total of 17 participants;
- Basketball Clinic with Hoops Connect: one session was held at Carnes Hill Skatepark, and one session was held at Warwick Farm with a total of 56 participants; and
- Games bus and outdoor laser tag with Games 2U: one session was held at Carnes Hill with a total of 120 participants for the gaming bus and 65 participants for laser tag.

Further school holiday activities are planned for the June/July holiday period. Information regarding these activities will be forthcoming at future Youth Council meetings.

8.2 2168 Children's Parliament

Youth Council members are invited to support and mentor the students of the 2168 Children's Parliament. A mentoring session is planned for Wednesday 2 June from 11.30am-2.00pm at the Liverpool Council Chambers.

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.



Minutes

9. TREASURER'S REPORT

The Youth Council budget expenditure for the 2020/2021 financial year is \$2,777 with a remaining balance of \$7,753.

Treasurer Mustafa Sawalhi provided a report regarding purchasing corporate branded clothing and items to give away as part of promoting the Youth Council at schools and events. Youth Council members agreed to obtain quotes for clothing that will identify Youth Council members at events. Youth Council members also discussed possibly co-branding of these items with local mental health support services.

Mayor Waller stated that the Child and Adolescent Family (CAFS) Counselling service would be interested in co-branding. Headspace was also mentioned as another appropriate service.

Moved: Simbarashe Zimbudzana **Seconded:** Alyssia Dower

MOTION: Youth Liaison Simbarashe Zimbudzana to contact the Manager of Headspace Liverpool to seek support regarding co-branding stationery resources with Liverpool Youth Council.

MOTION: That the information be received and noted.

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

10. YOUTH LIAISON REPORT

Youth Liaison Simbarashe Zimbudzana has been liaising with Youth Council members to seek availabilities to conduct Mental Health First Aid training. Feedback from members has been that the online training sessions with Meraki Mental Health Training were preferred. Councillor Kaliyanda suggested Youth Councillors to attend at least one group session to work together and provide support as the course can be confronting.

Youth Liaison Simbarashe Zimbudzana spoke with ABC Radio about Mental Health and young people in South West Sydney. During this discussion he was able to highlight some of the service gaps in the area. Simbarashe enjoyed the opportunity but commented that it would be helpful for Youth Council members to undertake further training on speaking to the media.

Moved: Alyssia Dower

Seconded: Phillip Gigliotti



Minutes

MOTION: The Community Development Worker (Youth) to liaise with Youth Council members to book in dates and a meeting venue for the Mental Health First Aid Training.

MOTION: That the information be received and noted.

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

11. MEDIA REPRESENTATIVE'S REPORT

The following updates were provided on the Youth Council Facebook and Instagram page:

- The number of followers for the Youth Council Facebook page is 1,245; and
- The Youth Council Instagram page has 351 followers.
- Media Representative Sonia Sharma will work on producing Youth Council mini biographies so people can get to know the Youth Council members.

Moved: Simbarashe Zimbudzana **Seconded:** Mustafa Sawalhi

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 Council meetings

The local government elections are scheduled for Saturday 4 September 2021. In the lead up to this Council will go into caretaker mode. Youth Council meetings for August, September and October will be postponed. In place of formal meetings, training sessions and team building activities will be conducted.

12.2 Training programs

A number of organisations that provide training for young people have contacted Council recently to offer their services including:

- Redwoods Work Collaborative;
- Top Blokes;
- Ripple – Emerging Civic Leaders;



Minutes

- Innersparq;
- Frank Training; and
- Your Compass.

The Community Development Worker (Youth) will provide further information about these providers to Youth Council members via email to determine if any of the programs are of interest for training during the caretaker period.

Moved: Vishal Kunnathur Senthilkumar **Seconded:** Simbarashe Zimbudzana

MOTION: That the information be received and noted.

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

13. CLOSE

The meeting closed at 7:45pm.

The next Liverpool Youth Council meeting will be held on Tuesday 8 June 2021 from 6.00pm – 8.00pm.

CTTE 04	Minutes of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 19 May 2021
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Strategic Direction	Generating Opportunity Advocate for, and develop, transport networks to create an accessible city
File Ref	105592.2021
Report By	Charles Wiafe - Service Manager Transport Management
Approved By	David Smith - Acting Director Planning & Compliance

EXECUTIVE SUMMARY

This report presents the recommendations of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 19 May 2021. At the meeting, the Committee considered ten (10) agenda items, four (4) technical discussion items and seventeen (17) general business items.

A copy of the meeting minutes, incorporating the Committee's recommendations on the agenda items is included in Attachment 1.

RECOMMENDATION

That Council adopts the following recommendations of the Committee:

Item 1 - Adams Road, Luddenham – Proposed Traffic Calming Devices.

- Approves the proposed raised threshold, pedestrian refuge, and associated signs and linemarking scheme along Adams Road, Luddenham.
- Detailed design of the pedestrian refuge be forwarded to TfNSW and Police for review and endorsement prior to installation.
- Council undertakes consultation with affected residents prior to installation.

Item 2 - Adams Roads Luddenham – Proposed Traffic Management Plan for road reconstruction.

- Approves full road closure of the affected road sections of Adams Road and Anton Road during the six months construction period, with conditions including signposted detour route and placement of variable message signboards at both ends of the roads.

Item 3 - Nuwarra Road and Balanada Avenue, Moorebank – Proposed intersection treatment

- Approves the proposed changes to the Nuwarra Road/Balanada Avenue intersection and associated signs and linemarking scheme.
- Council undertakes consultation with affected residents prior to installation.
- Monitor traffic conditions following implementation of the proposed changes.

Item 4 - Charlton Avenue, Chipping Norton – Request for a pedestrian refuge.

- Approves the proposed pedestrian refuge in Charlton Avenue, Chipping Norton, at the front of House No. 289.
- Detailed design of the pedestrian refuge be forwarded to TfNSW for review and endorsement prior to installation.
- Council undertakes consultation with affected residents prior to installation.

Item 5 - Skyline Crescent, Horningsea Park - Proposed on-street heavy vehicle parking.

- Approves the signs and linemarking scheme to permit heavy vehicle parking after business hours along Skyline Crescent.

Item 6 - Vinny Road, Edmondson Park – Proposed traffic calming facilities.

- Approves installation of splitter islands to provide pedestrian refuges on all approaches to the existing Vinny Road/Dalmatia Avenue intersection roundabout; and two midblock raised thresholds across sections of Vinny Road.
- Detailed design of the pedestrian refuge be forwarded to TfNSW for review and endorsement prior to installation.
- Council undertakes consultation with adjoining residents who could be affected by the proposed facilities, prior to installation.

Item 7 - Delfin Drive, Wattle Grove – Proposed pedestrian refuge.

- Approves the proposed pedestrian refuge in Delfin Drive between Cola Court and Tweed Court, Wattle Grove.

Item 8 - Ironbark Avenue, Casula - Proposed Signs and Line Marking Scheme.

- Approves the proposed signs and line marking scheme.
- Council undertakes consultation with adjoining residents who could be affected by the proposed signs and line marking scheme, prior to installation.

Item 9 - Elizabeth Street, Liverpool – Request for a Works Zone and associated relocation of existing Bus Zone into Works Zone in Elizabeth Street at the front of Westfields.

- Approves the proposed Works Zone approximately 70m long along the section of Elizabeth Street on the eastbound approach to the signalised pedestrian crossing adjacent to Macquarie Mall and associated reconfiguration of the existing Bus Zone, for approximately 12 months.
- The bus zone east of Macquarie Mall be extended by approximately 14m.

Item 10 - Items Approved Under Delegated Authority.

- Notes the approved items under Delegated Authority.

REPORT

This report presents the recommendations of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 19 May 2021. At the meeting, the Committee considered ten (10) agenda items, four (4) technical discussion items and seventeen (17) general business items.

A copy of the meeting minutes, incorporating the Committee's recommendations on the agenda items is included in Attachment 1. It is recommended that Council adopts the Committee's recommendations on the agenda items as outlined above.

Four technical discussion and 17 general business items were considered, and the recommended actions are as follows:

Technical Discussion Items

TD1 – Elizabeth Drive/Mclean Street, Liverpool – existing marked pedestrian crossing.

Council to investigate relocation of the pedestrian crossing to the west and present to a future committee meeting.

TD2 - Parking bays along narrow streets.

Subsequent to correspondence from the Parliamentary Secretary for TfNSW, TfNSW representatives have advised that line marking on the road verge without paving is not appropriate to accommodate parking. Cllr Rhodes requested that representation be made to the Office of Local Government or TfNSW for further clarification.

TD3 – Nuwarra Road and Maddecks Avenue, Moorebank - Request for red-light and speed camera.

The Committee did not raise any objections to the nomination of the Nuwarra Road/Maddecks Avenue intersection for installation of red-light and speed camera.

TD4 – TNSW Digital Kerbside Pilot.

Railway Street carries heavy traffic that is exiting Liverpool. Macquarie Street may be a better preference for placing the signage and sensors.

Approval under delegated authority will be sought for the required signs to be installed along Macquarie Street. In addition to Macquarie Street, other streets could be considered. Traffic flow along Macquarie Street including at intersections are to be monitored as part of the trial.

General Business Items

GB1 - School advisory 'Kiss and Ride' signs – Trial of new signs.

Council has already started placing similar advisory signs along frontages of schools in the LGA with 'Kiss and Ride' zones as shown below.



However, subject to funding allocation, the signs that Camden Council is trialing would be trialed at a number of schools to assess its effectiveness. The Committee supported the above recommendation.

GB2 - 139 Reilly Street, Lurnea – Request for additional parking restriction signs.

Since the request, transverse linemarking has been marked close to the driveways, and additional parking restrictions at the preschool frontage are not supported. The Committee supported the above recommendation.

GB3 - Weir Crescent, Lurnea - Traffic Speeding.

The street is approximately 300m long, and in view of the current speed profile, traffic calming devices are not supported. The Police is requested to undertake speed enforcement and provide feedback on enforcement.

The Police advised that speed enforcement has been carried out and traffic calming is not required.

GB4 - Braidwood Drive, Prestons and Christie Street, Liverpool – Update on speed enforcement.

The Police to provide an update on the speed enforcement. Council to assess whether centre line marking can be installed to demarcate opposing traffic movements and accommodate staggered parking along the northern and southern sides of the road.

Due to the road layout there is opportunity for speeding. However, the Police is enforcing the speed limit along Braidwood Drive. In addition, the Police outlined that its enforcement has not identified burnout marks along Christie Street.

Test driving on the street by the nearby automobile companies could be contributing to the resident's complaints. An update will be provided from highway patrol for engineering treatments if necessary.

GB5 - Bardia Parade to Bardia Pathway, Holsworthy – Request for a marked pedestrian crossing.

The location be investigated with a view to provide an upgrade to the current pedestrian refuge that would allow pedestrians to cross Bardia Parade safely in two stages. The Committee supported the above recommendation.

GB6 - Manning Street, Warwick Street and Munday Street, Warwick Farm – Concerns about heavy vehicle parking.

Council Rangers are patrolling the streets to enforce the road rule requirement. The Committee expressed concern that the racing precinct is attracting heavy vehicle parking from the nearby industrial development. Given this continues to pose a problem, signs to limit heavy vehicle parking will be considered.

GB7 - Atkinson Street – Request for the No Stopping Parking signs across driveways Unit blocks 3-5 and 7-9 Atkinson Street.

The site inspection indicates that the parking lines have been provided at the driveway which may impact on the sight distance.

