

# COUNCIL AGENDA

ORDINARY COUNCIL MEETING

29 July 2020



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

Liverpool City Council Meetings are livestreamed onto Council's website and remain on Council's website for a period of 12 months. If you have any enquiries, please contact Council and Executive Services on 8711 7584.

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

**Dr Eddie Jackson**

ACTING CHIEF EXECUTIVE OFFICER

## Opening

## Acknowledgment of Country and Prayer

## Apologies

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## Public Forum

## Mayoral Report

NIL

## Notices of Motion Of Rescission

NIL

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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	Fire and Rescue NSW Referrals
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*Reason: Item CONF 01 is confidential pursuant to the provisions of 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.*

CONF 02 Acquisition of Lot 2 DP1263707 being part of 285 Fifteenth Avenue, Austral for drainage purposes

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

CONF 03 COVID-19 Variation of Leisure Centre Management Contract ST2492

*Reason: Item CONF 03 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 04 Animal Shelter Update

*Reason: Item CONF 04 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 05 Project Delivery and Land Transfer Agreements with Department of Planning, Industry and Environment and the Planning Ministerial Corporation at Leppington

*Reason: Item CONF 05 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 06 Legal Affairs Report - 1 April 2020 to 30 June 2020

*Reason: Item CONF 06 is confidential pursuant to the provisions of 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.*

CONF 07 Liverpool Civic Place Independent Review

*Reason: Item CONF 07 is confidential pursuant to the provisions of s10(A)(2)(d i) (g) 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 advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

**Close**



## MINUTES OF THE ORDINARY MEETING HELD ON 24 JUNE 2020

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### PRESENT VIA VIDEO CONFERENCING:

Mayor Wendy Waller  
 Councillor Ayyad  
 Councillor Balloot  
 Councillor Hadchiti  
 Councillor Hadid  
 Councillor Hagarty  
 Councillor Harle  
 Councillor Kaliyanda  
 Councillor Karnib  
 Councillor Rhodes  
 Councillor Shelton  
 Mr Tim Moore, Acting Chief Executive Officer  
 Mr George Hampouris, Acting Director City Corporate  
 Dr Eddie Jackson, Director City Community and Culture  
 Mr Peter Patterson, Director City Presentation  
 Mr Raj Autar, Director City Infrastructure and Environment  
 Mr David Smith, Acting Director City Economy and Growth  
 Mr David Maguire, Internal Ombudsman  
 Mr Vishwa Nadan, Chief Financial Officer  
 Mr Andrew Stevenson, Chief Strategy and Engagement Officer  
 Ms Tina Sangiuliano, Strategic Organisational Change Manager  
 Mr James Ng, Acting General Counsel, Manager Governance, Legal and Procurement  
 Mr George Georgakis, Manager Council and Executive Services  
 Ms Susan Ranieri, Coordinator Council and Executive Services (minutes)

The meeting commenced at 6.00pm.

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### 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 the Acting Chief Executive Officer, Mr Tim Moore.

## APOLOGIES

## CONDOLENCES

Nil.

## CONFIRMATION OF MINUTES

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

That the minutes of the Ordinary Meeting held on 27 May 2020 and Extraordinary Meeting held on 9 June 2020 be confirmed as a true record of those meetings.

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

## DECLARATIONS OF INTEREST

Clr Shelton declared a pecuniary interest in the following item:

**Item:** NOM 03 – Sustainable Energy.

**Reason:** Clr Shelton has shares in a company referred to there.

Clr Shelton left the meeting for the duration of this item.

Clr Kaliyanda declared a nonpecuniary but significant interest in the following item:

**Item:** CONF 01 - Liverpool Youth Council - Membership Nominations for term 2020 – 2022.

**Reason:** One of the nominated members has done some work with Clr Kaliyanda's Youth Reference Group at Headspace Campbelltown and is known to her.

Clr Kaliyanda left the meeting for the duration of this item.

Clr Hadchiti declared a nonpecuniary but significant interest in the following item:

**Item:** CONF 01 - Liverpool Youth Council - Membership Nominations for term 2020-2022.

**Reason:** Clr Hadchiti knows one of the nominees.

Clr Hadchiti left the meeting for the duration of this item.

## **PUBLIC FORUM**

### **Presentation – items not on agenda**

Nil.

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

### **Written submissions for items on agenda**

1. **Mr Robert Pinosa** made a written submission to Council on the following item:

**EGOW 05** - Street Naming Requests - Austral, Edmondson Park and Prestons

This submission has been circulated to Councillors.

2. **Mr John Wynne** from Urbis made a written submission to Council on the following item:

**EGROW 04** – Planning Proposal Request to rezone land and amend development standards at 1400 – 1480 Elizabeth Dr, Cecil Park.

This submission has been circulated to Councillors.

3. **Mr James Stanton-Cooke** from Lock the Gate Alliance made a written submission to Council on the following item:

**EGROW 03** - Sustainable Energy

This submission has been circulated to Councillors.

## MAYORAL MINUTE

**ITEM NO:** MAYOR 01  
**FILE NO:** 160043.2020  
**SUBJECT:** Greater Sydney Women's Safety Charter

Liverpool is one of the fastest growing Local Government Areas in Australia and a place where women and girls should feel safe, included and able to reach their full potential.

Women of all ages, abilities, identities and social and cultural backgrounds should be able to fully and freely participate and enjoy our city's social, economic and cultural life. This benefits everyone in our city.

The Greater Sydney Women's Safety Charter was launched on International Women's Day this year. It is made up of government agencies, businesses, peak groups and not-for-profit organisations who work together to improve the safety of women and girls in Greater Sydney.

In December last year, the Greater Sydney Commission and Transport for NSW co-hosted the Symposium, A City for People – Women and Safety in the City. The charter was an outcome of this event. More than 70 organisations came together to make this Charter possible.

Groups that join the charter improve the safety of women and girls through policies and practices, service planning and delivery, and communication with stakeholders and the community. They help to promote equality and create cities that are welcoming, open and accessible to everyone.

The Charter has three foundation principles:

1. A commitment to a culture of gender equality.
2. A commitment to listen, share and reflect; and
3. A commitment to collective action and continuous improvement.

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

That Council endorse becoming a signatory to the Greater Sydney Women's Safety Charter.

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



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

1. Places the draft 2017-22 Delivery Program and Operational Plan and Budget (including Statement of Revenue Policy) on Public Exhibition for 28 days, subject to the following change to be made:

*“Undertake water quality monitoring along the Georges River, Wattle Grove Lake and ANZAC Creek, Kemps Creek, Bonds Creek and the tributaries of Kemps Creek to ensure the required level of water quality within the waterways are maintained”;*

2. Receives a further report at the July 2020 Council meeting after a review of public submissions; and
3. Extends the 2019-20 budget and fees and charges until 31 July 2020.

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

## RECOMMENDATION

1. Endorse the planning agreement for a monetary contribution of \$85,000 towards the upgrade of the Bernera Road / Yarrunga Street / Yato Road intersection and directs 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 alterations;
3. Note that if changes, other than minor changes, arise from the public exhibition process these will be reported back to Council;
4. Note that any planning agreement will be subject to approval of modification application DA-527/2017/A which proposes deletion of Conditions 107, 108 and 109 (relating to design and construction of a portion of Bernera Road / Yarrunga Street / Yato Road intersection upgrade) and the addition of a condition requiring execution of the planning agreement and payment of the monetary contribution prior to the release of any occupation certificate for the site.

## COUNCIL DECISION

That this item be dealt with in Closed Session pursuant to the provisions of s10A(2)(e) of the *Local Government Act 1993* because it contains information that would, if disclosed, prejudice the maintenance of law.

On being put to the meeting the motion was CARRIED.

Note: This item was dealt with later in the meeting in Closed Session.

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

1. Receive and note the report;
2. Adopt the Liverpool City Centre Public Domain Master Plan (ATTACHMENT 1);
3. Note that all residents and stakeholders who made submissions during the public exhibition period be notified of Councils determination; and
4. Note that the master plan be used to guide future capital public domain upgrades in the city centre.

Chairperson

**ITEM NO:** EGROW 03  
**FILE NO:** 136062.2020  
**SUBJECT:** Railway Street Serviceway Tactical Urbanism State Government Funding Program

## COUNCIL DECISION

**Motion:** **Moved:** Clr Hadid **Seconded:** Clr Harle

That Council receive and note the report.

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

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

1. Notes the advice of the Liverpool Local Planning Panel;
2. Endorses in principle the planning proposal request, with an amendment to also rezone part of the site subject to the proposed M12 motorway as SP2 Infrastructure;
3. Delegates to the CEO to prepare the formal planning proposal incorporating the above amendment in point 2 and any other 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.

Councillors voted unanimously for this motion.

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

1. Supports the naming of:
  - Pinosa Avenue, Austral
  - General Boulevard, Edmondson Park; and
  - Austinmer Place, Prestons;
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.

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

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

1. Receive and note the report; and
2. Nominates Clr Rhodes as an additional alternate member for the SWCPP and direct the CEO to notify the SWCPP Secretariat within 14 days of the resolution.

Chairperson



**ITEM NO:** COM 02  
**FILE NO:** 130415.2020  
**SUBJECT:** Response to Question With Notice - Seniors Community Consultation

## COUNCIL DECISION

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

That Council receives and notes this report.

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





**ITEM NO:** CTTE 02  
**FILE NO:** 131380.2020  
**SUBJECT:** Minutes of the Environment Advisory Committee held on 20 April 2020

## COUNCIL DECISION

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

That Council receives and notes the minutes of the Environment Advisory Committee Meeting held on 20 April 2020.

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

**ITEM NO:** CTTE 03  
**FILE NO:** 140577.2020  
**SUBJECT:** Minutes of the Liverpool Pedestrian, Active Transport and Traffic Committee meeting held on 20 May 2020

## COUNCIL DECISION

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

That Council adopts the following recommendations of the Committee:

## Item 1 - Range Road - Proposed New Intersections

- Council approves the new intersections and associated signs and linemarking.

Item 3 - Kurrajong Road, Prestons – Proposed combined crossing in front of Amity College

- Council approves the upgrade of the existing pedestrian crossing and associated signs and linemarking scheme.
- The combined pedestrian crossing is to be flood lit in accordance with AS1158 at no cost to Council.

## Item 4 - Moore Street - Proposed Pedestrian Refuge

- Council approves kerb adjustments on both sides of Moore Street to provide a safe pedestrian crossing location.
- A detailed design is to be submitted to TfNSW and the Police for review prior to installation.

## Item 5 - Main Street, Edmondson Park – Signs and Linemarking scheme

- Council approves 2P timed parking with an amendment including removal of the marked pedestrian crossing and C3 linemarking to supplement “No Stopping” signs.
- Installation of the 2P parking to be delayed until the construction of the additional 1000 commuter parking spaces at Edmondson Park Train Station.

## Item 6 - Kingsford Smith Avenue/Southern Cross Avenue – Revised Roundabout

- Council approves the revised roundabout.
- The design is to be modified to include a pedestrian crossing facility on the northern side of the roundabout and extend the “no stopping” zone along Southern Cross Avenue.

Item 7 - Bird Walton Drive – Proposed road rehabilitation

- Council approves the proposed signs and linemarking scheme.

Item 8 - Greendale Road – Proposed road rehabilitation

- Council approves the road rehabilitation and associated signs and linemarking scheme, including the arrangement to maintain the existing sign posted speed limit and advisory speed on the curved road section.

Item 9 - Feodore Drive, Cecil Hills – Minor Traffic Facilities

- Council approves the proposed raised threshold, median island and signs and linemarking with installation of a pedestrian fence at the southern side of the raised threshold.

Item 10 - Wonga Road and Hill Road – Proposed Traffic Management

- Council approves the raised thresholds and associated signs and linemarking.

Item 11 - Items Approved Under Delegated Authority

- Notes the traffic facilities approved under Delegated Authority between 8 March 2020 and 12 May 2020.

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

**ITEM NO:** CTTE 04  
**FILE NO:** 144090.2020  
**SUBJECT:** Minutes of the Strategic Panel Meeting held on 13 May 2020

## COUNCIL DECISION

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

That Council receives and notes the Minutes of the Strategic Panel Meeting held on 13 May 2020.

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

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

1. Adopts the minutes of the Budget Review Panel meeting held on 21 May 2020; and
2. Considers applying to the Federal and State Government from the \$50million Council Community Projects recently announced for possible funding for the concept plans for the Visitation Precinct if appropriate.

**Vote for:** Clr Ayyad, Clr Balloot, Clr Hadchiti, Clr Hadid, Clr Hagarty, Clr Harle, Clr Kaliyanda, Clr Rhodes and Clr Shelton.

Chairperson

**ITEM NO:** CTTE 06  
**FILE NO:** 146402.2020  
**SUBJECT:** Minutes of the Civic Advisory Committee meeting held on 3 June 2020

## COUNCIL DECISION

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

That Council:

1. Receives and notes the Minutes of the Civic Advisory Committee Meeting held on 3 June 2020;
2. Reject the recommendation to supply and install the City of Liverpool flag and the 60<sup>th</sup> birthday (as a City) flag which has cost implications; and
3. Endorse all other recommendations in the Minutes.

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

## QUESTIONS WITH NOTICE

**ITEM NO:** QWN 01

**FILE NO:** 139288.2020

**SUBJECT:** Question with Notice - Cllr Hagarty - Speed Camera Warning Signs

Please address the following:

1. Have any speed camera or red light camera warning signs been removed in the Liverpool LGA since 'NOM 01 - Speed Camera Warning Signs' was passed in November 2019?

### Response

Following Council's resolution from November 2019, Council received correspondence (see Attachment 1 in the Council Agenda) from the Parliamentary Secretary for Transport and Roads confirming that the NSW Government's position on speed camera warning signage has not changed. Council has also discussed this matter with TfNSW staff who have advised that no speed camera or red-light camera warning signs in the Liverpool Local Government Area have been removed.

TfNSW has advised Council they are aware of a 'missing' sign at the Newbridge Road / Milperra Road / Henry Lawson Drive intersection, due to limited space in the location identified (see Attachment 2 in the Council Agenda) and are considering what options are available for the sign to be installed.

**ITEM NO:** QWN 02  
**FILE NO:** 139293.2020  
**SUBJECT:** Question with Notice - Clr Harle - Compliance, Private Certifiers and Private Certifying Authorities

### **Background**

Since Compliant Development has been introduced by State Governments some two decade ago, there have been numerous issues where noncompliant development has occurred. The main concern is where the health and safety of the community is compromised. When this occurs, the obligations to address such issues passes onto the Private Certifier (PC) or Private Certifying Authority (PCA) responsible for the lodgement of the initial Development Application (DA). A copy of the DA must be lodged with Council to ensure it is aware of the development and its conditions. If the PC or PCA fails to address the issue it can be reported to the relevant authority for further action. Unfortunately further action rarely occurs as the complainant may not have the necessary resources required to do so, hence the matter remains unresolved.

Where noncompliance involves the health and safety of the community Local Councils need to act quickly, irrespective of the costs involved. The latter is based on its "Duty of Care" obligations to the community.

Currently, if residents suspect noncompliance issues within a development, they are informed to contact the PC or PCA responsible for the DA. Unfortunately, most residents don't have the resources to take the matter further which often results in nothing being done to address the issues.

For those issues that manage to get addressed, any forthcoming action may take several weeks, months or sometimes years, however, for those involving illegal or contaminated fill it is usually too late to mitigate any negative effects for the foreseeable future.

Unfortunately, the Environment Protection Authority (EPA) also follows the State Governments' recommendation of informing the PC or PCA to address any issues of non-compliance. It is only when the Health and Safety of the Community is at risk that the EPA may investigate, however, noncompliance such as the amount of fill is not their responsibility and falls back on the PC or PCA and we are back where we started.

Please address the following:

1. Does Council have a procedure or action in place to ensure a Development Applications (DA) made by a Private Certifier (PC) or a Private Certifying Authority (PCA) complies with their conditions of consent?

- a. If noncompliance is suggested by concerned residents, how is that action triggered?
  - b. What is Council's procedure if non-compliance continues despite Council action?
  - c. How can Council ensure that compliance does occur, especially those impacting on community health and safety?
  - d. Is Council legally responsible for any subsequent health and safety risks to the community due to noncompliance it was made aware of?
2. Will changes to the "Building and Development Certifier Act 2018", due to take effect as of 1<sup>st</sup> July 2020, impact on the points raised in 1, a to d?

## Response

A private certifier can determine applications for complying development certificates, construction certificates and occupation certificates. They can also be nominated as the Principal Certifier whose role is to carry out inspections of building work to determine compliance with legislative requirements and conditions of consent. In addition the Principal Certifier can take action to address non-compliant work and, if needed report, it to Council if any non-compliances are ongoing.

Certifiers do not determine development applications. Council has no legal responsibility to check certificates issued by certifiers. Private certification has been in place since 1998 and accredited private certifiers are public officials who are required to act with integrity and impartiality . They are accredited under the Building Professionals Act 2005 and regulated by NSW Fair Trading.

Generally if a resident contacts Council regarding non-compliance with building work on a privately certified site the resident is asked to contact the certifier in the first instance. The certifier's responsibility is to investigate the complaint and if non compliance is detected the certifier under the Environment Planning and Assessment Act is required to issue a Written Direction. If the direction is not complied with the certifier will notify Council and Council officers will then issue notice/order.

Generally issues relating to hours of construction, occupation of footpath/road contrary to development consent and sediment control are all dealt with by council officers without referral to the certifier even if the site is privately certified as these issues impact resident's amenity and the environment.

In some instances where the certifier does not take adequate action Council does intervene and take enforcement action. Anyone can report a certifier, if they have grounds to do so, to the Building Professionals Board.

**1. Does Council have a procedure or action in place to ensure a Development Applications (DA) made by a Private Certifier (PC) or a Private Certifying Authority (PCA) complies with their conditions of consent?**

**a. If noncompliance is suggested by concerned residents, how is that action triggered?**

As mentioned above residents are directed to the certifier in the first instance.

**b. What is Councils procedure if non-compliance continues despite Council action?**

If Council is involved a notice is issued followed by an order and if non compliance continues legal action is taken.

**c. How can Council ensure that compliance does occur, especially those impacting on community health and safety?**

Under the legislation it is not Council's role to check on certifiers to ensure compliance, however as mentioned above if Council intervenes then a notice/order can be issued and ultimately legal action pursued.

**d. Is Council legally responsible for any subsequent health and safety risks to the community due to noncompliance it was made aware of?**

It is the Principal Certifier who is responsible for the work on site and if Council is not the nominated Principal Certifier then Council is not responsible.

**2. Will changes to the "Building and Development Certifier Act 2018", due to take effect as of 1<sup>st</sup> July 2020, impact on the points raised in 1, a to d?**

The new legislative framework regulates the conduct of certifiers by providing for new conflict of interest provisions and establishes a code of conduct. The Building Professionals Board will be abolished and the certifiers will be fully regulated by NSW Fair Trading. It is expected that Certifiers who do not comply with the new legislative framework will not be able to continue to be registered.

**COUNCIL DECISION**

**Motion:**

**Moved: Cllr Harle**

**Seconded: Cllr Rhodes**

That Council:

1. Investigate implementing a development assessment compliance policy dealing with compliance issues raised by residents irrespective of whether it is a Private Certifier, Private Certifying Authority or Environmental Protection Authority issue; and

2. A report to be brought to the August 2020 Council meeting addressing issues related to implementing such a policy including budgetary implications.

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

## PRESENTATIONS BY COUNCILLORS

Nil

## NOTICES OF MOTION

**ITEM NO:** NOM 01

**FILE NO:** 137811.2020

**SUBJECT:** End of the Corona Virus Pandemic Definition

## BACKGROUND

An oversight has come to my attention for the need to clarify by definition the end of the Corona Virus Pandemic as referred to as a date for Council to initiate actions as resolved in Motions previously passed by Council.

As it is very unclear as to what could be considered the end of the Corona Virus Pandemic as being when Business is resumed in NSW or when a possible vaccine is found, it is necessary that Council resolve a definition to give Council clarity of intention in resolutions previously passed by Council, where such motions have referred for Council action "after COVID 19" or other similar expressions in motions.

The need for a definition for the end of the Corona Virus is to enable Council a date that Council Staff recognise as the defined date and to make it clear that the end of COVID 19 is not defined by but not excluded by the possible vaccine that may or may not ever be found.

## NOTICE OF MOTION (submitted by Cllr Rhodes)

That Council defines the end of COVID 19 as referred to in resolutions previously passed by Council from which Council has been resolved to act "after the COVID Pandemic" or words similar as being defined as the date declared by the NSW State Government that all businesses are to return to work although maintaining social distancing guidelines.

## COUNCIL DECISION

**Motion:**

**Moved: Cllr Rhodes**

**Seconded: Cllr Balloot**

That Council adopt the following definitions to clarify any times or time periods in Council resolutions relating to COVID-19 pandemic:

1. Where a date is specified in the resolution – then that date will continue to apply.
2. Where no date is specified in the resolution and the resolution is subject to the lifting of a restriction – then, for the purpose of implementing the resolution, the date will be 1 July 2020. It would be anticipated that at that point minimal restrictions would

remain in place affecting only some businesses. For example, on 16 April 2020 Council resolved to waive all out-door dining fees from the date of restriction coming into place until 2 months after these restrictions are lifted. The proposed amendment would mean that out-door dining fees would be waived until 2 months after 1 July 2020.

3. Where a resolution is not subject to the lifting of a restriction and the resolution requires Council to provide assistance for an unspecified period – then, for the purpose of implementing the resolution, the resolution will apply for the duration of the 2020/21 financial year, unless otherwise resolved by Council.

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

For the past 3 months, the nation has effectively been run from home. The COVID-19 lockdown has proven the ability of the workforce, in particular the public sector, to work outside of the traditional office environment.

As the world contemplates what work in the post COVID-19 world looks like, some have raised the idea of local satellite offices for workers. The satellite 'hubs' would provide public sector workers with the option of travelling a short distance to their local CBD rather than the Sydney or Parramatta CBDs where most public sector agencies are based.

- reduces traffic congestion
- reduces overcrowding on public transport
- improves work life balance
- stimulates the local economy

**NOTICE OF MOTION (submitted by Cllr Hagarty)**

1. Lobby the State and Federal Governments for public sector hot desking hubs to be located in the Liverpool CBD;
2. Work with developers and landlords to find suitable locations in the Liverpool CBD for public sector hot desking hubs; and
3. Report back on progress in 6 months.

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

1. Lobby the State and Federal Governments for public sector working hubs to be located in the Liverpool CBD;

2. Work with developers and landlords to find suitable locations in the Liverpool CBD for public sector working hubs; and
3. Report back on progress in 6 months.

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

**Clr Shelton left the meeting at 7:13pm.**

**ITEM NO:** NOM 03  
**FILE NO:** 152495.2020  
**SUBJECT:** Sustainable Energy

## **BACKGROUND**

In November 2019, Council indicated its support for a Renewable Solar Power Purchase Agreement negotiated by WSROC. Liverpool Council is also one of 18 local councils that are part of a Local Government Power Purchase Agreement, where Origin Energy supplements the energy needs of our community. Furthermore, in October 2017, Council joined the Cities Power Partnership, an initiative of the Climate Council of Australia seeking to accelerate the benefits of emissions reduction and clean energy for Australian towns and cities.

The use of hydraulic fracturing (fracking) to extract gas presents significant environmental risks. The use of chemicals in the process presents a potential contamination hazard to water resource. Significantly, fracking results in increase greenhouse gas emissions through the use of the fuel itself as well as through the escape of gases, such as methane, during the extraction process. Banning the use of fracking right across the country presents the most effective strategy to eliminate these environmental hazards.

Furthermore, the recent destruction of a 46,000 year-old Aboriginal cultural site in WA as part of a mining operation by Rio Tinto shows the impact that such processes could have on local environments and cultural heritage.

On a local level Council is investing in a wide range of initiatives designed to increase the use of sustainable energy and reduce the urban heat island effect. Some of these initiatives include purchasing sustainable energy, installing solar systems on Council properties and encouraging schools, residents and businesses to install solar panels on their buildings, transitioning to the use of electric fleet vehicles and installing heat pumps at pools and leisure centres. Rejecting the use of damaging processes, such as fracking, and simultaneously increasing the use of renewable energy are both vital if we hope to limit the worst impacts of climate change.

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

### **1. Write to Origin Energy:**

- Noting Council's Power Purchase Agreement with Origin Energy, through SSROC, 20% of which is currently sourced from the Moree Solar Farm;
- Expressing our support for the traditional owners and communities in the Northern Territory who have expressed their strong opposition to fracking due its threats to the climate and to their lands, waters and rights; and

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

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

Councillors voted unanimously for this motion.

Note Cllr Shelton was not in the meeting when this item was voted on.

**Clr Shelton returned to the meeting at 7.19pm**

**ITEM NO:** NOM 04  
**FILE NO:** 152513.2020  
**SUBJECT:** Support for Australian Aviation

**BACKGROUND**

Earlier this year we saw perhaps the most significant corporate victim of COVID-19 when Virgin Australia elected to enter into voluntary administration. This was a deeply concerning development, not only for the stress, anxiety and uncertainty on the thousands of employees, but for the potential impact this will have on our society and economy.

This is clearly a Federal issue and it will be up to the Federal Government to address this. But it is important that we all speak up, particularly for Liverpool as an aviation city and the home of Sydney's second international airport, to raise two important points: we need a healthy and competitive domestic airline industry, and that industry needs to be serviced by Australian-based companies.

If any airline attains a monopoly over the domestic airline market, we know from the collapse of Ansett in 2002, that there will be a significant increase in the cost of air travel. I am aware of some analysts predicting the rise in cost of air travel in a monopoly environment could exceed 20%.

For Australia, with our vast expanses and remote communities, affordable air travel is vital to our ongoing prosperity. If there are to be rises in the cost of domestic air travel, it will be our vulnerable populations that suffer along with the regions. And it is the regions upon which Australia relies.

But it is not simply enough to have a competitive domestic airline market; it is critical that the companies servicing those routes are Australian-based. Encouraging a strong Australian aviation sector would have significant short and long-term benefits for Liverpool.