A sketch plan has been prepared indicating that the existing parking lines are reline marked approx. 3m from the driveways. An edgeline and 10mm BB lines are also proposed to demarcate traffic and parking around the sweeping bend.

The existing 2P 8am-10pm restrictions in the remaining section at the front of the unit development will remain and 'No Parking' restrictions on the opposite side at the front of the papermill development will remain unaffected. The Committee is requested to approve the revised proposal. The Committee supported the above recommendation.

GB8 - Kurrajong Road, Prestons - Bridge over the M7 Motorway.

The police outlined that, relinemarking to permit motorists to use the kerbside lane would increase road capacity and cater for on-street parking. However, there could be a risk of merging traffic movements. Council is to investigate in consultation with the Police and Transport for NSW.

GB9 - Huon Crescent – Request for bollards to restrict parking in existing No Stopping Zone.

Council will review the existing parking restrictions with a view to improve self-enforcement of the existing restrictions.

In addition, Council Rangers have been requested to frequently patrol the street and enforce the existing/amended parking restrictions. The Committee supported the above recommendation.

GB10 - Airfield Drive, Len Waters Estate – reduce truck parking.

The existing arrangement can be maintained. The parking generates garbage and Council's waste management unit has been requested to clean the area regularly. Cllr Harle recommended that Council install or place garbage bins as a trial to address the concern. City Presentation will be requested to install garbage bins for the trial.

GB11 - Six Schools - Proposed Raised Thresholds.

Construction activities of the following five sites have commenced and is likely to be completed by June 2021.

Cabramatta Avenue, Miller – St Therese
Dalmeny Drive, Prestons – Dalmeny Public School
Main Street, Currans Hill – Holy Spirit Catholic School
South Liverpool Road, Heckenberg – Heckenberg Primary School
Maxwell Avenue, Ashcroft – Ashcroft Public School

Delegated approval of the following remaining two sites would be reported to the Committee at a future meeting prior to undertaking the works. The Committee raised no objection to this item.

GB12 - 4-8 Lyn Parade, Prestons.

The Committee agreed that banning the outward right turn would assist, while allowing an inward left and right turn. A revised drawing is required.

GB13 - Nuwarra Road, between Brickmakers Road and M5 underpass.

Cllr Harle outlined that he has received residents' complaints that the recently resurfaced road is uneven, and it appears that the resurfacing is not completed. He requested that the contractor be requested to address this concern. The project manager will be requested to investigate and advise of the options to improve the pavement surface.

GB14 - Fifteenth Avenue and Cowpasture Road Intersection.

Cllr Harle expressed concern about traffic noise from motorcyclists particularly on the weekends and requested the Police to include the intersection in their Highway patrol. The Police representative advised that he would request highway patrol to investigate. In addition, if required, assistance will be sought from EPA.

GB15 - Moorebank Intermodal Traffic Study.

Cllr Harle enquired whether Council has been given a copy of the intermodal traffic study that was carried out by TfNSW. It was advised that RMS engaged two consultancy groups to carry out the modelling in two parts – Part A involving base modelling and Part B involving modelling of future traffic conditions and possible improvement solutions. Council has been given access to a portion of the base model that was used for further assessment in the Liverpool City Centre. However, Council has not been given access to the detailed assessment models.

GB16 - Widening roads for parking.

Clr Harle enquired about the criteria being used to select roads that indented parking spaces are proposed to be constructed. It was outlined that the criteria includes on-street parking demand, proximity to public amenities, whether the road verge can accommodate on-street parking and for pedestrian movements. A report to be submitted to the June Council meeting will include this criteria.

GB17 - Vehicle accident Walder Road, Hammondville shops, carparking location

Council advised that physical barriers such as wheel stops will be installed to stop such crashes.

Budget impact of matters arising from the minutes

Item	Description	Funding, Indicative Cost and Timing
1	Adams Road, Luddenham – Proposed Traffic Calming Devices.	TfNSW Indicative Cost - \$270,000. Timing – April 2022.
2	Adams Roads Luddenham – Proposed Traffic Management Plan for road reconstruction.	(Developer) - WSA Timing – December 2022.
3	Nuwarra Road and Balanada Avenue, Moorebank – Proposed intersection Treatment.	Council's traffic facilities project Indicative Cost - \$70,000. Timing – April 2022.
4	Charlton Avenue, Chipping Norton – Request for a pedestrian refuge	Council's traffic facilities project Indicative Cost - \$40,000. Timing – June 2022.
5	Skyline Crescent, Horningsea Park - Proposed on-street heavy vehicle parking.	Council's minor traffic facilities project Indicative Cost - \$5,000. Timing – August 2021.
6	Vinny Road, Edmondson Park – Proposed traffic calming facilities.	Council's minor traffic facilities project Indicative Cost - \$50,000. Timing – December 2021.
7	Delfin Drive, Wattle Grove – Proposed pedestrian refuge.	Council's minor traffic facilities project Indicative Cost - \$30,000. Timing – June 2022.
8	Ironbark Avenue, Casula - Proposed Signs and Line Marking Scheme	TfNSW grant funding# Indicative Cost - \$5,000 signs and linemarking only. Timing – October 2021.
9	Elizabeth Street, Liverpool – Request for a Works Zone and associated relocation of existing Bus Zone into Works Zone in Elizabeth Street at the front of Westfields.	Developer Indicative Cost - \$3,000. Timing – July 2021.

10	Items Approved Under Delegated Authority	TfNSW block grant funding Indicative Cost - \$10,000. Timing – August 2021.
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CONSIDERATIONS

Economic	Provide efficient parking for the City Centre. Deliver a high-quality local road system including provision and maintenance of infrastructure and management of traffic issues.
Environment	Promote an integrated and user-friendly public transport service. Support the delivery of a range of transport options.
Social	Support access and services for people with a disability. Improve road and pedestrian safety.
Civic Leadership	Actively advocate for federal and state government support, funding and services.
Legislative	Roads Act.
Risk	The risk is considered Low. The risk is considered within Council's risk appetite.

ATTACHMENTS

1. Liverpool Pedestrian Active Transport and Traffic Committee Meeting Minutes - 19 May 2021



**MINUTES OF LIVERPOOL PEDESTRIAN, ACTIVE TRANSPORT & TRAFFIC
COMMITTEE MEETING
19 May 2021**

COMMITTEE FORMAL MEMBERS

Charles Wiafe (CW)
Damien Leemon
Daniel Nicholls
Bikram Singh

Service Manager Transport Management
Police, Local Area Command
Office of Melanie Gibbons MP
Transport for NSW (TfNSW)

COMMITTEE TECHNICAL ADVISORS & INFORMAL MEMBERS

Karress Rhodes
Peter Harle
Mahavir Arya

Councillor, Liverpool City Council (LCC)
Councillor, LCC
Traffic & Transport Engineer, LCC

COUNCIL ADMINISTRATIVE SUPPORT

Christopher Jattan
Rose Koch

LCC
LCC (Minutes)

COUNCIL TECHNICAL OBSERVER

Parth Tiwari
Stella Qu

Graduate Civil Design Engineer, LCC
Transport Planner

GUESTS

Emily Tinson
Grace Jeong
Brooke Knox

Senior Officer City Innovation, LCC
Customer Strategy & Technology, TfNSW
TfNSW

APOLOGIES

Nathan Hagarty
Hannah Shilling

Councillor, LCC
Transit Systems

WELCOME, ATTENDANCE, APOLOGIES AND OPENING

The meeting opened at 9:36 am. CW was appointed as Chairperson for this meeting in Cllr Hagerty's absence.

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF PREVIOUS MINUTES

CW advised that, the recommendations from the minutes of the previous meeting held on 17 March 2021, was adopted by Council for implementation.

AGENDA ITEMS

Item	Subject
1	Adams Road, Luddenham – Proposed Traffic Calming Devices.
2	Adams Roads Luddenham – Proposed Traffic Management Plan for road reconstruction.
3	Nuwarra Road and Balanada Avenue, Moorebank – Proposed intersection Treatment.
4	Charlton Avenue, Chipping Norton – Request for a pedestrian refuge
5	Skyline Crescent, Horningsea Park - Proposed on-street heavy vehicle parking.
6	Vinny Road, Edmondson Park – Proposed traffic calming facilities.
7	Delfin Drive, Wattle Grove – Proposed pedestrian refuge.
8	Ironbark Avenue, Casula - Proposed Signs and Line Marking Scheme
9	Elizabeth Street, Liverpool – Request for a Works Zone and associated relocation of existing Bus Zone into Works Zone in Elizabeth Street at the front of Westfields.
10	Items Approved Under Delegated Authority

TECHNICAL DISCUSSION ITEMS

Item	Subject
TD1	Elizabeth Drive/Mclean Street, Liverpool – Options to improve safety of the existing marked pedestrian crossing.
TD2	Parking bays along narrow streets – Options for provision of indented parking spaces
TD3	Nuwarra Road and Maddecks Avenue, Moorebank - Request for red-light and speed camera.
TD4	TNSW Digital Kerbside Pilot
TD5	Arrangements to permit on-street parking (along narrow streets)

GENERAL BUSINESS ITEMS

GB1	School advisory 'Kiss and Ride' signs – Trial of new signs
GB2	139 Reilly Street, Lurnea – Request for additional parking restriction signs.
GB3	Weir Crescent, Lurnea - Traffic Speeding.
GB4	Braidwood Drive, Prestons and Christie Street, Liverpool – Update on speed enforcement.
GB5	Bardia Parade to Bardia Pathway, Holsworthy – Request for a marked pedestrian crossing.
GB6	Manning Street, Warwick Street and Munday Street, Warwick Farm – Concerns about heavy vehicle parking
GB7	Atkinson Street – Request for the No Stopping Parking signs across driveways Unit blocks 3-5 and 7-9 Atkinson Street.
GB8	Kurrajong Road, Prestons - Bridge over the M7 Motorway
GB9	Huon Crescent – Request for bollards to restrict parking in existing No Stopping Zone
GB10	Airfield Drive, Len Waters Estate – reduce truck parking
GB11	Six Schools - Proposed Raised Thresholds.
GB12	4-8 Lyn Parade, Prestons
GB13	Nuwarra Road, between Brickmakers Road and M5 underpass
GB14	Fifteenth Avenue and Cowpasture Road Intersection
GB15	Moorebank Intermodal Traffic Study
GB16	Widening roads for parking
GB17	Vehicle accident Walder Road, Hammondville shops, carparking location
Close – meeting closed at 11:30 am.	

ITEM 1 Adams Road, Luddenham – Proposed Traffic Calming Devices**INTRODUCTION**

As part of The Northern Road upgrade, between the Camden and Penrith LGA, the road section through Luddenham Village, has been realigned to the east of the village.

The realignment includes a new signalised intersection at The Northern Road and Adams Road intersection which has separated Adams Road into two sections – a western section providing access to the Luddenham village and an eastern section providing access to the new Western Sydney Airport.

To ensure that the western road section providing access to the Luddenham village has a slow speed environment, the environmental approval for The Northern Road upgrade includes a need to install traffic calming devices across this road section.

Transport for NSW is managing the required installation of the traffic calming devices and has submitted detailed design of the proposed traffic calming facilities. The Committee is requested to consider and support the facilities. Copies of the proposed designs are attached as Attachment 1.1 and 1.2.

ASSESSMENT

An aerial picture of old The Northern Road through the Luddenham village and realigned The Northern Road is as shown below.