There has been discussion of international airlines, Etihad or Singapore Airlines for example, servicing our domestic routes. Should this eventuate, we will see the irreversible flow of profits, money from Australians, offshore. This cannot be allowed to happen.

Furthermore, it is fanciful to entertain the idea that these international airlines will service anything but the most profitable, high-volume routes of the east coast. This would likely leave our regional and remote communities to languish and die. We cannot let this happen.

In the coming weeks and months, it will be critical for the Federal Government to protect Australia's future through whatever mechanism they deem appropriate, and ensure that on the other side of this, Australia continues to be serviced by a competitive, Australian-based domestic airline industry.





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

Applicant	Project	Recommended
The Bill Crews Charitable Trust	2168 Community Household Survey	\$9,500

Applicant	Project	Recommended
Heckenberg Public School	Community Connections Garden	\$5,000
Hoxton Park Public School	Community Kitchen Garden	\$5,000
Malek Fahd Islamic School Limited	Reducing Single Use Plastic Water Bottles	\$5,000
Marsden Road Public School	Community Native Garden	\$5,000

Clr Rhodes asked that she be recorded as having voted against the motion.

**Cllrs Kaliyanda and Hadchiti left the meeting at 7.55pm.**

**ITEM NO:** CONF 01

**FILE NO:** 130196.2020

**SUBJECT:** Liverpool Youth Council - Membership Nominations for term 2020-2022

### **COUNCIL DECISION**

**Motion:**

**Moved: Cllr Harle**

**Seconded: Cllr Hadid**

That Council:

1. Adopts the new members nominated by the Selection Panel to be appointed to the Liverpool Youth Council for the 2020-2023 term.

The names of the nominated members are listed below:

- Ella-Jay Nuttal
- Jorja Suga
- Alyssia Dower
- Vishal Senthilkumar
- Sonia Sharma
- Mikaela Jenkins
- Mustafa Sawalhi
- Emily D'Silva
- Simbarashe Zimbudzana
- Phillip Gigliotti
- Elise Vadala
- Adrian Lal

2. The Liverpool Youth Council Charter section 9 - Term of Office be amended to increase the membership term from two years to three years as follows:

#### **9. TERM OF OFFICE**

*9.1 Youth Council members serve a three-year term, with a maximum of two consecutive terms served by any one member (i.e. members can serve a maximum of six years).*

*9.2 A young person appointed to the Youth Council will continue as a member until the Youth Council is disbanded at the end of the three-year term.*

3. At the end of the Youth Councillors' service a letter be sent from the Mayor (on behalf of the Councillors) to congratulate and thank them for their years of commitment.

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

**Clr Hadchiti and Clr Kaliyanda returned to the meeting at 8.00pm.**

**ITEM NO:** CONF 03

**FILE NO:** 328535.2019

**SUBJECT:** ST2755 Building and Amenities Cleaning Services

### **COUNCIL DECISION**

**Motion:**

**Moved: Clr Harle**

**Seconded: Clr Rhodes**

That Council:

1. In accordance with Section 178(1) (b) of the Local Government (General) Regulation 2005, declines to accept all tenders received for ST2755 – Building and Amenities Cleaning Services.
2. In accordance with Section 178 (3) (e) of the Local Government (General) Regulation 2005, enter into negotiations with Advanced National Services Pty Ltd (T/A Advanced Cleaning), Solo Services Group Australia Pty Ltd and Service Master Solutions Cleaning Pty Ltd with a view of entering into a contract covering the subject matter of the tender.
3. In accordance with Section 178 (4) of the Local Government (General) Regulation 2005, notes that the reasons for entering into negotiations and not calling fresh tenders are:
  - a. Significant variation in the price, quantity of service and charge out rates of the submissions received.
  - b. Clearer scope, service expectation and KPI's can be established;
  - c. Rates and fixed services prices can be negotiated resulting in better value for Council and quantifiable savings;
  - d. No benefit will be achieved by inviting fresh tenders in view of the time and cost involved in such a process.
4. Delegate to the Chief Executive Officer all necessary authority to finalise and execute a contract with a party or parties ultimately determined to present the best value for the provision of the specified services.
5. This report has been brought to Council because the Chief Executive Officer's instrument of delegation, approved by Council in accordance with the current provisions of section 377 of the Local Government Act 1993, only permits the Chief Executive Officer to approve (and not to reject) tenders up to a value of \$2 million. Therefore, subclauses 178(3) and 178(4) of the Local Government (General)

Regulation 2005 require a decision not to accept any of the tenders for a proposed contract to be made by way of a Council resolution.

6. Keeps confidential the details supplied in this report containing information on the submissions received, pursuant to the provisions of Section 10A(2)(d)(i) of the Local Government Act 1993 as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

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

Councillors voted unanimously for this motion.

**ITEM NO:** CONF 02  
**FILE NO:** 150575.2020  
**SUBJECT:** Appointment of Acting Chief Executive Officer

## **COUNCIL DECISION**

**Motion:** **Moved: Cllr Hadchiti** **Seconded: Cllr Balloot**

That Council:

1. Note the current CEO Kiersten Fishburn's resignation effective 26/06/2020.
2. Acknowledge and thank Ms Kiersten Fishburn for her service to Liverpool for the past nine years in various roles.
3. Note that it was the intention of this Council to allow the new Council which would have been in place in September 2020 to determine the holder of the CEO's position, but due to COVID-19 the Minister for Local Government has announced that Council elections will not take place till September 2021.
4. Undertake a competitive process of appointing the Chief Executive Officer.
5. Immediately seek the services by way of RFQ for a suitable independent consultant to assist in the recruitment process.
6. Establish a working group with delegation from Council to undertake the following tasks:
  - a. Work with the appointed independent consultant to draft and finalise a Position Description for the Chief Executive Officer role;
  - b. Provide instruction to the appointed independent consultant on advertising and interview arrangements;
  - c. With guidance and assistance from the appointed independent consultant, complete interviews for the role and undertake an assessment of the interviewed candidates;
  - d. With guidance and assistance from the appointed independent consultant, negotiate and agree on in-principle contract terms, subject to approval by Council, with the preferred candidate;
  - e. With guidance and assistance from the appointed independent consultant, prepare a report to the Council that provides a detailed assessment of the

interviewed candidates, and makes a recommendation for appointment by the Council.

7. Appoint the Mayor or her Councillor delegate, Cllr Balloot or their Councillor delegate and Cllr Harle or their Councillor delegate to the working group noting that any Councillor may attend any meetings as an observer and have access to any documents throughout the process.
8. Notes that the final decision to appoint a Chief Executive Officer will be made by the Council, as required by s.344 of the Local Government Act 1993.
9. Appoints Dr Eddie Jackson as Acting Chief Executive Officer, with all delegated authority currently assigned to the position of Chief Executive Officer, for up to 12 months from Monday 29 June 2020 (inclusive) or until such time as a new permanent Chief Executive Officer is appointed, and commences the position, whichever is the lesser period.
10. Delegate authority to the Mayor to negotiate, on behalf of Council, suitable terms with Dr Eddie Jackson for their appointment to the role of Acting Chief Executive Officer.
11. Note that once a permanent Chief Executive Officer is appointed a separate Committee will need to be established to set and monitor key performance indicators for the Chief Executive Officer.

On being put to the meeting the motion was CARRIED.

Mayor Waller asked that she be recorded as having voted against the motion.

## OPEN SESSION

**Council moved back into Open Session at 8.43pm.**

Mayor Waller then read out the resolutions for EGROW 01, COM 01, CONF 01, CONF 02, and CONF 03 which were passed in Closed Session (Note, Mayor Waller asked that her name be recorded against the motion for CONF 02).

**THE MEETING CLOSED AT 8.47pm**

<Signature>

Name: Wendy Waller

Title: Mayor

Date: 29 July 2020

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 24 June 2020. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

CEO 01

**Annual Report to Council by the Internal  
Ombudsman**

<b>Strategic Direction</b>	Leading through Collaboration Strive for best practice in all Council processes
<b>File Ref</b>	176066.2020
<b>Report By</b>	David Maguire - Internal Ombudsman
<b>Approved By</b>	Dr Eddie Jackson - Acting Chief Executive Officer

**EXECUTIVE SUMMARY**

Council's Internal Ombudsman Policy requires that the Internal Ombudsman (IO) must submit an annual report to Council. The annual report for 2019-2020 is set out below.

**RECOMMENDATION**

That Council receive and note the annual report presented by the Internal Ombudsman.

**REPORT****1. Reporting requirements**

Clause 4.15.1 of Council's Internal Ombudsman Policy requires that the IO shall provide "*an annual report to Council on the performance of the functions and duties of the IO under this policy. The report to Council shall include a summary of matters dealt with by the IO in the previous 12 months*".

The IO is also required to submit biannual reports to the Audit, Risk and Improvement Committee, biannual reports on public interest disclosures (PIDs) to the NSW Ombudsman and an annual report on Code of Conduct complaints statistics to the Office of Local Government (the OLG) and to Council.

**2. The role of the IO**

In addition to his complaint handling role under the Internal Ombudsman Policy, the IO acts as Council's Code of Conduct Complaints Coordinator, Disclosures Coordinator and Privacy Contact Officer. The IO also provides advice to the CEO on possible referrals to ICAC under section 11 of the *Independent Commission Against Corruption Act 1988* as well as advice to Council staff in regard to matters associated with these roles.

### **3. Review of Council policies and processes**

During the past 12 months, the IO has reviewed and received approval for the following Council policies:

- Employee Security and Workplace Surveillance Policy (operational policy)
- Ethical Governance: Internal Reporting Policy (operational policy)
- Privacy Policy

In terms of Council processes, during the past 12 months, the IO has:

- requested various Council business units to update information on their work and responsibilities on Council's website
- recommended that Council staff use their direct phone numbers (not the 1300 36 2170 number) in their communications with members of the public
- reviewed the procedure for use of two-way radios by Council staff
- drafted privacy information statements for users of Council car parks
- provided advice to Council staff and government agencies on requests for landowner details by Commonwealth and NSW agencies
- reviewed processes for the storage, security and disposal of health information collected by Council
- provided feedback on the Draft Audit Report on CCTV Management Compliance
- provided training to Depot managers on fact finding and investigation processes concerning allegations of misconduct against Council staff
- provided advice about de-identification of personal information and the avoidance of data breaches for Council's Data Management Strategy Project
- sought improved collaboration by Council's compliance, environmental health, legal and development assessment teams in dealing with compliance matters where retrospective approval is sought by property owners because of complaints and notices/orders issued about unauthorised buildings, structures or activities undertaken, on their properties
- provided advice to Depot staff on anonymous complaints and Council's internal reporting process.

### **4. Complaints statistics**

The table below summarizes complaints received and dealt with by the IO for the period from 1 July 2019 to 30 June 2020 (the numbers in brackets refer to the previous 12 months):

**CHIEF EXECUTIVE OFFICER REPORT**

<b>Type of complaints referred to IO</b>	<b>Number referred</b>	<b>Number completed</b>
NSW Ombudsman/ other agencies	8 (8)	7 (8)
Mayor, Councillors and the CEO	40 (44)	41 (44)
Code of Conduct complaints and queries	21 (18)	21 (16)
Members of public – general complaints	244 (178)	240 (177)
Public interest disclosures	7 (8)	13 (1)
Privacy complaints	3 (3)	3 (3)
<b>Total</b>	<b>323 (259)</b>	<b>325 (249)</b>

## 5. Public interest disclosures (PIDs)

Below is a summary of the two biannual reports submitted to the NSW Ombudsman by the IO (as Disclosures Coordinator) for the reporting period 1 July 2019 - 30 June 2020, as required by section 6C of the *Public Interest Disclosures Act 1994*:

Number of public officials who made PIDs to Council	7
For PIDs received, how many were primarily about:	
Corrupt conduct:	3
Serious and substantial waste:	0
Maladministration:	0
Government information contravention:	0
Local government pecuniary interest contravention:	4
Number of PIDs received since 1 July 2019:	7
Number of PIDs finalised since 1 July 2019:	13
Allegations of corrupt conduct substantiated:	0
Allegations of local government pecuniary interest contravention substantiated:	0

It should be noted that the three PIDs alleging corrupt conduct were referred, after consultation with ICAC, to external Code of Conduct reviewers who found no evidence in any case to substantiate the PID allegations.

Similarly, four PID allegations of local government pecuniary interest contravention were referred to and investigated by the Office of Local Government and were not substantiated.

However, both Councillors and Council staff need to be mindful that the Code of Conduct places the onus on them to identify and manage any conflicts of interests. The IO is of the opinion that, especially in regard to matters such as rezoning applications and compliance issues involving close family members, some Councillors and Council staff may occasionally be mistaking conflicts of interests as “non-pecuniary non-significant” when these conflicts of interests may indeed be “non-pecuniary and significant”, in which case they should not be involved in any decisions relating to such matters.

## 6. Written advices

The table below sets out the number of written advices provided to the CEO and members of Council staff, in relation to the roles and responsibilities of the IO for the period from 1 July 2019 to 30 June 2020 (The numbers in brackets refer to the previous 12 months.):

<b>Types of written advice</b>	<b>Number provided</b>
General advices (excluding privacy)	<b>129</b> (97)
Privacy and data breach advices	<b>47</b> (28)
<b>TOTAL</b>	<b>176</b> (125)

## 7. Ongoing learning and development

During the past 12 months, the IO attended two meetings (one online) of the NSW GIPA and Privacy Practitioners Network, four meetings (one online) of the Internal Ombudsman Network, two meetings (one online) of the Local Government Internal Counsel network and the annual Law Society of NSW Government Solicitors Conference.

## 8. Retirement of the IO

The IO will retire from Council on 5 August 2020, having served a three year term.

A recruitment process is now underway for the IO position. It should be noted that a member of ARIC should be a member of the selection panel for the new IO in accordance with clause 4.18.1 of the Internal Ombudsman Policy. The Mayor should also be consulted by the CEO prior to approval of the appointment of the IO by the CEO.

## CONSIDERATIONS

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	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
<b>Legislative</b>	<i>Health Records and Information Privacy Act 2002 section 67</i>

**CHIEF EXECUTIVE OFFICER REPORT**

	<p><i>Independent Commission Against Corruption Act 1988 sections 10 and 11</i></p> <p><i>Local Government Act 1993 sections 8A(2)(e) and 440AA</i></p> <p><i>Privacy and Personal Information Protection Act 1998 sections 33 and 53</i></p> <p><i>Public Interest Disclosures Act 1994 sections 6CA and 6D</i></p> <p><i>Work Health and Safety Act 2011 sections 20 and 21</i></p>
<b>Risk</b>	There is no risk associated with this report.

**ATTACHMENTS**

Nil

**CEO 02****Review of Media Policy**

<b>Strategic Direction</b>	Leading through Collaboration Strive for best practice in all Council processes
<b>File Ref</b>	179105.2020
<b>Report By</b>	Ryan Auberson-Walsh - Acting Manager, Communications
<b>Approved By</b>	Andrew Stevenson - Chief Strategy and Engagement Officer

**EXECUTIVE SUMMARY**

A review has been undertaken of Council's Media Policy, adopted at the 25 July 2018 Council meeting. It is recommended no changes be made to the existing policy, which was developed to assist Liverpool City Council Councillors and staff respond to enquiries from journalists and use social media in an informed and appropriate manner. The policy sets guidelines for preparing media releases, responding to enquiries and using social media.

**RECOMMENDATION**

That Council adopt the Media Policy for a two-year period.

**REPORT**

Council's existing Media Policy was adopted at the 25 July 2018 Council meeting. Following a review of the policy in consultation with staff from Council's Communications Unit, it is recommended no changes are made to the policy.

The Media Policy was developed to govern the operational matters that were contained in the previous policy and is modelled on best-practice media and social media policies developed by local and state government authorities in NSW and Victoria.

The purpose of the policy is:

- a) To support positive engagement with the media, including social media, by Councillors and Council staff both in professional and personal capacities.
- b) To protect the reputation of the Council, community and staff and support key directions outlined in the Operational Plan including Creating Connection, Generating Opportunity and Leading through Collaboration.

**CHIEF EXECUTIVE OFFICER REPORT**

The policy covers: Councillors; Council staff; service providers; contractors employed by Council; volunteers; apprentices or trainees; and work experience students. Implementation of the Policy will be monitored by the Mayor, CEO and Communications Manager.

In addition to the Media Policy, Councillors and Council staff must adhere to Liverpool Council's Code of Conduct when interacting with the media.

**CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	<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>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p>
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	There is no risk associated with this report.

**ATTACHMENTS**

1. Media Policy



## MEDIA POLICY

Adopted: 25 July 2018

TRIM 182381.2018



## **MEDIA POLICY**

### **1. PURPOSE/ OBJECTIVE**

- a) To support positive engagement with the media, including social media, by Councillors and Council staff both in professional and personal capacities.
- b) To protect the reputation of the Council, community and staff and support key directions outlined in the Operational Plan including Creating Connection, Generating Opportunity and Leading through Collaboration.

### **2. LEGISLATIVE REQUIREMENTS**

*Local Government Act 1993*

### **3. POLICY STATEMENT**

#### **3.1. A policy on media use, particularly social media, has been requested by Council.**

- 3.1.1 This policy has been developed to assist Liverpool City Council Councillors and staff respond to enquiries from journalists and use social media in an informed and appropriate manner. The policy sets guidelines for preparing media releases, responding to enquiries and using social media.
- 3.1.3 Liverpool Council's Code of Conduct is also relevant when considering appropriate interaction with the media.
- 3.1.2 The policy covers: Councillors; Council staff; service providers; contractors employed by Council; volunteers; apprentices or trainees; and work experience students. Implementation of the Policy will be monitored by the Mayor, CEO and Communications Manager.

### **4. Roles and Responsibilities**

- 4.1.1 The Mayor is the official spokesperson of the governing body of Council.
- 4.1.2 The CEO, who is responsible for the day-to-day management of Council, is the spokesperson on operational matters.
- 4.1.5 Councillors may provide the media with comment, or post on social media, as long as they make clear this is provided as their own personal opinion and does not represent the official position of Council.
- 4.1.6 Councillors are to remember that the Mayor and CEO are the official spokespersons on all matters.
- 4.1.7 The Mayor may nominate another Councillor to act as an official Council spokesperson for an issue, event or topic as required
- 4.1.8 Council staff are to refer all media enquiries to the Communications Manager. Council staff may not speak to reporters or provide background information without the express prior approval of the CEO or Communications Manager.

## **MEDIA POLICY**

- 4.1.9 The CEO may nominate other staff to act as spokespeople for the Council as appropriate. For example, the Director of Casula Powerhouse Arts Centre may speak to the media at any time about events.
- 4.1.10 The Communications unit is responsible for preparing media materials in consultation with relevant Council staff. The Mayor, and/or CEO when relevant, must approve all media releases and media responses.
- 4.1.11 The Communications Manager is responsible for co-ordinating and issuing media materials. Social media posts and responses based on pre-approved material may be approved by the Communications Manager.

### **4.2 Media releases**

- 4.2.1 Staff may prepare draft media releases but they must be forwarded to the Communications Manager for approval, editing and distribution. The Director, Casula Powerhouse Arts Centre, may approve promotional material.
- 4.2.2 A media release should never be issued quoting a Councillor or member of staff without that person's prior knowledge.
- 4.2.3 Staff with specialist knowledge may be quoted in media releases with the permission of the CEO.
- 4.2.4 All new employees are to be given Council's Media Policy as a part of the induction process.

### **4.3 Dealing with the media**

- 4.3.1 Council employees may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.
- 4.3.2 In the event of an industrial dispute (or an incident likely to lead to an industrial dispute), statements on behalf of Council employees should be issued via the relevant union.
- 4.3.3 When appropriate, a Council employee may become the sole spokesperson on a specific issue, event or initiative within their operational portfolio, to ensure consistency of message.
- 4.3.4 Council staff should treat all media outlets fairly and should avoid giving one outlet preferential treatment.
- 4.3.5 Council staff should avoid providing information "off the record" during media interviews. It is best to assume that everything said to any media representative may appear in a news story.
- 4.3.6 Contractors or service providers employed by Council must refer all media enquiries relating to Council to the Communications Manager.

## **MEDIA POLICY**

### **4.4 Personal comments**

4.4.1 Council employees may speak to the media, post on social media or write letters to the Editor as private individuals. However staff must not distribute information that:

- a) Compromises your capacity to perform your official duties in an unbiased manner;
- b) Has the potential to have a negative impact on your working relationships within the council or with external parties;
- c) Is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council;
- d) Has the capacity to damage the council's reputation or contains content about the council that may be misleading or deceptive;
- e) Divulges confidential council information;
- f) Breaches the privacy of other council officials or those that deal with council;
- g) Contains allegations of suspected breaches of this code or information about the consideration of a matter under this code or any other code pertaining to Conduct; or
- h) Could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment.

### **4.5 Council's use of social media**

4.5.1 Social media is one of many communication channels for Council to engage with the community.

4.5.2 Posts by authorised officers must:

- a) Be honest, polite and considerate;
- b) Include appropriate information;
- c) Ensure relevant permissions have been obtained for photos - photos of children under 16 must have the guardian's written permission;
- d) Ensure flyers or posters are approved and works of art are credited as appropriate;
- e) Be accurate and comply with council policies and other relevant requirements;
- f) Adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and Council's Privacy Management Plan and Code of Conduct; and
- g) Not damage Council's reputation.

### **4.6 Monitoring posts by users**

4.6.1 Authorised officers need to monitor posts regularly during business hours and immediately remove or hide content that:

- a) Defames any individual, group or organisation;
- b) Vilifies any individual, group or organisation because of their political affiliation, race, religion, cultural background, gender, age or sexual identity;
- c) Contains obscene, racist, sexist, threatening or offensive language or images;
- d) Breaches copyright;
- e) Is potentially unlawful; or
- f) Is spam or advertising.

## MEDIA POLICY

### 4.7 Enquiry and response handling

#### 4.7.1 Customer enquiries should be handled as follows:

Type	Action
Simple question, e.g. date of an event	Communications Officer to post reply
Controversial or ongoing topic, e.g. Western Sydney Airport	Communications Officer/Manager to assess and reply if required
Likely to turn into a media issue	Communications Officer/Manager to assess and reply if required
Customer Service Enquiry, e.g. parking, bins	Post: Hi xx, please click on the 'send email' button at the top of the page or Customer Request Form to send your enquiry to Council's Customer Service  Or  If it appears urgent, pass on to the relevant team and post: Hi xx, thanks for your comment, we have passed this on to Council's xx team to investigate.
Detailed/complex question	Post: Hi xx, please click on the 'send email' button at the top of the page or Customer Request Form to send your enquiry to Council's Customer Service
Abusive/defamatory/racist etc	Hide post
Person or others likely to be in danger	Request a phone number so someone can contact them

#### 4.7.2 Communication to public about roles and responsibilities:

- Explicitly set expected response times and state limitations to responding (such as during business hours). Eg We will update and monitor this site during office hours, Monday to Friday;
- Recommend appropriate channels for certain types of communication (such as emergencies);
- Prohibit posting of offensive material; and
- Document action moderator will take if user doesn't comply: modify or delete, then block after three breaches.

### 4.8 New social media channels

- 4.8.1 In order to efficiently manage the social media channels used by Council, the Communications Manager must authorise the use of new social media channels that are associated with Liverpool City Council.

## **MEDIA POLICY**

### **4.9 Personal use of social media**

- 4.9.1 Council does not seek to restrict personal use of social media (see above, Personal comments). However, employees need to be aware that their conduct on social media may impact on their employment.
- 4.9.2 It is a staff responsibility to protect Council's brand and reputation.
- 4.9.3 Employees are responsible for content which they publish on social media platforms. They should ensure that their personal comments or opinions are not mistaken for Council's official position. All employees should promote a positive image of Council at all times and are encouraged not to comment on local issues that relate to or involve Council in a way that would reflect poorly on themselves or Council.
- 4.9.4 Staff employed by Liverpool City Council are obliged to follow these conditions:
- a) Employees must not post any statement or comment which brings Council into disrepute;
  - b) Employees must ensure they do not commit Council to any action or initiative without the appropriate authority;
  - c) Employees must not post material that is obscene, defamatory, threatening, harassing or discriminatory to any individual, group or organisation, including Liverpool City Council;
  - d) Employees must not disclose official information unless authorised to do so; and
  - e) Employees must ensure appropriate approval is obtained prior to using social media options in an official Council capacity.
- 4.9.5 Breaching this policy may result in disciplinary action, counselling or dismissal.

### **4.10 Personal use of social media when using Council's resources, or in work time**

- 4.10.1 Staff may use social media as long as it does not interfere with their work.

## MEDIA POLICY

### AUTHORISED BY

Either Council Resolution or Chief Executive Officer

### EFFECTIVE FROM

This date is the date the policy is adopted by Council resolution or approved by the CEO.

### DEPARTMENT RESPONSIBLE

Council's Communications Unit is responsible for the administration of the policy.

### REVIEW DATE

The policy must be reviewed every two years or more frequently depending on its category or if legislative or policy changes occur.

### VERSIONS

The current and previous version of the policy should be set out in the following table.

Version	Amended by	Changes made	Date	TRIM Number
1	Council Resolution		25 July	182381.2018

### THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

This policy has been developed after consultation with Council staff, the Governance Coordinator and the Executive Management Team.

### REFERENCES

Dubbo City Council: Corporate Social Media Policy 2013  
Department of Public Works: Official use of social media guidelines, ICT Policy and Coordination Office, December 2010 v.1.0.0  
Victorian Department of Health: Social Media Action Plan Part 2: Staff toolkit, Best practice guidelines and templates to help you use social media, 2010  
Coffs Harbour City Council: Social Media Policy, October 2012  
Gunnedah Council: Social Media Policy, 2013  
Parramatta City Council: Social Media Policy  
Transport for NSW: The Development of Social Media Policy  
City of Ryde: Media Policy 2014  
Thomas Tudehope, NSWLGA: Reaching your community – social media for local government, April 2013

**EGROW 01**

**Rebuilding Liverpool's Economy update**

<b>Strategic Direction</b>	Generating Opportunity Attract businesses for economic growth and employment opportunities
<b>File Ref</b>	138950.2020
<b>Report By</b>	Julie Scott - Manager City Economy
<b>Approved By</b>	Tim Moore - Director, City Economy and Growth / Deputy CEO

**EXECUTIVE SUMMARY**

At Council's meeting on April 16 2020, a package of measures was adopted to respond to the challenges local businesses are facing because of the COVID-19 crisis. The package is designed to meet the short-term issues being faced by the business community and to build resilience and capacity over the longer term.