The section of Adams Road to be treated is the section between the old and the realigned The Northern Road.

The section of old The Northern Road close to the Luddenham village has a sign posted speed of 60km/h whilst the section of Adams Road between old and realigned The Northern Road is 70km/h with an existing bus stop with bus shelter in Adams Road adjacent to the IGA shopping village.

TfNSW is proposing traffic facilities to achieve the required slow speed environment, this involves:

- A reduced 60km/h speed zone between the old and realigned The Northern Road sections.
- A raised threshold approximately 270m east of the old The Northern Road; and
- A pedestrian refuge approximately 15m east of the old The Northern Road requiring relocation of the existing bus stop and bus shelter by approximately 40m east closer to the existing street lighting pole.

Detailed design of these traffic facilities and the speed reduction, and associated signs and marking scheme has been carried out in accordance with TfNSW Road Design Guidelines and has been reviewed by TfNSW representatives.

RECOMMENDATION

That:

- The Committee supports the proposed raised threshold, pedestrian refuge, and associated signs and linemarking scheme along Adams Road, Luddenham, as indicated in the attachment.
- Detailed design of the pedestrian refuge be forwarded to TfNSW for review and endorsement prior to installation.
- Council undertakes consultation with affected residents prior to installation.

MEETING DISCUSSION

The Committee was advised that Council has received revised drawings for the proposed traffic facilities. The modifications includes, relocation of the proposed pedestrian refuge closer to the existing bus shelter and power pole and minor changes to the 'No Stopping' signs.

The proposal includes a reduction of the existing 70km/h speed limit to 60km/h. The TfNSW representative advised that this speed limit change would need to be approved by TfNSW.

The Committee supported the proposal as submitted with the above minor changes and for TfNSW to approve the speed limit change.

COMMITTEE RECOMMENDATION

That:

- The Committee supports the proposed raised threshold, pedestrian refuge, and associated signs and linemarking scheme along Adams Road, Luddenham, as indicated in the attachment.
- Detailed design of the pedestrian refuge be forwarded to TfNSW and Police for review and endorsement prior to installation.
- Council undertakes consultation with affected residents prior to installation.

ITEM 2 Adams Roads Luddenham – Proposed Traffic Management Plan for road reconstruction

INTRODUCTION

Western Sydney Airport Company (WSACo) proposes to upgrade sections of Adams Road between realigned The Northern Road and Anton Road, and Anton Road to provide access to its proposed fuel farm off Anton Road, Luddenham.

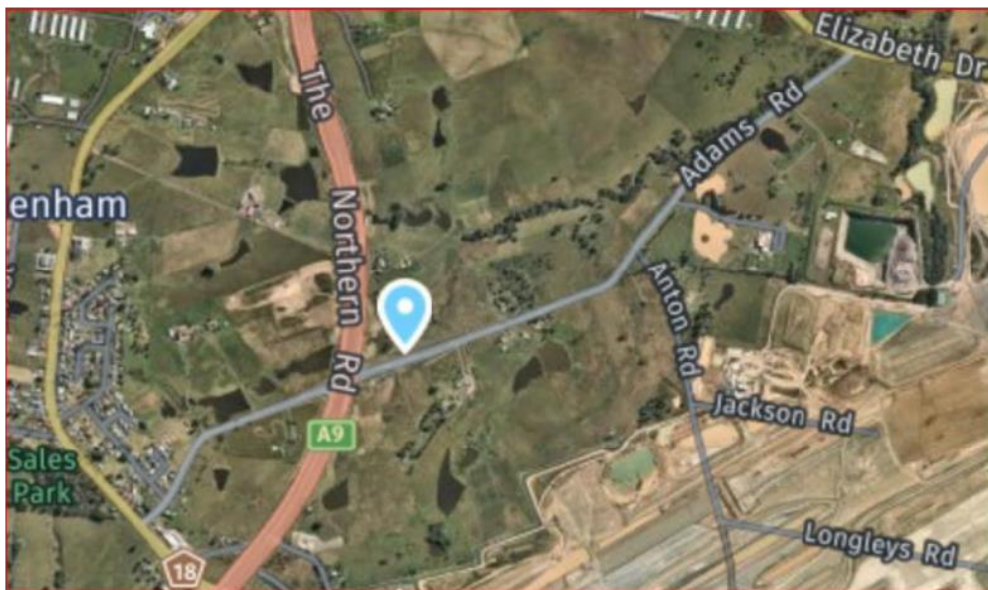
At its September 2020 meeting, the Committee considered and supported the proposed road upgrade including a roundabout at the Adams Road and Anton Road intersection.

WSACo design consultants have completed detailed design of the road upgrade project and construction is scheduled to commence later this year. WSACo has submitted a construction traffic management plan with a recommendation to fully close the affected sections of Adams Road and Anton Road during the construction period of approximately six months.

The Committee is requested to endorse the full road closure of the affected sections of Adams Road and Anton Road for six months during the construction period.

ASSESSMENT

Adams Road is a link between Elizabeth Drive and the old and realigned The Northern Road as shown below.



Adams Road is used as a shortcut road between Elizabeth Drive and the realigned The Northern Road. It also provides access to the Luddenham village and the Airport site. A recent traffic survey indicates that the road is carrying a traffic volume of approximately 130 vehicles during the morning and afternoon peak periods.

The Company has advised that to enable appropriate construction, full road closure of the affected road sections of Adams Road and Anton Road is proposed for approximately six months.

Full road closure would affect through traffic that use Adams Road. To inform motorists during the proposed road closure, the Airport has submitted a Traffic Management Plan (TMP) which includes a detour route to be signposted along sections of realigned The Northern Road and Elizabeth Drive and placement of variable message signboards at both ends of the road. The TMP outlines that the detour route would increase travel time by less than two minutes.

Last year, Adams Road was closed for a period of approximately five months during the construction of its signalised intersection with realigned The Northern Road and Council did not receive complaints about this arrangement.

The construction arrangement with the requested full road closure and detour signs, is considered appropriate.

RECOMMENDATION

That:

- The Committee supports full road closure of the affected sections of Adams Road and Anton Road during the six months construction period, with conditions including signposted detour route and placement of variable message signboards at both ends of the road.

MEETING DISCUSSION

During the road closure, traffic using the section of Adams Road to be closed would need to travel along Elizabeth Drive and The Northern Road (realigned) to continue their journey. Travel time is expected to increase by approximately 2 minutes.

Currently, the majority of traffic along the road is by airport workers. Therefore, Council staff including Civil Construction Delivery Manager, agree with the proposed road closure. The Committee raised no objections to the proposed road closure.

Clr Harle outlined that, truck drivers are using Adams Road as a shortcut from Luddenham Road onto Elizabeth Drive. This accelerates pavement damage. The road closure will limit through traffic.

CW advised that this shortcut would need to be discouraged and investigated. Speed limit review will be carried out in consultation with TfNSW. A load limit cannot be imposed at this stage, due to the need to permit access to the proposed airport fuel farm (off Anton Road).

COMMITTEE RECOMMENDATION

That:

- The Committee supports full road closure of the affected road sections of Adams Road and Anton Road during the six months construction period, with conditions including signposted detour route and placement of variable message signboards at both ends of the roads.

ITEM 3 Nuwarra Road and Balanada Avenue, Moorebank – Proposed intersection Treatment

INTRODUCTION

Council has received funding from the Federal Government under its Western Sydney Infrastructure Program (WSIP) to upgrade the section of Governor Macquarie Drive (GMD) between Newbridge Road and Alfred Road.

As part of this upgrade, the Committee at its March 2021 meeting supported changes to the GMD and Balanada Avenue intersection to left in/left out. To maintain access to properties along Balanada Avenue, the project includes changes to the Nuwarra Road and Balanada Road intersection.

Design of the changes including modification to turning movements into the adjoining St Joseph Primary School and church is as shown in Attachments 3.1 and 3.2. The Committee is requested to support the proposed changes and associated signs and linemarking scheme.

ASSESSMENT

Balanada Avenue is an east/west local street between GMD and Nuwarra Road as shown in the picture below. Balanada Avenue provides access to residential properties on both sides of the street.



GMD and Balanada Avenue intersection currently permits all turning movements, whilst the section of Balanada Avenue at its intersection with Nuwarra Road is currently one way eastbound (turning movements out of Balanada Avenue into Nuwarra Rd are not permitted).

The GMD/Balanada Avenue intersection is close to the GMD/Newbridge Road intersection. Hence, right turn movements into and out of Balanada Avenue at the intersection with GMD affects right turn movements at the GMD/Newbridge Road intersection.

To address this concern, as part of the above-mentioned GMD upgrade, turning movements at the GMD/Balanada Avenue will be restricted to left-in/left-out. To maintain access to properties along Balanada Avenue, the intersection with Nuwarra Road is proposed to be changed to permit two-way left turn traffic movements.

Changes to the Nuwarra Road/Balanada Avenue intersection requires construction of sea-gull central median arrangement to allow left turning movements in and out of Balanada Avenue, and to relocate the existing school crossing to approximately 60m east to accommodate all turning movements to/from the St Joseph Church carpark.

Detailed design of the above changes to the Nuwarra Road/Balanada Avenue intersection and access arrangement to the adjoining St Joseph's Primary School and Church, have been prepared in accordance with Transport for NSW (TfNSW) Road Design Guidelines.

The Primary School and Church have been consulted about the proposed changes to their access arrangement and concerns raised have been addressed, and now both groups have endorsed the design.

A copy of the detailed design is as shown in Attachments 3.1 and 3.2 and are considered appropriate.

RECOMMENDATION

That:

- The Committee supports the proposed changes to the Nuwarra Road and Balanada Avenue intersection and associated signs and linemarking scheme.
- Council undertakes consultation with affected residents prior to installation.

MEETING DISCUSSION

The Police representative expressed concern about traffic movements at the Newbridge Road/Nuwarra Road intersection. CW outlined that traffic conditions at the intersection will be monitored after the proposed changes and if required, a solution would be presented to the Committee for consideration.

The Committee noted that the changes to the Nuwarra Road/Balanada Avenue intersection would have some impact on the access arrangement to the adjoining school and church. Traffic arrangements in the area will be discussed with the school after the changes and if required, modifications will be presented to the Committee for further consideration.

Clr Rhodes outlined that, whilst residents have been consulted, local residents are to be notified prior to construction. The changes are also to be raised at the next Eastern District Forum.

TfNSW representative outlined that, the proposed right turn restriction at the GMD/Balanada Avenue intersection requires submission of a Traffic Management Plan to the agency for endorsement.

COMMITTEE RECOMMENDATION

That:

- The Committee supports the proposed changes to the Nuwarra Road/Balanada Avenue intersection and associated signs and linemarking scheme.
- Council undertakes consultation with affected residents prior to installation.
- Monitor traffic conditions following implementation of the proposed changes.

ITEM 4 Charlton Avenue, Chipping Norton – Request for a pedestrian refuge

INTRODUCTION

Council has received representations including from the Local Member for Holsworthy, on behalf of a local resident, requesting installation of a pedestrian refuge, across the section of Charlton Avenue close to the entrance of South Park Cricket Ground.

The request is considered appropriate. Hence, Council has prepared out a concept design of pedestrian refuge, and the Committee is requested to support its installation as shown in Attachment 4.1.

ASSESSMENT

Charlton Avenue is north-south street approximately 760m long, providing direct vehicular access to residential properties along its eastern side and a portion of the George River foreshore including South and Angle Parks, along its western side.

Charlton Avenue in its local context showing South Park and Agnes Healey Beach is as shown below.