**RECOMMENDATION**

That Council receive and note the report.

**REPORT**

Small businesses in Liverpool have been severely impacted by the COVID-19 crisis and thousands of local jobs have been lost. In response Council adopted a \$210,000 Rebuilding Liverpool's Economy package, developed by Council's City Economy (CE) team, at its Extraordinary meeting on April 16, 2020.

The package uses repurposed existing budget to not only address the short-term crisis but build long term capacity to withstand future shocks.

To deliver the package swiftly, the team temporarily restructured to focus on delivering specific initiatives in the CBD, LGA and policy/communications. Casula Powerhouse Arts Centre front-of-house staff also joined the team to assist with one-on-one communication with businesses.

This report outlines the progress on initiatives to support local businesses.

## **Business Resilience Grants**

On June 9, 2020 Council adopted a recommendation to award 50 businesses with grants of up to \$5000. Council received 194 applications for the grants. A total of 28 CBD businesses received \$107,000 from the City Development Fund and 22 businesses in the greater Local Government Area received grants to the value of \$66,000. All grant agreements were signed and processed by the end of June. Positive comments were received from grant recipients including the following:

*“The Council and Chamber have been on the front foot since COVID restrictions commenced and have implemented many strategies to support businesses in the region to help get through this... I want to highlight the support they are giving locals and how hard the staff are trying their best to support all businesses, as best as possible... The grant money will be used locally and this will help not just our business, but the local economy. Thank you to the Council and the Chamber for your ongoing support for the small businesses in the region. The support is truly appreciated by many.”*

## **Support and Buy Local campaign**

A Support and Buy Local campaign implemented during April, May and June will continue to roll out in the new financial year. Activities have so far included two monthly online #LoveLivo Live events, a local open-for-business business directory, the creation of digital assets for business and community use and the development of a Love Local campaign.

### #LoveLivo Live

Two #LoveLivo Live events were broadcast on Facebook. The second edition was held on Thursday 28 May with singer-songwriter Bek Ferro, rapper LiCoN and R’n’B singer Kealoana, and host Youth Council member Vishal. During the event 6527 people were reached, 949 engaged and it received 1.5 million views. The live streams have increased engagement on Facebook by 157 per cent.

CE staff are working with local hip-hop artist L-FRESH The LION on the digital release of his new album for 30 July at 4pm on Council’s Facebook page. The event is funded by the NSW Government Making Spaces grant and will be streamed live on Council’s Facebook page and filmed to be played on the Urban Screen in Macquarie Mall throughout the remainder of 2020.

Activation events are now transitioning from virtual to live due to the easing of restrictions.

### Local Business Directory

A local directory for businesses to advertise their opening hours and offerings on Council’s website was developed in collaboration with Council’s Digital and Design Team. Eighty-eight businesses were signed up at time of writing. Businesses listed on the site range from café offerings to health and finance.

### Love Liverpool campaign

The *See, Taste, Do* competition launched on Instagram on 21 May. The competition was structured over six weeks, each fortnight focusing on the words 'see', 'taste' or 'do', to promote places and activities in Liverpool. There were 200 entries to the See competition. Prizes were Taste Tour vouchers.

The CE and Communications Teams collaborated to make videos of nine local businesses to talk about their COVID-19 experience and how they had adjusted to crisis. The videos were released on social media. Businesses included KMA Champion Martial Arts, the Black Rose café and Dolcerama. They received a high level of engagement from Council's social media followers.

The CE team is exploring opportunities to provide support to local start-ups and artists through pop-up opportunities at Council events and activations. This will replace the previous pop-up program run by Council. Staff will provide opportunities for local businesses to trial their businesses at a variety of different activations to reach different audiences.

Eat Your Heart Out has been cancelled for 2020 as a result of the pandemic and restrictions on large gatherings. The annual event will return in August 2021 to activate and transform Northumberland Serviceway.

*We are open* posters have been developed and are being distributed to local businesses to promote that they are open for businesses and for customers to shop local.

*Love Liverpool Visitor Guides* are now available for collection from Customer Service, CPAC and the Liverpool Regional Museum. The guide can also be found at a number of local businesses.

### **Liverpool Pop Up Program**

At Council's meeting held on 11 December 2019, council carried a motion to develop a strategy for a Pop Up program in the CBD and to identify a funding source.

The development of a Pop Up strategy has been placed on hold due to the current COVID-19 crisis. COVID-19 has had a great impact on retail businesses, events and activations, of which pop ups would participate in. There is a great deal of uncertainty about what the retail landscape may look like post COVID-19 which impacts how the strategy could best be developed.

Council officers had originally investigated several options for developing pop ups:

#### 1. Integrating Pop Ups into events and activations

Events and activations provide opportunities for artisans and emerging entrepreneurs to showcase their products in a low risk way to local audiences. Pop Ups could be supported through Council events including Love Livo Nights, Eat Your Heart Out, Liverpool on a Roll (LOAR) and projects such as the Railway Street upgrade.

For example, the Love Livo Nights activation provides funding for Pop Ups to be involved in the event. The event offers a captive audience for entrepreneurs to showcase, promote and test their goods and services. This initiative has currently been placed on hold due to restrictions on public gathering, however, once restrictions ease, the opportunity will be promoted widely within the community.

## 2. Activating vacant lot within the CBD

Council is investigating the possibility of activating a vacant lot within the CBD into a Pop Up retail, food, beverage and events space. Similar models include Eastwood Foodies Street (AUS) and Pop Brixton (UK). Activating sites through this model allows for a diverse offering of Pop Ups including food-based businesses, creative retail and workshops. This initiative would require a partnership with a private landowner, initial site works to ensure health and safety and a plan of management for ongoing use of the site.

## 3. Fixed shopfronts/spaces

Council has limited assets within the Liverpool CBD. The Northumberland Street shopfront have been reassigned to the Property team to procure commercial leases. In having fixed shopfronts, Council would need to gain the cooperation of private landowners. This could be done through a third-party agency such as Renew Newcastle or Creative Spaces. This approach could be quite costly with Council subsidising a significant proportion of the commercial rent. The third party would be responsible for negotiating with landlords on behalf of Council and managing the tenancies and the program. It would be recommended that a variety of shopfronts be sourced to ensure a variety of businesses could be supported through the program including retail, food-based businesses, creative and educational.

The CE team will revisit the Pop Up Strategy in six months' time. This will allow time to obtain a clearer understanding of the vacancy rates in the CBD, size or restrictions of events and community sentiment towards public gatherings. This will help shape the development of the Pop Up strategy that will allow aspiring entrepreneurs to be supported and for the CBD to be activated.

## **Facilitating solutions on major projects**

Throughout the pandemic period CE staff have assisted with the facilitation of more than 10 major “shovel-ready” type projects. For example:

**CITY ECONOMY AND GROWTH REPORT**

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- Clarifying the current funding status for Lighthorse Park to understand the level of contributions which are allocated and assist with finding funds for the shortfall
- Liaising with the Property and Traffic teams to assist the Australian Rail Track Corporation to move ahead with the Cabramatta Loop Project
- Working with Health Infrastructure to find alternative parking for hospital staff while their carpark is under construction between August 2020 and December 2021
- Assisting with the development of a Voluntary Planning Agreement (VPA) in Prestons to collect funds from developers for the upgrade of the Bernera Road/Yarrunga Street intersection.

**Unlocking international supply chain problems and disruptions for local businesses engaged in international trade**

City Economy staff are facilitating connections and unlocking supply chains for local businesses engaged in international trade– some examples include:

- Developing an application for the recently released Australia-ASEAN Council COVID-19 Special Grants Round. The grants aim to support ongoing engagement between Australia and Southeast Asia during and following the COVID-19 pandemic. The Association of Southeast Asian Nations (ASEAN) region is a target market for LCC with identified industry areas including health, agribusiness and education. LCC will seek funding from the grants round for an online trade mission including webinars and business matching.
- The Western Sydney Agrifood Mapping project is now under way through the Future Foods CRC. The project will develop an advanced agrifood supply chain map to provide the knowledge base to enable development of an agribusiness hub or precinct in the aerotropolis. CE staff are partnering with UNSW on the project.
- CE staff are facilitating introductions for panellists and assisting with business matching in transport, health, digital infrastructure, advanced manufacturing and education for a Business Sweden virtual trade delegation scheduled between July and September 2020.
- CE staff will engage with potential global collaboration partners for a Zero Emissions Bus Trial in the Liverpool LGA.

**Communications and Events**

CE staff collaborated with the Communications team to create and distribute six electronic newsletters to businesses providing support during the crisis. The final weekly newsletter was distributed in early June as restrictions eased.

In response to the easing of restrictions for workplace placements, staff visited 80 businesses in the Liverpool CBD during May and provided printed copies of Council's support package.

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CITY ECONOMY AND GROWTH REPORT

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Redeployed Casula Powerhouse Art Centre front-of-house staff made 600 phone calls to businesses over five weeks. More than 200 businesses agreed to answer a survey about their situation and to learn about Council support. Phone calls for the 20-question survey averaged 20 minutes. The survey found 80 per cent of businesses were operating in some capacity throughout the crisis and while staff have had their hours reduced or stood down, they are hoping to return to business as usual in the long run.

The CE Manager was interviewed for the Western Sydney Business Podcast about how COVID-19 was affecting the economy and how Council is helping with recovery.

A “Rebuilding Liverpool’s Economy Roundtable” was held on 21 May encouraging feedback from local landowners, real estate agents and landlords on their individual situations. Six businesses and two real estate agents attended. Key issues identified included the low amount of pedestrian traffic, rent negotiation and the level of financial support for landlords.

CE staff supported the Communications and Digital and Design teams to deliver the first online Ideas 2170. The theme was: *Rebuilding the Regional Economy*, designed as a teaser for the November National Economic Development Conference. The conference theme is: *Breaking new ground: Building a resilient future*.

Council’s *Welcome to Liverpool* event, where new businesses are welcomed to the LGA, was redeveloped from an event held in Liverpool to go online in mid-June. It was attended by six businesses who were introduced to the CE team and had the opportunity to hear from key local stakeholders. Representatives from Liverpool Chamber of Commerce and Western Sydney Business Centre provided an overview of their roles in the Liverpool business community and endorsed Council’s ongoing support of business. The owner of an established Liverpool business which was hit hard by the pandemic shared her story in pivoting her business model and provided advice on the importance of resilience in overcoming challenges.

### **Business-to-consumer Marketplace**

The Liverpool Marketplace is now live:

<https://www.liverpool.nsw.gov.au/business/marketplace>. At the time of writing 12 businesses ranging from a freezer food service to a town planning service had posted on the site. The Marketplace is collating needs and offers to facilitate trade exchanges. The marketplace is a trial that other Councils are interested in monitoring with a view to expanding or adopting.

### **Business Resilience Program**

CE staff are developing a Business Resilience Program to build long-term resilience and capacity for businesses hard hit by the crisis. The purpose of the program is to strengthen the Liverpool economy so it can prepare for, and overcome, future disruptions.

The Business Resilience Development Program aims to:

- Develop the capacity of business owners to enable them to build the resilience and grow their business
- Create a platform for local businesses to build networks and long-term partnerships
- Create a group where challenges and insights can be shared and workshopped together.

Businesses which would like to be involved in the group have been identified from the business survey. The program will be open to all small and medium businesses in the Liverpool Local Government Area and will roll out in the new financial year.

### **Local jobs for local people**

The Local Jobs for Local People Talent Portal will connect local people with local jobs. It will provide a place for businesses with vacancies to post jobs and connect with local redeployed and displaced workers. Work on the portal will soon commence.

CE staff are working with Indigenous Business and Employment Hub Yarpa to develop programs and pathways to support job creation in the Indigenous community. The Yarpa Hub connects Indigenous businesses, entrepreneurs and job seekers to business and employment opportunities in NSW. The office has established in Northumberland Street, Liverpool.

### **Working with procurement to prioritise local suppliers**

CE staff are working with Council's Procurement team on how to prioritise local suppliers to Council, to ensure local money supports the local economy.

The *Rebuilding Liverpool's Economy* package will continue to roll out initially to the hardest hit sectors of retail and hospitality then with a longer-term objective of building up resilience across several other sectors. The purpose is to meet the immediate needs of the economy and build resilience and capacity for the future and withstand unforeseen disruption.

**CONSIDERATIONS**

<b>Economic</b>	<p>Deliver a \$210,000 Rebuilding Liverpool's Economy package.</p> <p>Utilise the Western Sydney City Deal Agreement to create Jobs for the Future.</p> <p>Utilise the Western Sydney City Deal agreement to provide opportunities for residents in the LGA to enhance skills and education.</p> <p>Further develop a commercial centre that accommodates a variety of employment opportunities.</p> <p>Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.</p> <p>Encourage and promote businesses to develop in the hospital health and medical precinct (of the City Centre).</p> <p>Provide efficient parking for the City Centre.</p> <p>Deliver a high-quality local road system including provision and maintenance of infrastructure and management of traffic issues.</p> <p>Facilitate economic development.</p> <p>Facilitate the development of new tourism based on local attractions, culture and creative industries.</p>
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Assist businesses to develop resilience which strengthens the whole community.
<b>Civic Leadership</b>	<p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Deliver services that are customer focused.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	The risk is deemed to be Medium.

**ATTACHMENTS**

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Nil

**EGROW 02**

**Report back - Reference Group Charter  
Companion Animal Advisory Committee**

<b>Strategic Direction</b>	Leading through Collaboration Increase community engagement
<b>File Ref</b>	149642.2020
<b>Report By</b>	Nada Mardini - Manager Community Standards
<b>Approved By</b>	Tim Moore - Director, City Economy and Growth / Deputy CEO

**EXECUTIVE SUMMARY**

Council resolved to form a community Companion Animal Advisory Committee. The terms of reference for this Committee is attached for Council's endorsement.

The Terms of Reference outline the objectives, key focus areas, participants and responsibilities of members.

**RECOMMENDATION**

That Council endorse the Companion Animals Advisory Committee Terms of Reference.

**REPORT**

Council resolved on 26 February 2020 to form a Community Companion Animal Advisory Committee. In line with Council's resolution attached is a draft Companion Animals Advisory Committee Terms of Reference.

The attached Terms of Reference cover the purpose and key focus areas of the Committee, as well as the participants. It is recommended that the Committee consists of five community members who will be recruited through a public expression of interest process. Designated Council officer(s) will coordinate and chair the Committee. Councillor attendance is optional.

The Committee is to meet quarterly.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	<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>
<b>Social</b>	<p>Raise awareness in the community about the available services and facilities.</p> <p>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p>
<b>Civic Leadership</b>	<p>Undertake communication practices with the community and stakeholders across a range of media.</p> <p>Facilitate the development of community leaders.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
<b>Legislative</b>	<p>Local Government Act.</p> <p>Companion Animals Act.</p>
<b>Risk</b>	The risk is deemed to be Low.

## **ATTACHMENTS**

1. Companion Animals Advisory Committee Terms of Reference



## **COMPANION ANIMALS ADVISORY COMMITTEE TERMS OF REFERENCE**

**Adopted: XXXXX 2020**

**TRIM: 147662.2020**



### **Companion Animals Advisory Committee Terms of Reference**

#### **1. NAME**

Companion Animals Advisory Committee Terms of Reference

#### **2. PURPOSE/ OBJECTIVES**

To bring together interested community members to provide a consultative forum to raise issues relating to Companion Animals. To enable Council to engage with its community by listening to and responding to their needs and concerns. The group will not involve itself with individual aspects or issues of specific animal operational/regulatory matters.

#### **3. KEY FOCUS AREAS**

- Development of strategic policies, programs, services and plans for effective management of Companion Animals.
- Provide strategic input and advice in relation to Council's Companion Animal events and educational programs to help raise awareness about companion animals and relevant legislation.
- To assist Council with the delivery of effective and responsible care and management of companion animals within the Local Government Area.

#### **4. PARTICIPATION**

##### **4.1 Community Participation**

The Companion Animals Advisory Committee is to have a maximum of five community members (which will include a representative of the veterinary industry; one animal welfare representative; one animal behaviourist and two residents).

Community members/industry representatives are to be recruited through a public expression of interest process which will be advertised in the local media and on Council's website.

Selection will be based on set criteria which will be outlined as part of the nomination process.

Membership will be four (4) years and is to be dissolved/renewed in line with the electoral term of Council.

If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest or a call for new Expressions of Interest.

##### **4.2 Council staff**

Designated Council officer(s) will attend the Companion Animals Advisory Committee. The role of the officer/s is to coordinate the Companion Animals Advisory Committee and to fulfil secretarial duties specifically the following:

#### **Companion Animals Advisory Committee Terms of Reference**

- Chairing the meeting.
- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Companion Animals Advisory Committee are conducted in accordance with these operational guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or elected Council body.
- Acting as spokesperson for the Companion Animals Advisory Committee through the Mayor.

#### **4.3 Councillor participation**

Councillor attendance is optional. The Companion Animals Advisory Committee can meet without a Councillor present.

#### **4.4 Presenters**

Guest speakers may be invited as required and as determined by the Companion Animals Advisory Committee.

#### **4.5 Chairperson**

A staff member will act as Chairperson and is required for the quorum.

If the regular Chairperson is absent, an alternative staff member will Chair the meeting.

Councillors will not be eligible to be Chairperson unless specifically appointed by Council.

#### **5. TIMETABLE FOR MEETING**

The Companion Animals Advisory Committee is to meet quarterly commencing at 7.00 pm on the 1<sup>st</sup> Tuesday of every 3<sup>rd</sup> month at Council's Administration Building.

#### **6. RESPONSIBILITIES OF MEMBERS**

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Operational Guidelines. This includes communication, representing the Companion Animals Advisory Committee, attendance at relevant meetings/forums/conferences and speaking to the media.

#### **Companion Animals Advisory Committee Terms of Reference**

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Companion Animals Advisory Committee as a platform for personal accusations/defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Companion Animals Advisory Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Liverpool City Council to allocate funds.

#### **7. QUORUM & DECISION MAKING**

Three (3) community members would need to be present to form a quorum. The staff member/Chairperson is required for the Quorum.

The Companion Animals Advisory Committee will make recommendations by consensus. If this is not possible, recommendations may need to be voted upon and a majority vote will be needed for a decision to be recorded.

At times the Companion Animals Advisory Committee may make decisions which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

#### **8. MINUTES, AGENDAS & REPORTING REQUIREMENTS**

Meeting date schedules for the coming year are to be placed on Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage.

Minutes are to be taken by the Council officer and distributed to the Companion Animals Advisory Committee members, placed on Council's website within 14 days of the meeting date.

**Companion Animals Advisory Committee Terms of Reference**

**9. CONFIDENTIALITY AND PRIVACY**

Participants, through their involvement in the Advisory Committee, may come in contact with confidential or personal information retained by Council. Participants are required to maintain the security and confidentiality of any such information and not access, use or remove that information.

**10. MEDIA PROTOCOL**

No committee member is authorised to speak to the media on behalf of the Companion Animal Advisory Committee. Members of Council staff must comply with Council's media procedure.

**11. CIRCULATION**

A copy of the Companion Animals Advisory Committee Terms of Reference will be available on Council's website.

**AUTHORISED BY**  
Council Resolution

**EFFECTIVE FROM**  
xxxxxxx 2020

**DIRECTORATE RESPONSIBLE**  
City Economy and Growth

**REVIEW DATE**  
Two years after the date of adoption of these Terms of Reference

**VERSION**

Version	Amended by	Date	TRIM Number
1	Council Resolution		

**REFERENCES**

Liverpool City Council: Code of Conduct  
Liverpool City Council: Code of Conduct Procedures  
Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy  
Liverpool City Council: Privacy Policy  
Ethical Governance: Conflict of Interest Policy

<b>EGROW 03</b>	<b>Planning proposal request to rezone land from RE2 (Private Recreation) to R3 (Medium Density Residential) at 146 Newbridge Road, Moorebank</b>
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<b>Strategic Direction</b>	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
<b>File Ref</b>	167832.2020
<b>Report By</b>	Kweku Aikins - Strategic Planner
<b>Approved By</b>	Tim Moore - Director City Economy and Growth / Deputy CEO

<b>Property</b>	146 Newbridge Road, Moorebank
<b>Owner</b>	Tanlane Pty Ltd
<b>Applicant</b>	Mirvac Homes (NSW) Pty Ltd

## EXECUTIVE SUMMARY

Council has received a request to prepare a planning proposal (**Attachment 1**) from Tanlane Pty Ltd and Mirvac Homes (NSW) Pty Ltd for a portion of land at 146 Newbridge Road, Moorebank (Lot 7 DP 1065574). The proposal seeks to extend the development area of the existing R3 – Medium Density Residential zoned area known as ‘Georges Cove Village’ slightly to the south. The existing R3 zoned land is subject to an existing development consent for subdivision under DA-24/2017, with subsequent DA’s under assessment.

The planning proposal request specifically seeks to amend the Liverpool Local Environmental Plan (LLEP) 2008 by rezoning a part of the site from RE2 Private Recreation to R3 Medium Density Residential. The planning proposal seeks to amend the floor space ratio (FSR) development standard from 0.25:1 to 0.65:1 and the height of building (HOB) development standard from 21 metres to 8.5 metres. The planning proposal request also seeks an amendment to the minimum subdivision lot size from 10,000sqm to 300sqm. The planning proposal request would facilitate the development of approximately 9 dwellings up to 2 storeys in height.

The planning assessment report presented to the Local Planning Panel is included in **Attachment 2**. The report outlines that the proposal has strategic and site-specific merit and recommends that the planning proposal be submitted to the Department of Planning, Industry & Environment (DPIE) for a Gateway determination.

**CITY ECONOMY AND GROWTH REPORT**

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Advice was sought from the Liverpool Local Planning Panel (LPP) at its meeting on 29 June 2020 in accordance with the Local Planning Panel Direction – Planning Proposals dated 23 February 2018. Following consideration of the assessment report, the panel provided their advice (**Attachment 3**) that the proposal has strategic and site-specific merit and supported the proposal proceeding to a Gateway determination.

Given the site-specific and minor nature of the proposal, it is recommended that Council note the advice of the LPP, support in principle the planning proposal, and submit the proposal to DPIE seeking a Gateway determination and public exhibition.

**RECOMMENDATION**

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That Council:

1. Notes the advice of the Liverpool Local Planning Panel;
2. Endorses in principle the planning proposal request;
3. Delegates to the CEO to prepare 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.

**REPORT**

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**The site and locality**

The land affected by this proposal, as outlined in the following map, is located at 146 Newbridge Road, Moorebank and contained within Lot 7 in DP 1065574. The subject property is under the single ownership of Tanlane Pty Ltd. It is the site of a former sand mining operation by Benedict Sands, which is nearing the end of its life cycle.

The site is adjacent to the Georges River to the east, Newbridge Road to the north and the Georges Fair residential estate to the west. Land to the east of the Georges River is located

within the Bankstown Local Government Area and is characterised as recreational open space.



Figure 1: Aerial image of subject site (yellow) and locality

## **Background**

The existing R3 – Medium Density Residential zoned land within the subject site has been the subject of a recent development application (DA) approval. DA-24/2017 was granted a deferred commencement by the Liverpool Local Planning Panel on 26 February 2020. The deferred commencement was subject to the endorsement of detailed plans for a pedestrian evacuation bridge from the site to Paine Park to the west along with embellishment of this park. An operative consent has now been issued for DA-24/2017 following the applicant's satisfaction of the deferred commencement consent conditions.

This planning proposal request is one of several planning proposal requests within the boundaries that Council defines as the Moorebank East Urban Development Investigation Area contained within the Liverpool Local Strategic Planning Statement (LSPS).

Other planning proposal requests include the former Flower Power site to the northeast at 124 Newbridge Road (Site B), the Benedict site to the north along Newbridge Road (Site A) and the Georges Cove Marina (Site D) to the immediate south. Further to the south is another planning proposal request for a rezoning to enable a planned mixed-use development known as EQ Riverside (Site E). These planning proposal requests are currently under assessment.

In 2018, Council engaged Tract Consultants to provide strategic and urban design advice and to assist with the integration and coordination of each of the proposals at a precinct level. It was agreed that the subject site is suitable for low density housing and would form part of Site C (subject to rezoning).