Charlton Avenue has a carriageway width, of approximately 11.2m. The section fronting South Park, approximately 260m has indented 90° angle parking.

The access to the park is located at the front of House No. 29 Charlton Avenue. There is existing paved footpath along the eastern side of the street in front of the residential properties.

The representations have outlined that there is no safe pedestrian crossing facility to South Park and traffic speed along Charlton Avenue is making it difficult to cross the street safely to the park.

Current traffic and pedestrian volumes across the above-mentioned section of Charlton Avenue, do not meet TfNSW warrant for a marked pedestrian crossing. Hence, a pedestrian refuge at the front of House No. 29 and South Park entrance is proposed which would allow pedestrians to cross the road section in two stages.

The pedestrian refuge would require removal of seven parking spaces including four 90° angle parking spaces and three parallel parking spaces along the House Nos. 29 to 31. The parking loss is not significant, as there would be adequate parking along sections of the street.

Concept design of the pedestrian refuge has been carried out in accordance with TfNSW Road Design Guide and is recommended.

RECOMMENDATION

That:

- The Committee supports the proposed pedestrian refuge in Charlton Avenue, Chipping Norton, at the front of House No. 289.
- Detailed design of the pedestrian refuge be forwarded to TfNSW for review and endorsement prior to installation.
- Council undertakes consultation with affected residents prior to installation.

MEETING DISCUSSION

The Committee supported the pedestrian refuge as presented.

COMMITTEE RECOMMENDATION

- The Committee supports the proposed pedestrian refuge in Charlton Avenue, Chipping Norton, at the front of House No. 289.
- Detailed design of the pedestrian refuge be forwarded to TfNSW for review and endorsement prior to installation.
- Council undertakes consultation with affected residents prior to installation.

ITEM 5 Skyline Crescent, Horningsea Park - Proposed on-street heavy vehicle parking

INTRODUCTION

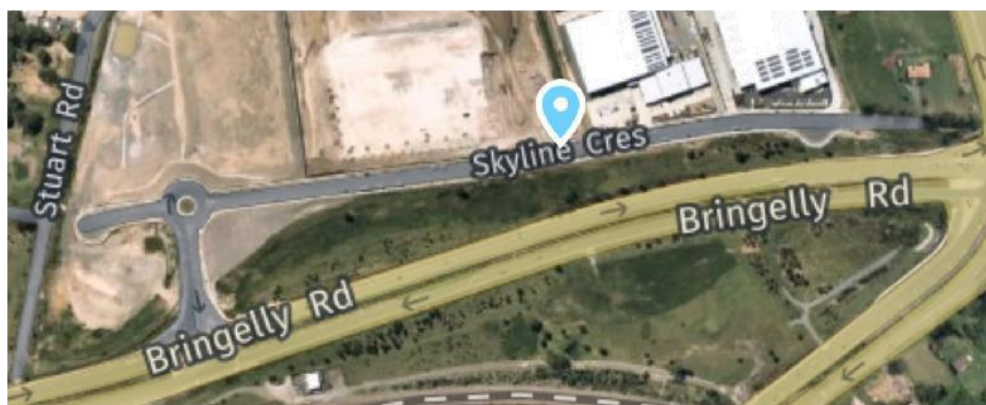
Skyline Crescent is an industrial road off Bringelly Road that provides access to an industrial and warehouse development at the north-western corner of Bringelly Road and Cowpasture Road. Skyline Crescent has a carriageway width of approximately 12.6m which can accommodate a single traffic lane and parking lane in each direction.

Council has received a request to permit truck parking after business hours to accommodate expected parking demand. Truck parking after business hours is not expected to have significant impact on adjoining local residents and is considered appropriate.

A drawing showing the heavy vehicle parking configuration is as shown in Attachment 5.1. The Committee is requested to support the heavy vehicle parking, as shown in the attachment.

ASSESSMENT

As indicated above, Skyline Crescent is an industrial road providing access to the Bringelly Business Park at the north western corner of Bringelly Road and Cowpasture Road. Skyline Crescent in the context of the other adjoining roads is as shown below.



The road is not close to residential properties and so due to its location heavy vehicle parking at night is not expected to have significant impact on residential amenity.

In accordance with the NSW Road Rules, heavy vehicle parking for more than one hour on the street is not permitted unless signposted otherwise.

Heavy vehicle parking during business hours could reduce on-street parking for the adjoining developments. However, heavy vehicle parking at night can be accommodated, and is recommended.

In addition, the signs and line marking scheme for the truck parking, to prevent vehicle parking outside the marked parking spaces Restricted Parking Area, Park in Marked Bays signs are proposed on approach from the Bringelly Road signalised intersection. The proposed signs and linemarking scheme is as shown in the Attachment 5.1.

RECOMMENDATION

That:

- The Committee supports the signs and linemarking scheme to permit heavy vehicle parking after business hours along Skyline Crescent as shown in Attachment 5.1.

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MEETING DISCUSSION

Clr Hagarty raised concerns that the truck parking could generate waste. To address this concern, City Presentation will be requested to consider placement of garbage bins along the road and to also include the road in their regular cleaning.

Clr Harle expressed concern about illegal dumping along Stuart Road and indicated that the situation be monitored to ensure the heavy vehicle parking does not increase this illegal parking.

If truck parking is not permitted, the industrial development along Skyline Crescent could generate truck parking elsewhere in the adjoining residential areas. The proposed truck parking along Skyline Crescent is a preferred arrangement.

COMMITTEE RECOMMENDATION

That:

- The Committee supports the signs and linemarking scheme to permit heavy vehicle parking after business hours along Skyline Crescent as shown in Attachment 5.1.

ITEM 6 Vinny Road, Edmondson Park – Proposed traffic calming facilities

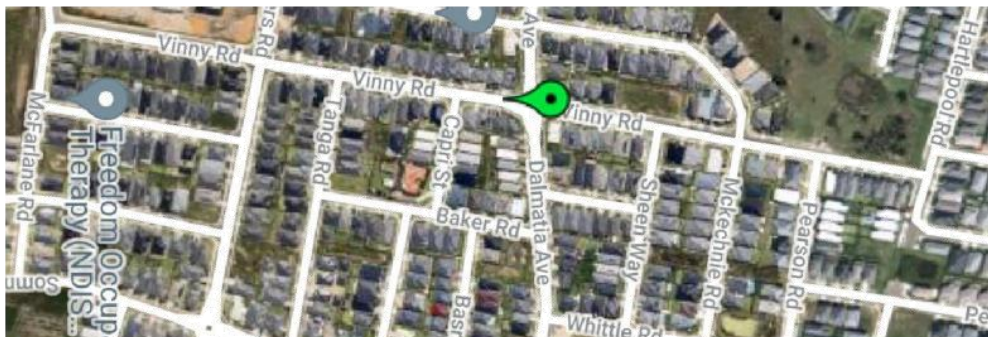
INTRODUCTION

Council has received concerns about speeding vehicles along the Vinny Road section between Hartlepool Road and Dalmatia Avenue.

To address the speeding concern, Council is proposing to install two raised thresholds across the road section as shown in Attachments 6.1-6.2. The Committee is requested to support the proposal.

ASSESSMENT

Vinny Road is a residential street between Hartlepool Road and MacFarlane Road. Vinny Road in the context of the other adjoining roads is as shown below.



The road is being progressively reconstructed as part of adjoining subdivisions. Most road sections have been constructed except for approximately 135m section near its intersection with Hartlepool Road, along an existing rural residential property which has not yet been subdivided.

Vinny Road is approximately 820m long with a carriageway width of approximately 9.8m. It has roundabouts at its intersections with Dalmatia Avenue and Poziers Road.

Vinny Road in the section between Hartlepool Road and Dalmatia Avenue has a rolling terrain with crest in the middle and two sags close to both ends. Three intersection roads off Vinny Road Pearson Road, McKechnie Road and Sheen Way, on the eastern sides follows the crest (with McKechnie Road at the crest) and the remaining two roads (Pearson Road and Sheen Way) at the sag points.

The existing roundabout at the Vinny Road/Dalmatia Avenue intersection has a mountable central island with painted splitter islands. This configuration does not efficiently reduce traffic speed.

The above-mentioned street configuration including the carriageway width, rolling gradients and mountable roundabout results in speeding along the road section between Hartlepool Road and Dalmatia Avenue. To address the traffic speed concerns, the following modifications are proposed:

- Installation of splitter islands to provide pedestrian refuges on all approaches to the existing roundabout at Vinny Road/Dalmatia Avenue intersection.

- Installation of two midblock raised thresholds (separated by 113m).

Design of these facilities, as shown in Attachment 6.1-6.2, has been carried out in accordance with TfNSW Road Design Guidelines, and they are recommended.

RECOMMENDATION

That:

- The Committee supports installation of splitter islands to provide pedestrian refuges on all approaches to the existing Vinny Road/Dalmatia Avenue intersection roundabout; and two midblock raised thresholds across sections of Vinny Road as shown in Attachment 6.1-6.2.
- Detailed design of the pedestrian refuge be forwarded to TfNSW for review and endorsement prior to installation.
- Council undertakes consultation with adjoining residents who could be affected by the proposed facilities, prior to installation.

MEETING DISCUSSION

The Police advised that the highway patrol operate in this area to enforce speeding. CW advised that each developer is required to reconstruct the road section fronting their development site as subdivisions proceed.

This is the reason why a section of Vinny Road has not been reconstructed at this stage. The proposed traffic calming devices are required to reduce speeding.

COMMITTEE RECOMMENDATION

That:

- The Committee supports installation of splitter islands to provide pedestrian refuges on all approaches to the existing Vinny Road/Dalmatia Avenue intersection roundabout; and two midblock raised thresholds across sections of Vinny Road as shown in Attachment 6.1-6.2.
- Detailed design of the pedestrian refuge be forwarded to TfNSW for review and endorsement prior to installation.
- Council undertakes consultation with adjoining residents who could be affected by the proposed facilities, prior to installation.

ITEM 7 Delfin Drive, Wattle Grove – Proposed pedestrian refuge**INTRODUCTION**

Council has received requests for a pedestrian refuge across Delfin Drive, Wattle Grove, between Tweed Circuit and Colo Circuit to provide a safe pedestrian connection to the paved footpath along both sides of Delfin Drive.

The request is considered appropriate. Council has carried out design and the Committee is requested to support the proposed pedestrian refuge as shown in Attachment 7.1.

ASSESSMENT

Paved footpath has been constructed along both sides of Delfin Drive near Tweed Circuit and Colo Circuit as shown below.



The representations have outlined that this section of Delfin Drive attracts a significant number of pedestrians and can be unsafe without a pedestrian crossing facility. Traffic and pedestrian volumes across this road section do not meet TfNSW warrant for a marked pedestrian crossing.

Hence, a pedestrian refuge which would allow pedestrians to cross the road section in two stages is proposed.

The design has been carried out in accordance with TfNSW Road Design Guideline, and is recommended.

RECOMMENDATION

That:

- The Committee supports the proposed pedestrian refuge in Delfin Drive between Colo Court and Tweed Court, Wattle Grove.

MEETING DISCUSSION

CW advised that current traffic and pedestrian volumes do not meet the warrant for a marked pedestrian crossing. The proposed pedestrian refuge would provide a safe crossing facility. Arrangements to improve streetlighting at the crossing will be considered.

COMMITTEE RECOMMENDATION

That:

- The Committee supports the proposed pedestrian refuge in Delfin Drive between Cola Court and Tweed Court, Wattle Grove.