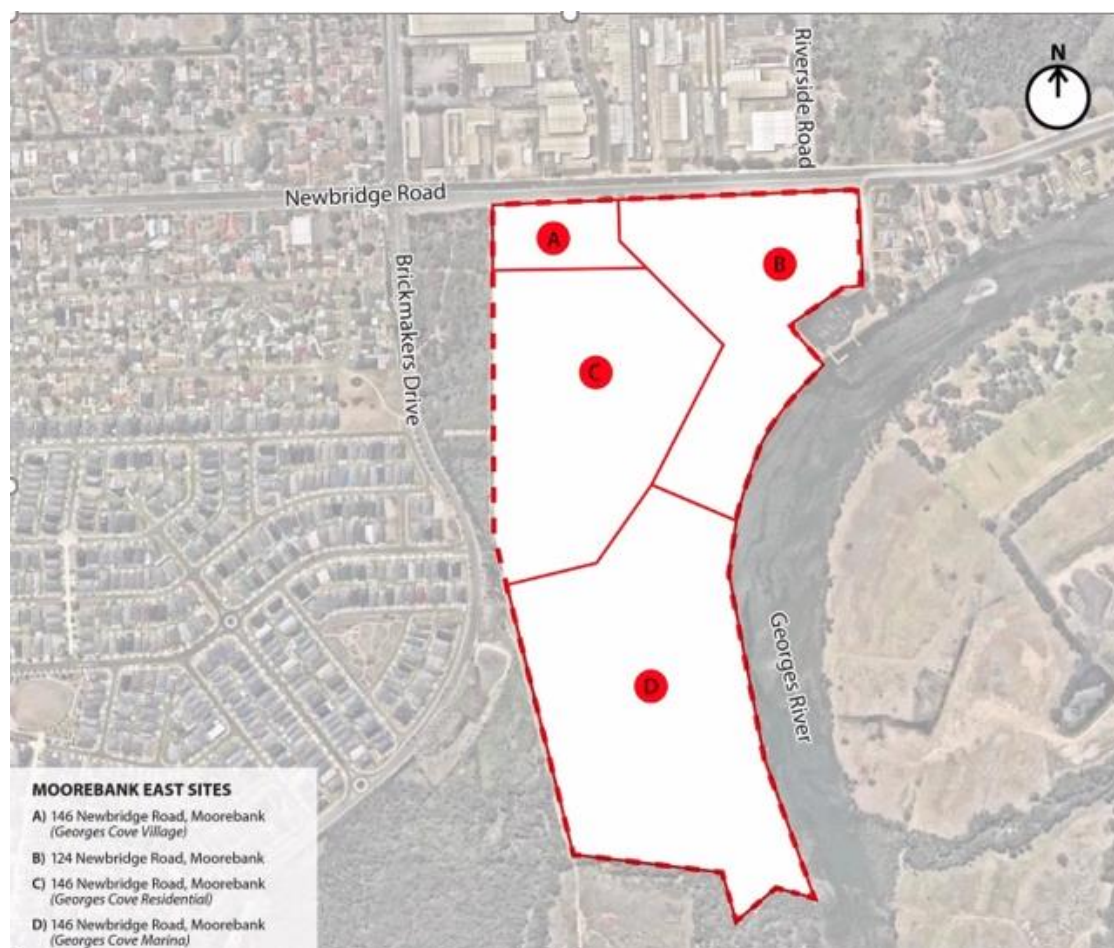


Figure 2: Moorebank East precinct, sites A-D (Tract Consultants)

### **Proposed Amendment to the Liverpool Local Environmental Plan 2008**

The proposed amendment to the LEP will slightly extend southward the development area of the existing R3 – Medium Density Residential zoned land known as ‘Georges Cove Village’. This existing R3 land is subject to an existing approval for subdivision under DA-24/2017, with

subsequent DA's under assessment for the development of the site into a low-scale residential area.

The planning proposal request seeks to amend the Liverpool Local Environmental Plan (LLEP) 2008 by rezoning a part of the site from RE2 Private Recreation to R3 Medium Density Residential. The planning proposal request also seeks to amend the floor space ratio (FSR) development standard from 0.25:1 to 0.65:1, the height of building (HOB) development standard from 21 metres to 8.5 metres, and the minimum subdivision lot size development standard from 10,000sqm to 300sqm. The planning proposal request facilitates the development of approximately 9 dwellings up to 2-storeys in height.

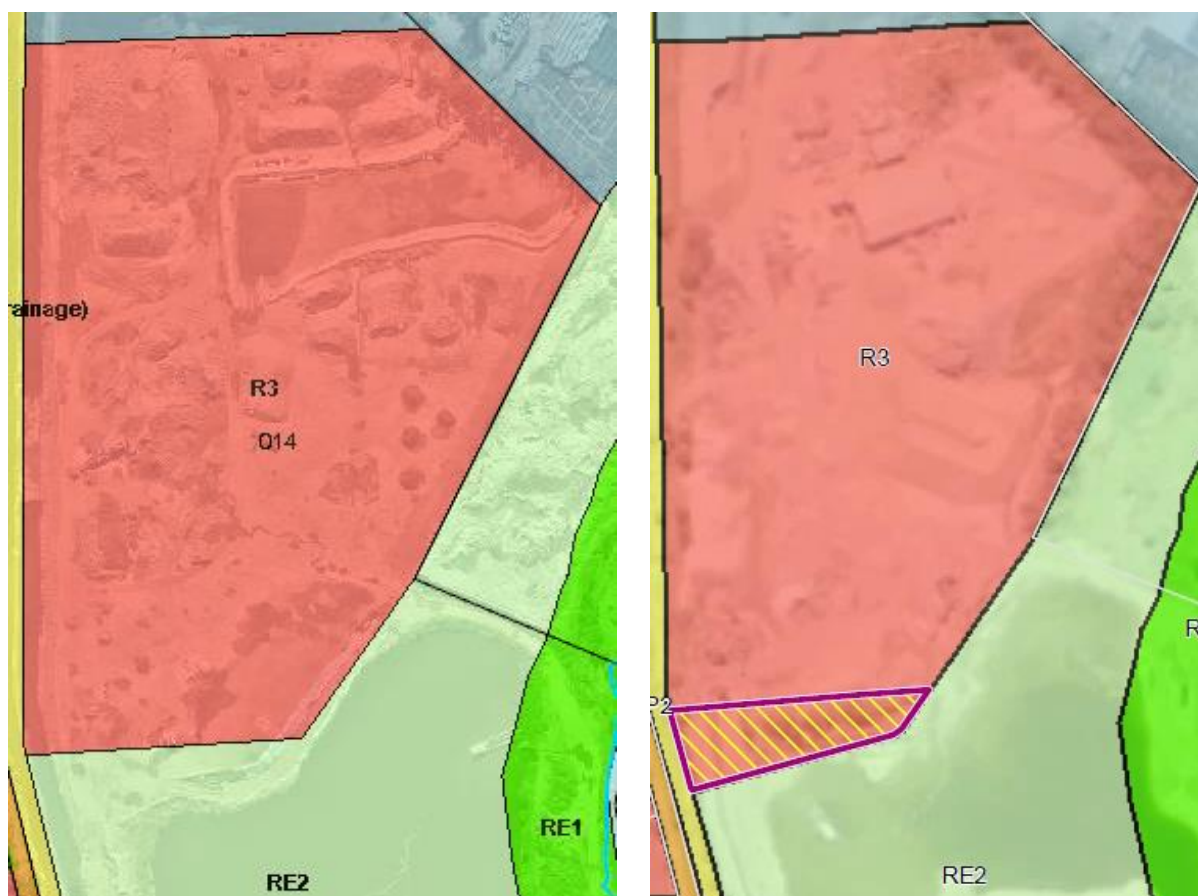


Figure 3: Current and proposed land zoning map (site shown in yellow hatching)

### Advice of the Local Planning Panel

Pursuant to Clause 2.19(1)(b) of the Environmental Planning and Assessment Act 1979, a planning proposal must be submitted to the Local Planning Panel (LPP) for their advice prior to consideration by the Council. The Local Planning Panel considered the planning proposal at their meeting on 29 June 2020 and agreed that the proposal demonstrated strategic and site-specific merit and supported the planning proposal proceeding to a Gateway determination. The advice of the LPP is included in **Attachment 3** and summarised below:

*The Panel members have familiarised themselves with the site and have been provided with the Council officer's report and the documents supporting the planning proposal.*

*The Panel considers that the planning proposal is an appropriate rationalisation of the RE2 and R3 zone boundary given the subdivision layout recently approved by Council. The Panel recommends that the Council officers' report to Council that progresses the planning proposal specifically addresses the requirements listed in clauses 4(a), (b), (c) and clause 5 of section 9.1 direction 2.6 (remediation of contaminated land).*

*The Panel otherwise considers that the planning proposal exhibits strategic and site-specific merit for the reasons outlined in the Council officer's report. The Panel recommends that Council resolve to progress the planning proposal to a gateway determination.*

#### **Officer comment on LPP Advice**

It is recommended that Council support in principle the planning proposal request and submit the proposal to DPIE seeking a Gateway determination and public exhibition. The proposal meets the requirements of Ministerial Direction 2.6 (*Remediation of Contaminated Land*) as outlined below:

#### *4(a) the planning proposal authority has considered whether the land is contaminated, and*

The site has been used as a recycling facility since the original development consent was issued in 1992. Accordingly, the site has been identified as being contaminated by the previous extractive uses that occurred on the site.

#### *4(b) if the land is contaminated, the planning proposal authority is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for all the purposes for which land in the zone concerned is permitted to be used, and*

Development consent has been issued for the subdivision of the broader site (Lot 7 DP 1065574), for which a Phase 1 Preliminary Investigation, Site Audit, a draft Long Term Environmental Management Plan (LTEMP) and a revised Remediation Action Plan (RAP), were submitted.

On 8 May 2020 the proponent confirmed that the documentation submitted for the DA is applicable to the subject planning proposal request. Therefore, it is considered that the land will be suitable for residential development after remediation.

#### *4(c) if the land requires remediation to be made suitable for any purpose for which land in that zone is permitted to be used, the planning proposal authority is satisfied that the land will be so remediated before the land is used for that purpose. In order to satisfy itself as to paragraph (4)(c), the planning proposal authority may need to include certain provisions in the local environmental plan*

**CITY ECONOMY AND GROWTH REPORT**

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Remediation of the site will largely be undertaken in accordance with the consent for the subdivision of the broader site. Accordingly, remediation will take place prior to the construction of the 9 dwellings.

*(5) Before including any land specified in paragraph (2) in a particular zone, the planning proposal authority is to obtain and have regard to a report specifying the findings of a preliminary investigation of the land carried out in accordance with the contaminated land planning guidelines*

As discussed earlier, the proposal is supported by documentation submitted for the subdivision of the broader site. Accordingly, it is considered that all land contamination issues have been addressed.

**Consistency with Liverpool Local Strategic Planning Statement**

All planning proposals must be consistent with Council's adopted Local Strategic Planning Statement (LSPS).

The LSPS identifies the Moorebank East precinct as an Urban Development Investigation Area on the Structure Plan map (page 20). It also provides strategic directions to support the implementation of the Regional, District and Community Strategic Plan. The four key directions are: connectivity, liveability, productivity and sustainability.

The planning proposal aligns predominantly with the *liveability* direction in which Council will prioritise housing choice for different needs, with density focused in the City Centre and centres well serviced by public transport. The planning proposal supports this specific priority as it would ultimately deliver (subject to further development assessment) 9 detached dwellings in a low density setting which would assist in meeting Liverpool City Council's five-year housing supply target.

**CONSULTATION**

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Consultation was undertaken with Council's internal departments including Council's Environment & Health and Floodplain and Water Management departments.

Following receipt of a Gateway determination, community consultation will occur with a minimum exhibition period of 28 days.

**CONCLUSION**

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The planning proposal request has both strategic and site-specific merit and it is recommended that Council endorses the planning proposal to proceed to a Gateway determination. A further report will be provided following the public exhibition period detailing submissions received and any amendments proposed.

## **CONSIDERATIONS**

<b>Economic</b>	Facilitate economic development.
<b>Environment</b>	Manage air, water, noise and chemical pollution.
<b>Social</b>	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
<b>Civic Leadership</b>	Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes.
<b>Legislative</b>	Environmental Planning and Assessment Act 1979
<b>Risks</b>	The risk is deemed to be Low. If Council does not support the planning proposal request, there is a risk that the landowner/applicant will seek a review of Council's decision by the Sydney Western City Planning Panel.

## **ATTACHMENTS**

1. Planning Proposal Request (Under separate cover)
2. Planning Assessment Report (Under separate cover)
3. Local Planning Panel Advice (Under separate cover).

**EGROW 04****Planning proposal to amend the dwelling density map in the Liverpool Local Environmental Plan 2008 for certain lands in Pleasure Point**

<b>Strategic Direction</b>	Strengthening and Protecting our Environment Exercise planning controls to create high-quality, inclusive urban environments
<b>File Ref</b>	171601.2020
<b>Report By</b>	Luke Oste - Strategic Planner
<b>Approved By</b>	Tim Moore - Director City Economy and Growth / Deputy CEO

**EXECUTIVE SUMMARY**

At its meeting on 11 December 2019, Council considered a report (**Attachment 1**) recommending that a planning proposal be prepared to amend the Liverpool Local Environmental Plan 2008 (LEP) by increasing the permitted number of lots on certain sites along Pleasure Point Road in Pleasure Point from four lots to five lots. Council resolved (**Attachment 2**) that the planning proposal be prepared, noted that advice is required to be sought from the Liverpool Local Planning Panel (LPP) and that a further report be submitted to Council to determine if the planning proposal should progress to a Gateway determination.

The planning proposal has now been prepared (**Attachment 3**) following initial consultation with affected landowners, the NSW Rural Fire Service (RFS) and Sydney Water. This initial consultation allowed the concerns of residents to be understood, bushfire constraints adequately considered, and servicing constraints identified.

The planning assessment report presented to the Local Planning Panel is included in **Attachment 4**. The report outlines that the proposal has strategic and site-specific merit and recommends that the planning proposal be submitted to the Department of Planning, Industry & Environment (DPIE) for a Gateway determination.

Advice was sought from the Liverpool Local Planning Panel (LPP) at its meeting on 29 June 2020 in accordance with the *Local Planning Panel Direction – Planning Proposals* dated 23 February 2018. After considering the assessment report, the Panel provided their advice (**Attachment 5**) that the proposal has both strategic and site-specific merit and supported the proposal proceeding to a Gateway determination.