ITEM 8 Ironbark Avenue, Casula - Proposed Signs and Line Marking Scheme**INTRODUCTION**

Council has received requests for a signs and line marking scheme, to manage and reduce the impact of increased on-street parking on the local precinct north of the Casula Mall Shopping Centre along road sections including Ironbark Avenue, Brigalow Avenue, Jacaranda Crescent, Sycamore Avenue and Tallowood Avenue, Casula.

The request is considered appropriate. Council has carried out preliminary consultation and proposed a signs and line marking scheme as shown in Attachment 8.1-8.5. The Committee is requested to support the proposed signs and line marking scheme.

ASSESSMENT

The residential precinct north of Kurrajong Road and west of Tallowood Avenue is located opposite Casula Mall Shopping Centre. Recent 4P restrictions in the shopping centre parking area and in-fill development in the precinct, has resulted in more vehicles parking on street and motorists parking closer to the intersections which is affecting sight distance and safe traffic movements.

The streets are generally 8m wide and have no existing parking restrictions. Residents have requested the installation of parking restrictions to improve sight distances at the intersections within the precinct. During a recent site inspection, it was observed that the on-street parking is due to parking demand from local residents. In addition, it was observed that parking close to the section of Tallowood Avenue close to Kurrajong Road is due to commuter parking.

The request is considered appropriate and design drawings showing the parking restrictions including No Stopping parking restrictions along with yellow edge linemarking at the critical locations has been prepared as shown in Attachments 8.1-8.5 and is recommended for Committee's consideration. This proposal has been discussed with the residents requesting restrictions, however, consultation with other affected residents would need to be undertaken.

RECOMMENDATION

That:

- The Committee supports the proposed signs and line marking scheme as shown in Attachment 8.1-8.5.
- Council undertakes consultation with adjoining residents who could be affected by the proposed signs and line marking scheme, prior to installation.

MEETING DISCUSSION

The Committee briefly discussed and supported the signs and linemarking scheme.

COMMITTEE RECOMMENDATION

That:

- The Committee supports the proposed signs and line marking scheme as shown in Attachment 8.1- 8.5.
- Council undertakes consultation with adjoining residents who could be affected by the proposed signs and line marking scheme, prior to installation.

ITEM 9	Elizabeth Street, Liverpool – Request for a Works Zone and associated relocation of existing Bus Zone into Works Zone in Elizabeth Street at the front of Westfields
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INTRODUCTION

Council has received a request to signpost approximately 70m of Works Zone long along the section of Elizabeth Street on the approach to the signalised pedestrian crossing across Macquarie Street Mall by reconfiguring the existing Bus Zone.

The requested Works Zone is expected to remain for one year, to enable additional construction works on the existing Westfield Shopping Centre building. The request is considered appropriate. The Committee is requested to support the proposed changes to permit the request Works Zone as shown in Attachment 9.1.

ASSESSMENT

As indicated above, the builder has applied for a Works Zone approximately 70m long along the section of Elizabeth Street fronting its development to enable additional construction works for approximately 12 months. The Works Zone can be accommodated but would require reconfiguration and relocation of an existing bus stop along the road section to the east, as shown below.

The changes should not affect the use of the bus stop or pedestrian safety and so is considered appropriate. However, to ensure the Works Zone does not affect traffic flow the zone is to be used outside the traffic peak and to be used for deliveries only and work vehicles will not be allowed to park in this zone.

RECOMMENDATION

That:

The Committee supports the proposed Works Zone approximately 70m long along the section of Elizabeth Street on the eastbound approach to the signalised pedestrian crossing adjacent to Macquarie Mall and associated reconfiguration of the existing Bus Zone, for approximately 12 months.

MEETING DISCUSSION

CW advised that for the bus stop to be changed to a works zone which is close to traffic signals, a Road Occupancy licence is required from Traffic Management Centre. Cllr Rhodes commented that the Works Zone is to operate outside the peak commuter traffic periods. The development consent does not allow works after 7pm.

Interline bus company in an email has outlined that it has no objection to the proposal, provided the bus zone east of the Macquarie Mall can be extended by approximately 14m.

COMMITTEE RECOMMENDATION

That:

- The Committee supports the proposed Works Zone approximately 70m long along the section of Elizabeth Street on the eastbound approach to the signalised pedestrian crossing adjacent to Macquarie Mall and associated reconfiguration of the existing Bus Zone, for approximately 12 months.
- The bus zone east of Macquarie Mall be extended by approximately 14m.

ITEM 10 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 the RMS and Police representatives over the period, between 17 March 2021 and 12 May 2021.

Delegated Authority No.	Location	Description of Proposal
2021.007	Bigge St, Liverpool	Installation of Works Zone
2021.009	Macquarie St, Liverpool	Installation of Works Zone
2021.011	Main St, Edmondson Park	Installation of signs and linemarking as per developer
2021.012	Talana Hill Dr, Edmondson Park	Installation of Bus Zone
2021.013	Araluen Ave, Moorebank	Installation of No Parking
2021.014	South Liverpool Rd, Heckenberg	Splitter island reconstruction and associated linemarking and
2021.015	The Northern Rd, Bringelly	Installation of No Parking and
2021.016	Lawrence Hargrave Dr, Warwick Farm	Installation of No Parking, No Stopping and linemarking as per developer requirement for
2021.018	Rossmore Ave West, Rossmore	Installation of No Stopping
2021.019	Strathyre Dr, Prestons	Installation of No Stopping and associated linemarking

RECOMMENDATION

That:

- 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 the TfNSW and Police representatives over the period, between 17 March 2021 and 12 May 2021.

MEETING DISCUSSION

The Committee was advised that these works have been completed or are underway.

COMMITTEE RECOMMENDATION

That:


- The Committee notes the approved items under Delegated Authority.

Technical Discussion Items

ITEM	LOCATION/ISSUE	REMARK	RECOMMENDATION
TD1	Elizabeth Drive/Mclean Street, Liverpool – existing marked pedestrian crossing	Council has received concerns about the safety of the marked pedestrian crossing across Mclean Street at its intersection with Elizabeth Drive.	Committee is to discuss safety and whether additional advisory signage is required to improve safety. The Committee discussed and noted that relocation of the pedestrian crossing could be considered. However, cyclists might not use the crossing and a pedestrian fence may be needed. Council to investigate relocation of the pedestrian crossing to the west and present to a future LPATT committee meeting.
TD2	Parking bays along narrow streets	Council is proposing provision of indented parking bays to permit parking along narrow streets. Design configurations will be tabled at the meeting for discussion.	Committee to discuss to endorse design options for provision of indented parking bays. The Committee discussed and noted that, two design options with the best arrangement involving paving a portion of the road verge to accommodate parking. The alternate arrangement is to restrict parking on one or both sides of narrow streets to accommodate on-street parking where possible. A report will be tabled at the June Council meeting which will include road design layouts or the indented parking.
TD3	Nuwarra Road and Maddecks Avenue, Moorebank - Request for red-light and speed camera.	Council has received a mayoral request for the intersection to be nominated for red light and speed camera to be installed. The concern raised includes heavy vehicles driving through red light and the intersection is close to a school and a public library. This request has been submitted online to TfNSW.	CW advised that, subsequent to correspondence from the Parliamentary Secretary for TfNSW office, TfNSW representatives have advised that line marking on the road verge without paving is not appropriate to accommodate parking. Cllr Rhodes requested that representation be made to the office of local government or TfNSW for further clarification. The Committee to discuss and endorse the submission of this intersection for red light cameras. The Committee did not raise any objections to the nomination of the Nuwarra Road/Maddecks Avenue intersection for installation of red-light and speed camera.

TD4	TNSW Digital Kerbside Pilot	<p>Liverpool City Council has been selected through an EOI process to take part in the TNSW Digital Smart Kerbs Pilot.</p> <p>The pilot will develop a digital inventory to show how kerb spaces are allocated to different uses and gather real-time data on kerb usage by different customers.</p> <p>The project will enable the testing of real time signage as recommended in the Liverpool Parking Strategy at no cost to Council. The project is funded through the NSW Smart Places Acceleration Fund.</p>	<p>TNSW representative made representation to the Committee about the program and sought advice about possible locations for the trial.</p> <p>The committee members outlined that, the appropriate street to start the trial is Macquarie Street. However, signage needs to inform motorists of the available parking spaces and to ensure that, it does not delay through traffic along the street.</p> <p>Clr Rhodes outlined that Railway Street carries heavy traffic that is exiting Liverpool. Macquarie Street may be a better preference for placing the signage and sensors.</p> <p>Approval under delegated authority will be sought for the required signs to be installed along Macquarie Street. In addition to Macquarie Street, other streets could be considered. Traffic flow along Macquarie Street including at intersections are to be monitored as part of the trial.</p>
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General Business Items

ITEM	LOCATION/ISSUE	REMARK	RECOMMENDATION
GB1	School advisory 'Kiss and Ride' parking signs.	Council has received a request to consider advisory school 'Kiss and Ride' signs that Camden Council will be trialling in front of schools in its Local Government Area, and whether such signs in the Liverpool LGA.	<p>Council has already started placing similar advisory signs along frontages of schools in the LGA with 'Kiss and Ride' zones as shown below.</p>  <p>However, subject to funding allocation, the signs that Camden Council is trialling would be trialled at a number of schools to assess its effectiveness.</p> <p>The Committee supported the above recommendation.</p>
GB2	139 Reilly Street, Lurnea – additional parking restriction signs.	The operator of Step by Step childcare centre has requested parking restriction and any other changes to improve emergency access to the childcare centre and prevent parking across the centres driveway.	<p>Since the request, transverse linemarking has been marked close to the driveways, and additional parking restrictions at the preschool frontage are not supported.</p> <p>The Committee supported the above recommendation.</p>
GB3	Weir Crescent, Lurnea - Traffic Speeding.	Council received a representation from the Federal Member for Werriwa on behalf of a local resident. Speed classification was carried out which indicated that the 85th percentile speed in the 50km/h zone did not require treatment. However, the resident is again requesting for traffic calming devices.	<p>The street is approximately 300m long, and in view of the current speed profile, traffic calming devices are not supported. The Police is requested undertake speed enforcement and provide feedback on the enforcement.</p> <p>The Police advised that, speed enforcement has been carried out and traffic calming is not required.</p>
GB4	Braidwood Drive, Prestons and Christie Street, Liverpool –	The Police has been requested to include the two streets in their speed enforcement.	<p>The Police to provide an update on the speed enforcement. Braidwood Drive - Council to assess whether centre line marking can be installed to demarcate opposing traffic movements and</p>

	Update on speed enforcement.		<p>accommodate staggered parking along the northern and southern sides of the road.</p> <p>Due to the road layout there is opportunity for speeding. However, the Police is enforcing speeding along Braidwood Drive. In addition, the Police outlined that its enforcement has not identified burnout marks along Christie Street.</p> <p>Test driving on the street by the nearby automobile companies could be contributing to the resident's complaints. An update will be provided from highway patrol for engineering treatments where necessary.</p>
GB5	Bardia Parade to Bardia Pathway, Holsworthy – Request for a marked pedestrian crossing. (Has existing roundabout with pedestrian refuges along Bardia Parade).	<p>Council has received representation for a marked pedestrian crossing to be installed across the section of Bardia Parade to Bardia Pathway.</p> <p>Pedestrian and traffic counts carried out has identified that, the location does not meet the warrant for a marked pedestrian crossing, and hence at this stage, a marked pedestrian crossing cannot be provided.</p> <p>A request has been received about heavy vehicle parking along the three streets. The three streets are in a built-up area, and in accordance with the road rules, parking for more than one hour that is not associated with loading and offloading is not permitted.</p> <p>Council Rangers would be patrolling the streets to enforce the road rule requirement.</p>	<p>The location be investigated with a view to provide an upgrade to the current pedestrian refuge that would allow pedestrians to cross Bardia Parade safely in two stages.</p> <p>The Committee supported the above recommendation.</p>
GB6	Manning Street, Warwick Street and Munday Street, Warwick Farm - Heavy vehicle parking	<p>Council Rangers would be patrolling the streets to enforce the road rule requirement.</p> <p>The Committee expressed concern that, the racing precinct is attracting heavy vehicle parking from the nearby industrial development.</p> <p>Given this continues to pose a problem, signs to limit heavy vehicle parking will be considered.</p>	
GB7	Atkinson Street – Request for the No Stopping Parking signs across driveways Unit blocks 3-5 and 7-9 Atkinson Street.	<p>A request has been received from the residents of 3-7 Atkinson Street that the existing 'No Stopping' restrictions across the driveway restricts sight distance affecting safe entry and exit from the unit complex.</p>	<p>The site inspection indicates that the parking lines have been provided at the driveway which may impact on the sight distance.</p> <p>A sketch plan has been prepared indicating that the existing parking lines are reline marked approx. 3m from the driveways. An edgeline and 10mm BB lines are also proposed to demarcate traffic and parking around the sweeping bend.</p> <p>The existing 2P 8am-10pm restrictions in the remaining section at the front of the unit development will remain and 'No Parking'.</p>

			<p>restrictions on the opposite side at the front of papermill development will remain unaffected. The Committee is requested to approve the revised proposal.</p> <p><i>The Committee supported the above recommendation.</i></p> <p>The Police to advise whether the use of the bicycle lane/road shoulder is legal or whether linemarking and signage changes are required to address the concern raised.</p> <p>Response from Police advised that two offences were committed:</p> <ul style="list-style-type: none"> • Not Class B/C motor vehicle in S-T-C/ave speed zone - solid edge line \$272 2pts Section 150(1) Road Rules 2014. • Drive in bicycle lane \$194 Section 153(1) Road Rules 2014. <p>The police outlined that, relinemarking to permit motorists to use the kerbside lane would increase road capacity and cater for on-street parking. However, there could be a risk of merging traffic movements. Council is to investigate in consultation with the Police and Transport for NSW.</p>	
GB8	Kurrajong Road, Prestons - Bridge over the M7 Motorway	<p>The concern about the use of the bicycle lane along Kurrajong Road between the M7 Motorway and Amity College and speeding through the 40km school zone has been included in the May Traffic Committee agenda as a general discussion item.</p> <p>In addition, the concern has been forwarded to the Police to include in their highway patrol, traffic and speed enforcement.</p>	<p>Council would review of the existing parking restrictions with a view to improve self-enforcement of the existing restrictions.</p> <p>In addition, Council Rangers would be requested for frequently patrolling the street and enforce the existing/amended parking restrictions.</p> <p><i>The Committee supported the above recommendation.</i></p>	
GB9	Huon Crescent – Request for bollards to restrict parking in existing No Stopping Zone	<p>A request has been received to provide bollards in the existing No Stopping zones on approach of the existing combined (Marked pedestrian and children) crossing at the front of Holsworthy Primary School as parents are parking within the No Stopping area affecting sight distance for the pedestrians crossing the street during school peak periods.</p>		
GB10	Airfield Drive, Len Waters Estate – reduce truck parking	<p>Airfield Drive is a local road within industrial precinct between Cowpasture Road and Aviation Road and is approximately 1300m long and 12.1m wide with designated speed limit of 60km/h. The carriageway can accommodate and is signposted to permit parking after business hours.</p>	<p>The existing arrangement can be maintained. The parking generates garbage and Council's waste management unit has been requested to clean the area regularly.</p> <p><i>Clr Harle recommended that Council install or place garbage bins as a trial to address the concern. City Presentation will be requested to place garbage bins for the trial.</i></p>	
GB11	Six Schools - Proposed Raised Thresholds.	<p>In March 2021, Council received funding allocation under Federal Stimulus Package to upgrade seven existing</p>	<p>Construction activities of the following five sites have commenced and is likely to be completed by June 2021.</p>	

		<p>marked crossings the front of schools to be upgraded to Wombat Crossings.</p> <p>Six of these crossings are to be delivered in the current financial year and the remaining one by December 2021.</p>	<ol style="list-style-type: none"> 1. Cabramatta Avenue, Miller – St Therese 2. Dalmeny Drive, Prestons – Dalmeny Public School 3. Main Street, Currans Hill – Holy Spirit Catholic School 4. South Liverpool Road, Heckenberg – Heckenberg Primary School 5. Maxwell Avenue, Ashcroft – Ashcroft Public School <p>Delegated approval of the following remaining two sites would be south and reported to the Committee at a future meeting prior to undertaking the works.</p> <ol style="list-style-type: none"> 6. South Liverpool Road, Busby - Busby Primary School <p>The Committee raised no objection to this item</p>
GB12	4-8 Lyn Parade, Prestons	A request has been received from developer of 4-8 Lyn Parade, previously Bunnings, to provide painted seagull on Lyn Parade adjacent their access driveway.	The Committee agreed that banning the outward right turn would assist, while allowing an inward left and right turn. A revised drawing is required.
GB13	Nuwarra Road, between Brickmakers Road and M5 underpass	Clr Harle outlined that, he has received residents' complaints that the recently resurfaced road is uneven, and it appears that the resurfacing is not completed. He requested that; the contractor be requested to address this concern. The project manager will be requested to investigate and advise of the options to improve the pavement surface.	
GB14	Fifteenth Avenue and Cowpasture Road Intersection	Clr Harle expressed concern about traffic noise from motorcyclists particularly on the weekends and requested the Police to include the intersection in their Highway patrol. The Police representative advised that he would request highway patrol to investigate. In addition, if required assistance will be sought from EPA.	
GB15	Moorebank Intermodal Traffic Study	Clr Harle enquired whether Council has been given a copy of the intermodal traffic study that was carried out by TfNSW. CW advised that RMS engaged two consultancy groups to carry out the modelling in two parts – Part A involving base modelling and Part B involving modelling of future traffic conditions and possible improvement solutions. Council has been given access to a portion of the base model that was used for further assessment in the Liverpool City Centre. However, Council has not been given access to the detailed assessment models.	
GB16	Widening roads for parking	Clr Harle enquired about the criteria being used to select roads that indented parking spaces are proposed to be constructed. CW outlined that the criteria includes on-street parking demand, proximity to public amenities, whether the road verge can accommodate on-street parking and for pedestrian movements. The report to be submitted at the June meeting would include this criteria.	
GB17	Vehicle accident Walder Road, Hammondville Shops, Carparking Location	Council advised that, physical barriers such as wheel stops will be installed to stop such crashes.	

CTTE 05

Minutes of Budget Review Panel 20 May 2021

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	179992.2021
Report By	Earl Paradeza - Senior Management Accountant
Approved By	Vishwa Nadan - Chief Financial Officer

EXECUTIVE SUMMARY

This report tables Minutes of the Budget Review Panel meeting held on 20 May 2021.

RECOMMENDATION

That Council adopts the minutes of the Budget Review Panel meeting held on 20 May 2021.

REPORT

The Minutes of the Budget Review Panel held on 20 May 2021 are attached for the information of 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	There are no civic leadership and governance considerations.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Minutes - Budget Review Panel Meeting 20 May 2021



This meeting was recorded for minute taking purposes
This meeting partially occurred on MS Teams

MINUTES FROM BUDGET REVIEW PANEL 20 May 2021

COUNCILLORS:

Wendy Waller
Mazhar Hadid
Geoff Shelton
Nathan Hagarty
Peter Harle
Karress Rhodes
Tony Hadchiti
Charishma Kaliyanda

Mayor (**Chairperson**)
Deputy Mayor

COUNCIL ATTENDEES:

Dr Eddie Jackson	CEO
Raj Autar	Director City Infrastructure & Environment
Peter Diplas	Director City Presentation
David Smith	A/Director City Economy & Growth
George Hampouris	A/Director City Corporate
Tina Sangiuliano	A/Director City Community & Culture
Jennifer Chenhall	General Counsel, Manager Governance Legal & Procurement
Vishwa Nadan	Chief Financial Officer
Earl Paradeza	Senior Management Accountant
George Georgakis	Manager Council & Executive Services
Rose Koch	Committees Officer (Minutes)

APOLOGIES:

Nil



OPEN

Meeting opened at 3:10 pm.

1. WELCOME, ATTENDANCE AND APOLOGIES

The meeting was opened. No apologies were received.

2. DECLARATIONS OF INTEREST

Nil

3. MATTERS ARISING FROM PREVIOUS MINUTES

Minutes from the previous Budget Review Panel meeting held on 18 February 2021 was adopted at the 31 March 2021, Council meeting.

Clr Shelton queried whether a statement will be released from Central Coast Council (CCC) in future which clarifies their views on how their budget items are categorised.

The recommendations put through by LGA Solutions are being reviewed by the NSW Audit Office. Panel will be updated for any updates on the matter.

4. OPERATING BUDGET FORECAST

The Chief Financial Officer delivered a presentation on this item.

Council adopted a \$5.7m deficit operating budget for 2020/21, assuming that COVID19 would continue to the end of September 2020, with impacts to user charges.

Based on nine months of operating results on actuals up to March 2021, it indicates that Council will post a deficit in net operating results (before grants and contributions for capital purposes) of \$9.5m as of 30 June 2021.

The key factors contributing to the increased deficit are due to:

- \$1.9m expected gain in the sale of 24 Scott Street that will not be realised by 30 June, due to delays in obtaining RMS approval to realign Terminus Lane, which is a pre-requisite for the sale;
- \$700k retrospective adjustment to ex-gratia payment expected from the Moorebank Intermodal Company, resulting from incorrect land parcel used in the calculations; and
- \$600k budgeted sub-leasing rental income from Level 6, 35 Scott Street due to delays in securing a tenant.

Operating Revenue

Council is starting to experience positive trends in user charges, particularly in DA related fees. Interest revenue is continuing its downward trend and given current market conditions, the trend is expected to continue.

Capital Revenue

Council is expecting a slight decrease of capital revenue mainly due to the delays in developer



works in kind.

Operating Expenditure

Council is expecting an increase of operating expenditure mainly due to additional consultancy work related to Western Sydney Planning Partnership (grant funded) and other projects such as the LEP Review and Warwick Farm precinct plan.

Cash at Bank & Investments

Projected unrestricted funds as of 30 June 2021 is valued at \$20.8m. These will continue to be reported on a regular basis.

Queries & Discussion

- i. Cllr Kaliyanda questioned the timeframe to receive funding for the Voyager Point Footbridge.
Director City Infrastructure & Environment advised that \$4.2m was received from the Federal Government to fund the repair works for this project. The works will be completed by June 2022, and by then the funds are expected to be received from Canterbury Bankstown City Council (CBCC). The Commonwealth contribution has been divided equally between Liverpool City Council (LCC) and CBCC. This funding will be included in the 2022 financial year.

Chief Financial Officer addressed the below queries.
- ii. Cllr Hagarty queried if the City Development Fund will be listed as its own item in the budget.
Details of funds in the CDF is reported quarterly to Council.
- iii. Cllr Shelton expressed concern of the projected decline of unrestricted funds at the end of the 2021 financial year, given a scenario the decline continues in future years.
The projected balance reflects on-going expenditure on Civic Place and will be replenished when loan funds is drawn. The long-term financial view indicates that Council will have approximately \$25m to \$30m of unrestricted funds.
- iv. Cllr Hadchiti questioned the delay of developer works in kind at \$4.4m and sought to ascertain whether this is related to the turnaround times in development applications.
Action: A/Director City Economy & Growth to investigate and provide figures of deferred contributions payable.
- v. Cllr Hadchiti queried whether the leasing of 35 Scott Street is factored in the 2022 budget.
This was confirmed affirmative. Council is making every effort to lease this out. Further information will be provided to Council in future. Cllr Hadchiti suggested that in a scenario it is not leased for the full year, that this should be reflected in the budget numbers to prevent any significant variations mid-year.

5. DRAFT FEES & CHARGES

The Chief Financial Officer reported a 2.5% increase of minimum variations to non-regulatory user charges that have been made. A variation report was provided to the Panel.



A/Director City Economy & Growth added that a new fee structure has been developed for rezoning applications. LCC have benchmarked with other Councils in the Western Sydney such as Blacktown and Penrith City Councils.

These will be categorised into small, medium, large scale significant planning proposals that have a precinct wide impact. The intention is to operate Council's Strategic Planning team for planning proposals on a cost recovery basis.

Additional resources have been included within the Strategic Planning area, given the significant number of applications, to decrease timeframes of Gateway determination for planning proposals. The standard is between 12-18 months and must not exceed 24 months.

A refund schedule has been introduced for withdrawn planning proposals at maximum 25%. This gives scope for Strategic Planners to track the amount of time spent on those proposals for evidence purposes.

Queries & Discussion

- i. Cllr Hadchiti questioned the KPIs and standards established to process the proposals in Council's system, bearing in mind the fee of \$75,000.

A/Director City Economy & Growth advised that the main KPI is set by the state government. Some elements are beyond the control of Council. The intention of the cost recovery basis is that applications can be received from lodgement to Council for a decision. This way the assessment process and the timeframes will improve.

- ii. Cllr Hadchiti questioned the \$4000 allocated for the crown road closure application.

Action: A/Director City Corporate to investigate the above.

- iii. Cllr Rhodes queried how LCC rates compares with other Councils.

A/Director City Economy & Growth advised that in terms of planning income and planning proposals, LCC is neither cheapest nor the most expensive. Though LCC will be operating on a full cost recovery basis.

Action: Staff to investigate rate comparisons with other Councils.

6. DRAFT BUDGET

The CEO commended Chief Financial Officer and Senior Management Accountant for their efforts in establishing workshops relating to Zero Based Budgeting. The 2021/22 budget requires finalisation by 30 June.

The Chief Financial Officer delivered a detailed presentation for the remainder of this item.

It was reported that Council must exhibit the draft budget for 28 days. Following this, all submissions must be considered and adopted by Council. The exhibition will expire on 28 June with a submission to be made at the 30 June Council meeting.

IPART has acknowledged that the rate peg only accounts for CPI cost increases and not cost pressures for growth Council.



Further assumptions on expenses were detailed such as the 2% award increase for employee costs, 0.5% increase in the Superannuation Guarantee Levy, and 2% increase in workers compensation.

External factors beyond LCC's control has impacted 2021/22 budget and includes, compliance levy, asbestos remediation, depreciation, declining interest on investment revenue and Council election expenses.

7. CAPITAL EXPENDITURE REPORT 2020/21 STATUS REPORT

Director City Infrastructure & Environment delivered a presentation on this item.

All capital works projects are at varying stages of progress with over 70% of the capital works program already issued for construction. By the end of quarter 1 in the next financial year, it is expected that the entire program will be completed.

A number of large projects take several years for completion such as the Voyager Point Footbridge. Challenges exist in trying to align annual budgets with contractor cashflows, and the Quarterly Review provides the opportunity to readjust and realign these KPIs. This does not equate to delays in the project, rather, adjustments are made as required in the process.

For the 2021/21 year, \$59m has been allocated for infrastructure capital works. An allocation of \$32m has been made for the renewal and replacement of existing assets to improve asset conditions and service levels. An allocation of \$27m has been made for the provision of new assets and upgrades to facilities to support growth and meet demand in the LGA.

A thorough overview was provided on each project.

Queries & Discussion

Director City Infrastructure & Environment addressed the below queries.

- i. Director City Infrastructure & Environment noted challenges in implementing street trees due to the complex array of underground utilities. Well-designed planter boxes are a viable alternative and the Department of Planning, Industry & Environment (DPIE) have approved this plan.

Staff and Councillors discussed the requirements of street tree implementation and plant bed maintenance in the LGA.

- ii. Cllr Shelton noted of a program where Council's costs relating to water management are projected. It was queried whether this was available for the coming years.

Action: Director City Infrastructure & Environment to provide information on the above to the Councillors. The long term drainage related works program was provided to Councillors on 25 May 2021.

- iii. Cllr Hadchiti queried whether there is any contamination on previously owned state government land, such as fire stations.

PFAS is usually related to former use of fire stations, however they are not categorised as state government land. Historically, Council had control over firefighting services. Rural Fire Services (RFS) had assumed control in the late 90s. At present, Council has joint responsibility.

Action: Director City Infrastructure & Environment to confirm the timeline for when Council had authority over firefighting services.

Liverpool Council managed bush firefighting services until 1 July 2001. At this point all rural fire fighting services were taken over by the Rural Fire Services. Prior to 2001, Council directly



employed staff known as Fire Control Officers to manage bush fire services on a day to day basis. PFAS was used in firefighting foams until around 2003 when it started to be phased out. Since the discovery of PFAS related contamination across sites historically used for firefighting, the RFS and Council have been working in partnership to address contamination issues, with costs shared equally between the two parties.

- iv. Cllr Shelton requested for a breakdown of figures relating to the Western Depot, and the portion of costs related to asbestos and PFAS. It was also questioned what Council's strategy is in PFAS management and remediating the land at the Western Depot.

PFAS exists in perpetuity within the environment and Council's most appropriate solution for remediation is to dig and remove it. Currently, the contaminated material is transported to specific landfills that accept it. A new drainage system is required at the Western Depot as the current system consists of PFAS contamination.

Action: Director City Infrastructure & Environment to provide details on the above to Councillors.

The estimated cost of remediation for the next financial year relates to predominantly PFAS contamination, with a small component of remaining asbestos related earthworks, not exceeding \$50,000 in value.

CLOSE

Meeting closed at 5:22 pm.

QWN 01	Question with Notice - Cllr Kaliyanda - Well-being at Liverpool Council
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Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	158976.2021

QUESTION WITH NOTICE

The mental health and well-being impacts of COVID-19 and other natural disasters in the last 18 months have been highlighted in the media and other places. The NSW Government is due to release an updated version of its Mentally Healthy Workplaces Strategy this month.

Please address the following:

1. What measures has Council undertaken to track the mental health and well-being on staff over this period?
2. How does Council plan to implement the updated Strategy?
3. Has well-being had an effect on staff retention or turnover in the last 18mths?
4. What strategies are in place to manage workload to ensure sustainability?

Response

1. **What measures has Council undertaken to track the mental health and well-being on staff over this period?**

During the last 18 months there have been a number of measures put in place to manage the health and wellbeing of staff during various shock events that have occurred. Key initiatives and practices are outlined below;

- Council, via the CEO all staff update and other communication channels, has had mental health messaging as a core focus area throughout 2020 and early 2021. This is during the time where working from home, social distancing, mask wearing and issues around social isolation were prevalent;
- Quotes were also obtained from external providers for staff mental health awareness sessions and staff resilience skills workshop for inclusion in the 2021-2022 training budget;

- Council has programs and participates in providing information access to webinars and other resources via Safework NSW Safety Month <https://www.safework.nsw.gov.au/advice-and-resources/campaigns/Safe-Work-Month/mentally-healthy-workplaces>. Mental Health Month occurs in October each year in NSW in which Council actively partakes in and promotes;
- Council also has free and confidential counselling that staff and their family can access through its Employee Assistance Program. This external provider reports on service usage and this data is reviewed monthly for any identified issues;
- During the start of COVID, a timeslot was allocated for a psychologist to participate in the “CEO all staff presentation”. The psychologist provided advice and tips, and fielded questions from staff on all facets of mental health. The session was extremely well received by all participants;
- Council arranges for trained Counsellors to make themselves available for staff following specific incidents (e.g. following the death of an employee/colleague) and at other important times.

2. How does Council plan to implement the updated Strategy?

The NSW Government Mentally Healthy Workplaces Strategy is predominately designed for the small business sector. Notwithstanding this, in the most part Council already has in place a number of key areas identified in the strategy. Council is always seeking for opportunities to improve the way it extracts data and draws insights in regards to Health and Safety. Quality data provides improved justification to drive prioritisation and early intervention strategies. Council will seek to conduct a gap analysis and where applicable operationalise any opportunities that stem from this strategy.

3. Has well-being had an effect on staff retention or turnover in the last 18mths?

Whilst Council undertakes exit surveys for staff leaving the organisation, there are no specific indicators of any work related factors or personal well-being stated as a specific reasons for resignation. Lifestyle choices including working closer to home or career moves for personal reasons can be a factor in many decisions. Covid-19 and the broader uncertainty in the marketplace has not resulted in any significant differences in staff turnover compared to previous years (in fact there has been a slight turnover decrease in the 2020 calendar year compared to the 2019 equivalent period).

4. What strategies are in place to manage workload to ensure sustainability?

Council through its flexible arrangements policy offers a range of benefits including flexible working hours. As such excess hours worked by an employee during a spike in workload can be offset (hour for hour) with flex leave at a future date. It is acknowledged that limitations on funding and resourcing does affect the workload in

some areas which has to be monitored and managed by the applicable area Managers as best they can. Council has procedures in place through HR people assessment tools, achievement planning and development plans to assist in monitoring workload and performance.

ATTACHMENTS

Nil

QWN 02	Question with Notice - Cllr Kaliyanda - Study Tours
Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	158981.2021

QUESTION WITH NOTICE

Please address the following:

1. What study tours have been undertaken in this term of Council?
2. What outcomes/benefits have they delivered to Council and ratepayers?
3. What has been the financial cost of these?
4. How does this compare to the number, cost and outcomes/benefits to ratepayers undertaken in previous terms of Council?

Response

1. What study tours have been undertaken in this term of Council?

Travel undertaken by Council Staff and Councillors internationally is declared publicly in the Annual Report each year. Please refer to the attached table for a breakdown of these overseas study tours.

2. What outcomes/benefits have they delivered to Council and ratepayers?

The outcomes of the overseas study tours have been identified in the attached table. In relation to interstate and intrastate study tours for Council staff, the *Local Government (State) Award 2020* (Section 32) requires Council to develop a training plan and budget for such activities. The CEO, (under Section 335 of the Local Government Act – Functions of the General Manager) has endorsed a “Developing Talented People Policy” to satisfy the requirements of the award. Any training and development matters for staff are therefore an operational issue.

3. What has been the financial cost of these?

As to the financial costs of International Travel, refer to Attachment A and the Annual Reports. As to the costs of Interstate and Intrastate travel, the training and development budget is part of the overall yearly budget approved by Council each year.

4. How does this compare to the number, cost and outcomes/benefits to ratepayers undertaken in previous terms of Council?

Cost comparisons of overseas study tours compared to the preceding term of Council have been outlined in the attached table. In addition, a brief overview of the benefits/outcomes have been outlined against each study tour. Council staff are unable to comment on the outcomes/benefits of the study tours undertaken in this Council term compared to the previous term of Council as this is subjective.

ATTACHMENTS

1. Study Tours Report - **Confidential**

QWN 03	Question with Notice - Cllr Hagarty - City Presentation
Strategic Direction	Leading through Collaboration Seek efficient and innovative methods to manage our resources
File Ref	158985.2021

QUESTION WITH NOTICE

Please address the following:

1. How many vacancies are there in City Presentation?
2. When are these expected to be filled?

Response

In the past 6 months, City Presentation has dealt with a number of challenges such as COVID restrictions, industrial disputes, emergency response (flooding), changes to senior management, as well as, an increase in the number of Councillor and customer requests.

1. **How many vacancies are there in City Presentation?**

There are currently 17 vacancies in City Presentation.

2. **When are these expected to be filled?**

Along with delivering services to our residents, the recruitment of the vacant positions continues to be a priority. The merit-based recruitment process takes time and management are working through each of these vacancies methodically to meet the organisation's expectations.

ATTACHMENTS

Nil

QWN 04	Question with Notice - Cllr Hagarty - Compliance Discretion
Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	158988.2021

QUESTION WITH NOTICE

Please address the following:

1. Are compliance officers legally allowed to apply discretion?
2. Is it Council policy to apply discretion?
3. Does Council keep track of when discretion is applied?
4. What training is given on the application of discretion?
5. What checks and balances are in place for when discretion is applied?

Response

1. Are compliance officers legally allowed to apply discretion?

Section 9.34 of the Environment Planning and Assessment Act relating to development control orders, states that:

1. *The development control orders that **may** be given under the Act are as follows:*
 - (a) *general orders in accordance with the table to Part 1 of Schedule 5,*
 - (b) *fire safety orders in accordance with the table to Part 2 of Schedule 5,*
 - (c) *brothel closure orders in accordance with the table to Part 3 of Schedule 5.*

The use of the term 'may' rather than 'must' implies a level of discretion.

This wording is also contained in Section 124 of the Local Government Act which states that a Council:

*"**may** order a person to do or to refrain from doing a thing specified in Column 1 of the following Table if the circumstances specified opposite it in Column 2 of the Table exist and the person comes within the description opposite it in Column 3 of the Table".*

However, Council's Enforcement Standard states that:

"all complaints regarding unlawful activities and uses will be investigated by Council unless:

- a) The matter has been actioned and resolved, or*
- b) A Principal Certifier is responsible for monitoring compliance with the conditions of development consent where a construction certificate has been issued for works to be carried out (i.e. construction of a building).*

2. Is it Council policy to apply discretion?

It is not Council policy to apply discretion when dealing with unlawful activity which is defined under the Enforcement Standard as:

- a) Contrary to the terms or conditions of a development consent, construction certificate, approval, or licence;*
- b) Contrary to an environmental planning instrument that regulates the activities or work that can be carried out on particular land;*
- c) Without a required development consent, approval, or licence; and*
- d) Contrary to a legislative provision regulating a particular activity or work.*

Clause 4.3.3 of Council's Enforcement Standard states:

4.3.3 All complaints regarding unlawful activities and uses will be investigated by Council unless:

- c) The matter has been actioned and resolved, or*
- d) A Principal Certifier is responsible for monitoring compliance with the conditions of development consent where a construction certificate has been issued for works to be carried out (i.e. construction of a building).*

Council conducts its compliance activities in accordance with the Enforcement Standard, and by staff following detailed documented procedures and processes. The compliance process involves issuing of notices/orders and follow up action including legal action if required. This provides for a consistent, fair, and transparent process for all compliance matters.

3. Does Council keep track of when discretion is applied?

As outlined above, Council conducts its compliance activities in accordance with the Enforcement Standard, which states that *"all complaints regarding unlawful activities and uses will be investigated by Council"*. This provides for a consistent, fair, and transparent process for all compliance matters.

4. What training is given on the application of discretion?

All compliance staff are trained in the application of the Enforcement Standard and the detailed documented procedures and processes to follow when unlawful activities are established.

5. What checks and balances are in place for when discretion is applied?

As outlined above, all compliance staff are trained in the application of the Enforcement Standard and the detailed documented procedures and processes to follow when unlawful activities are established. Notices and Orders are reviewed and co-signed by a senior member of the compliance team.

ATTACHMENTS

Nil

QWN 05

Question with Notice - Cllr Ayyad - Staff Payouts

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	159001.2021

QUESTION WITH NOTICE

Please address the following:

1. In this term of Council, how much has been spent to pay out staff through terminating their contracts (please provide as a total number)?

Response

Termination payments for Key Management Personnel (KMP) are included as an aggregate amount in the Annual Report under the section 'related party disclosures', as required by the Local Government Code of Accounting and Financial Reporting. Please refer to the Annual Reports, which are publicly available on the Council's internet pages.

KMP includes:

- The Mayor;
- Councillors;
- Chief Executive Officer;
- Directors; and
- The Responsible Accounting Officer.

Under Section 337 of the Local Government Act 1993 (the Act), the CEO may appoint or dismiss senior staff only after consultation with Council. This provision only applies to senior staff.

Staff other than those listed as KMP, are employed under an award, not employed under contract. Any terminations or redundancies of these staff are managed as per the Award. Therefore the decision to terminate a non KMP is an operational decision, not a decision of Council.

Under section 335 of the Act (Functions of General Manager), the general manager of Council has been delegated responsibility for such functions.

ATTACHMENTS

Nil

QWN 06

Question with Notice - Cllr Ayyad - Travel

Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	159007.2021

QUESTION WITH NOTICE

Please address the following:

1. In this term of Council, how many flights has Council booked (both interstate and international)?
2. How many hotel room nights have been booked in this term of Council?

Response

Travel undertaken by Council Staff and Councillors Internationally is declared publicly in the Annual Report each year. In relation to interstate and intrastate travel and accommodation, the *Local Government (State) Award 2020* (Section 32) requires Council to develop a training plan and budget for such activities. The CEO, (under Section 335 of the Local Government Act – Functions of the General Manager) has endorsed a “Developing Talented People Policy” to satisfy the requirements of the award. Any training and development matters for staff are therefore an operational decision, with the training and development budget being included in the budget approved by Council each year.

A detailed breakdown of information relating to Study Tours is included in response to a Question with Notice within this month’s Council papers.

ATTACHMENTS

Nil

QWN 07	Question with Notice - Cllr Hagarty - Animal Welfare
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Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	196274.2021

QUESTION WITH NOTICE

Please address the following:

1. What is the process from when rangers attend to a found pet?
2. What is the average time between an animal being taken to the shelter and appearing on:
 - Council's website?
 - the facilities Facebook page?
2. What other channels are used?
3. What details are posted?
4. Are there KPIs for this?
5. Are Council meeting these KPIs?
6. Are there KPIs in place for rehoming animals?
7. Are Council meeting these KPIs?
8. How much time each day are dogs given out of their kennels?
9. What enrichment are they provided each day?
10. What strategies are in place to prevent dogs from suffering significant kennel stress such as aggressive behaviour, barking and lunging at people?
12. What training and information do rangers and rehoming officers undertake and have access to in relation to:
 - animal handling, enrichment and recognising body language?

- the latest methods in animal rehoming?
- dangerous dog handling?

A response to these questions with notice will be provided in the 28 July 2021 Council Meeting Business Papers.

ATTACHMENTS

Nil

QWN 08	Question with Notice - Cllr Kaliyanda - Digitisation of Services
Strategic Direction	Leading through Collaboration Strive for best practice in all Council processes
File Ref	196313.2021

QUESTION WITH NOTICE

Please address the following:

1. What Council services or functions have been digitised (partially or completely) as a response to the impacts of COVID-19?
2. Has follow up been conducted as to which of these were successful and which were not?
3. If so, what factors have been identified in the successful digitisation of a service or function?
4. What factors have been identified in the unsuccessful digitisation of a service or function?
5. Please outline what aspects of Council's functions or services have explored, or are currently exploring, digital transformation to improve resident experience, effectiveness or efficiency.

A response to these questions with notice will be provided in the 28 July 2021 Council Meeting Business Papers.

ATTACHMENTS

Nil

NOM 01**Bring the ABC to Liverpool**

Strategic Direction	Generating Opportunity Attract businesses for economic growth and employment opportunities
File Ref	196292.2021
Author	Nathan Hagarty - Councillor

BACKGROUND

The ABC recently announced the relocation of 300 staff from inner-city Ultimo to new facilities in Western Sydney.

Instead of the planned move to Parramatta, the national broadcaster should look to Liverpool for its new headquarters.

Earlier this year, the national broadcaster was based in Liverpool for a month with a pop up news room and programs being hosted here.

The initiative was immensely successful and showed Liverpool was a more than worthy permanent home for our national broadcaster.

NOTICE OF MOTION

That Council:

1. Approach the ABC about the viability of Liverpool being the new location of their headquarters in Sydney; and
2. Work with local stakeholders, property managers and other interested parties on a proposal should Liverpool be a viable option.

ATTACHMENTS

Nil

NOM 02

Use of 'environmentally sensitive' artificial turf

Strategic Direction	Strengthening and Protecting our Environment Encourage sustainability, energy efficiency and the use of renewable energy
File Ref	196304.2021
Author	Charishma Kaliyanda - Councillor

BACKGROUND

Recently, Lane Cove Council on Sydney's North Shore advised that it would install what it says will be Australia's first 'environmentally sensitive' artificial turf football field.

The project proposes that the synthetic field be constructed without any performance infill made of micro plastics.

The Council advises that artificial turf surfaces play a crucial role in accommodating the high demand and use of sporting fields across metropolitan Sydney. A synthetic surface can be played on intensively and extensively throughout all weather conditions.

The synthetic surface proposed is a fully woven product made of one polymer family (polyolefin). The woven construction results in the grass fibres and backing structure being produced as one combined product, with superior tuft lock and filament bind to traditional tufted grass. This will significantly reduce the likelihood of lost fibres migrating into the environment.

Critics say synthetic fields cause rubber and microplastics to leach into waterways; reduce the amenity for families and dog owners; potentially increase cancer risk through the chemicals used to make them; and cause unsustainably high temperatures near and on these fields on hot days.

New research by the Australian Microplastic Assessment Project (AUSMAP) with Northern Beaches Council, funded by NSW's Environment Protection Authority, has found 80 per cent of the waste entering stormwater drains was black crumb (recycled tyres used for the base of these fields) and microplastics from astroturf – compared to 5 per cent in areas without these playing fields.

Earlier this year, campaigns by community groups objecting to synthetic grass installations at sportsfields led NSW Minister for Planning and Public Spaces Rob Stokes to prompt his department to investigate sustainable alternatives to synthetic grass.

This study is understood to be ongoing with no results yet released.

NOTICE OF MOTION

That Council:

1. Explore the feasibility of environmentally sustainable alternatives to synthetic turf surfaces for playing fields and recreational spaces;
2. Monitor the progress of DPIE's investigation to sustainable alternatives to synthetic grass; and
3. Work with local sporting clubs and association to monitor and mitigate the impacts of synthetic turf fields on the urban heat island effect, as part of the overall measures to address this issue.

ATTACHMENTS

Nil