It is recommended that Council note the advice of the LPP, endorse the planning proposal, and submit the proposal to DPIE seeking a Gateway determination and public exhibition.

**RECOMMENDATION**

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That Council:

1. Notes the advice of the Liverpool Local Planning Panel;
2. Endorses the planning proposal to increase the permitted number of lots on certain sites along Pleasure Point Road, Pleasure Point from four lots to five lots;
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 in accordance with the conditions of the Gateway determination; and
6. Receive a further report on the outcomes of public exhibition and community consultation.

**REPORT**

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**Background**

At its meeting on 11 December 2019, Council considered a report recommending that a planning proposal be prepared to amend the Liverpool Local Environmental Plan 2008 (LEP) by increasing the permitted number of lots on certain sites along Pleasure Point Road in Pleasure Point from four lots to five lots.

At this meeting, Council resolved:

*That Council:*

1. *Directs the CEO to prepare a planning proposal to amend the dwelling density map in the Liverpool Local Environmental Plan (LLEP) 2008 that increases the permitted number of lots on certain sites along Pleasure Point Road, Pleasure Point from four lots to five lots; and*
2. *Notes that, once drafted, the planning proposal will be reported to the Liverpool Local Planning Panel for advice and to a future Council meeting for a decision on whether to seek a Gateway determination from the Department of Planning, Industry and Environment.*

**Proposed Amendment to the Liverpool Local Environmental Plan 2008**

The proposed amendment to the LEP increases the existing dwelling density restriction of four lots to a maximum of five lots for the following sites (the subject site) listed in Table 1 and illustrated in Figure 1. The dwelling density restriction applies to four original large lots that are identified in Figure 2 and represented by distinct colors in Table 1.

*Table 1 – Subject Site Lots*

<b>Original Large Lot</b>	<b>Address</b>	<b>Legal Description</b>
<b>Lot 1</b>	70 Pleasure Point Road	Lot 71 within DP 1134477
	72 Pleasure Point Road	Lot 72 within DP 1134477
	74 Pleasure Point Road	Lot 73 within DP 1134477
	76 Pleasure Point Road	Lot 74 within DP 1134477
<b>Lot 2</b>	62 Pleasure Point Road	Lot 77 within DP 1134478
	64a Pleasure Point Road	Lot 761 within DP 1217961
	64b Pleasure Point Road	Lot 762 within DP 1217961
	66 Pleasure Point Road	Lot 78 within DP 1134478
	68 Pleasure Point Road	Lot 75 within DP 1134478
<b>Lot 3</b>	Lot 5 Pleasure Point Road	Lot 5 within DP 239468
<b>Lot 4</b>	46 Pleasure Point Road	Lot 86 within DP 1134481
	48 Pleasure Point Road	Lot 85 within DP 1134481
	50 Pleasure Point Road	Lot 84 within DP 1134481
	52 Pleasure Point Road	Lot 83 within DP 1134481



Figure 1 - Location of subject site outlined in red (Nearmap 2019)

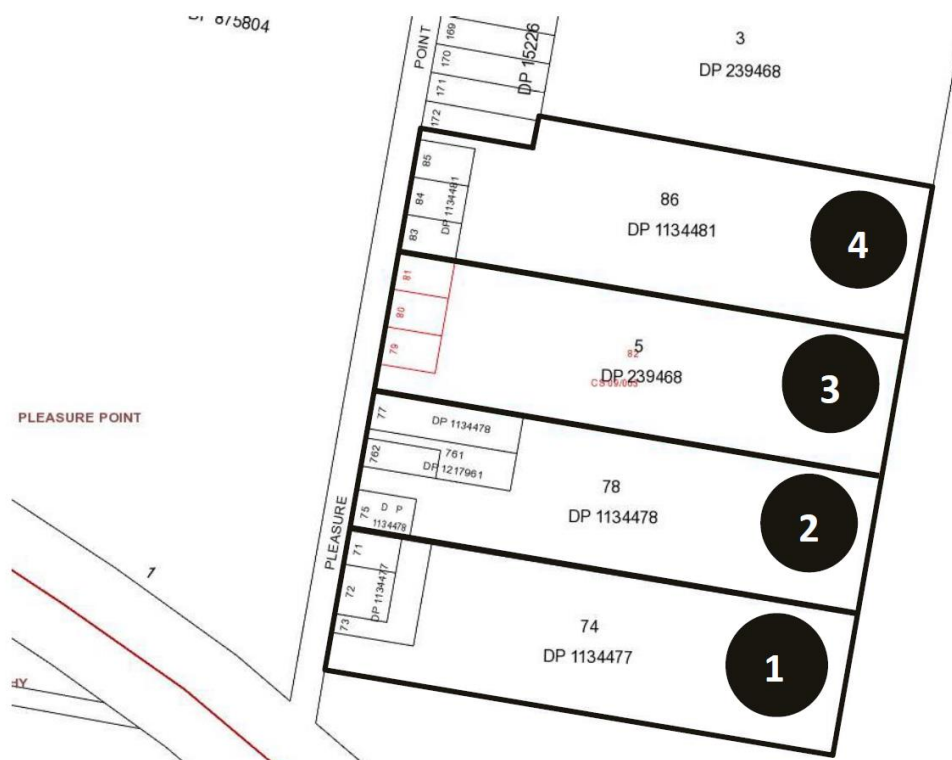


Figure 2- Subject Site – Four Original Large Lots (Geocortex LCC)

**CONSULTATION**

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**Initial State Agency Consultation**

Initial consultation was undertaken with both Sydney Water and the NSW Rural Fire Service (RFS). Details of these referrals are outlined in the planning proposal (**Attachment 3**). The purpose of this initial consultation was to seek high level advice to ensure any new lots as facilitated by the proposed amendment could be serviced by existing Sydney Water infrastructure and to understand further the bushfire constraints applying to the subject site. It should be noted that the proposal will be subject to more detailed advice following a Gateway determination.

It is noted that the recommendations provided by the RFS included concern regarding the development potential of Lot 4 (refer to Figure 2) given the significant bushfire constraints present. However, at this early stage in the process no changes have been made to the planning proposal to ensure all sites are equitably included as part of the proposed amendment. The concerns of the RFS are noted and more formal discussions will occur with the RFS following a Gateway determination.

**Initial Landowner Consultation**

Landowners within the subject site were also consulted, with a summary letter sent in late May 2020. This consultation was undertaken to ensure concerns were identified and information provided as required.

**LOCAL PLANNING PANEL**

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**Advice of the Liverpool Local Planning Panel**

Pursuant to Clause 2.19(1)(b) of the Environmental Planning and Assessment Act 1979, a planning proposal must be submitted to the Local Planning Panel (LPP) for their advice prior to consideration by the Council. The LPP considered the planning proposal at their 29 June 2020 meeting and provided advice accordingly (**Attachment 5**).

The LPP noted the concerns held by the RFS but agreed that the planning proposal should continue in its current form subject to further consultation following a Gateway determination. The LPP otherwise provided support and considered the proposal to have both strategic and site-specific merit and recommended it progress to a Gateway determination.

**CONCLUSION**

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As resolved by Council on 11 December 2019, the planning proposal has been prepared and reported to the LPP before being considered by Council. Initial consultation has been

**CITY ECONOMY AND GROWTH REPORT**

undertaken with Sydney Water and the RFS as well as with landowners impacted by the proposed amendment to ensure the planning proposal is well considered and informed.

It is recommended that Council note the advice of the LPP, endorse the planning proposal, and submit the proposal to DPIE seeking a Gateway determination and public exhibition.

**Next Steps**

If the planning proposal is supported by Council, it will be submitted to DPIE seeking a Gateway determination. After any further technical studies are completed post Gateway, the planning proposal would then proceed to public authority consultation, followed by public exhibition

**CONSIDERATIONS**

<b>Economic</b>	Facilitate economic development.
<b>Environment</b>	Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	Act as an environmental leader in the community.
<b>Legislative</b>	<i>Environmental Planning and Assessment Act 1979</i>
<b>Risks</b>	The risk is deemed to be low.

**ATTACHMENTS**

1. Council Report - 11 December 2019 (Under separate cover)
2. Council Resolution - 11 December 2019 (Under separate cover)
3. Planning Proposal (Under separate cover)
4. Liverpool Local Planning Panel Report (Under separate cover)
5. Local Planning Panel Advice (Under separate cover)

**EGROW 05**

**Clean Air for Liverpool**

<b>Strategic Direction</b>	Strengthening and Protecting our Environment Develop, and advocate for, plans that support safe and friendly communities
<b>File Ref</b>	172721.2020
<b>Report By</b>	George Nehme - Coordinator Development Assessment
<b>Approved By</b>	Tim Moore - Director City Economy and Growth / Deputy CEO

**EXECUTIVE SUMMARY**

Council at its meeting on 27 May 2020 resolved to:

- 1) *Provide a further report for the July 2020 Council meeting:*
  - i. *On options of incorporating conditions of consent for air quality monitoring devices for those industries capable of causing detrimental effects on surrounding air quality.*
  - ii. *Investigate the possibility of applying similar conditions on existing industries retrospectively.*
  - iii. *If the above are not possible, investigate alternate means of addressing negative air quality conditions within the Liverpool LGA.*
- 2) *If there is a legal barrier to any parts of this resolution that Council investigate the possibility of a policy which could apply to encapsulate the sentiment of i, ii or iii*

This report provides a response to this resolution.

**RECOMMENDATION**

That Council receive and note the report

**REPORT**

Certain development applications received by Council propose developments that may create a detrimental impact on air quality and therefore require mitigation measures to alleviate these adverse impacts. These measures sometimes include the imposition of conditions of consent relating to the installation and monitoring of air quality control devices. This particularly relates

to developments that may generate significant levels of dust particles in the atmosphere, including resource recovery facilities and waste management facilities.

In response to the resolution of Council of 27 May 2020, the below information has been provided for consideration.

- i. On options of incorporating conditions of consent for air quality monitoring devices for those industries capable of causing detrimental effects on surrounding air quality.*

**Comment**

Applications received by Council that are likely to create a detrimental impact on air quality are accompanied by air quality assessment reports. These assessment reports will include recommendations to alleviate detrimental impacts on air quality, should it be determined that the proposal may have an impact on air quality. Air quality reports submitted with a development application are reviewed by Council's Environmental Health Department who comment on the air quality report with respect to the testing methodology used to derive the recommendations outlined in the report.

When a development generates a significant impact, the air quality report will recommend the installation of air quality monitoring devices and regular monitoring reports.

It is important to note that many of the uses that require consideration of air quality monitoring stations are regulated by the Environmental Protection Authority (EPA) and require an Environmental Protection License (EPL). This is typically due to the scale of the activity which has the potential to create significant air pollution. When Development Applications of this nature that require an EPL are submitted to Council, the application is referred to the EPA for their concurrence. Under the *Environmental Planning and Assessment Regulation 2000*, the EPA's approval is provided as General Terms of Approval (GTA's). Any GTA's required by the EPA for an application are included in the conditions of consent and require the applicant to comply with the requirements of the GTA. The concurrence of the EPA and the imposition of their GTA is a requirement of the *Environmental Planning and Assessment Act 1979*.

Further information regarding the EPA and licensing can be found at the following link;

<https://apps.epa.nsw.gov.au/prpoeoapp/>

- ii. Investigate the possibility of applying similar conditions on existing industries retrospectively.*

**Comment**

There is no scope to apply conditions of consent retrospectively.

It is however important to note that there are powers to whomever is the Appropriate Regulatory Authority (ARA) (i.e. EPA, Council or other Public Authorities declared by *the relevant POEO Regulation*) to take enforcement action against a premises that are found to generate detrimental impacts on air quality.

Clause 6 of the *Protection of the Environment Operations (POEO) Act 1997* stipulates who is considered to be an ARA, and is outlined as follows;

**6 Appropriate regulatory authority**

- (1) **EPA** *The EPA is the appropriate regulatory authority for the purposes of this Act, except as provided by this section.*
- (2) **Local councils and other local authorities** *A local authority is the appropriate regulatory authority for non-scheduled activities in its area, except in relation to:*
  - (a) *the exercise of functions under Chapter 3 (Environment protection licences), or*
  - (b) *premises defined in an environment protection licence as the premises to which the licence applies, and all activities carried on at those premises, or*
  - (c) *activities carried on by the State or a public authority, whether at premises occupied by the State or a public authority or otherwise, or*
  - (c1) *activities carried on by an authorised network operator (within the meaning of the [Electricity Network Assets \(Authorised Transactions\) Act 2015](#)) whether at premises occupied by the authorised network operator or otherwise, or*
  - (d) *a matter for which a public authority (other than the local authority) is declared under subsection (3) to be the appropriate regulatory authority.*
- (3) **Public authorities declared by regulation** *A public authority is the appropriate regulatory authority for a matter for which it is declared to be the appropriate regulatory authority by the regulations (subject to such conditions or limitations as are specified in the regulations). The regulations under this subsection:*
  - (a) *may declare a local authority to be the appropriate regulatory authority in respect of non-scheduled activities excluded under subsection (2), but*
  - (b) *may not declare any public authority to be the appropriate regulatory authority for activities carried on by that public authority.*
- (4) **Limitation to local area** *A function conferred or imposed by or under this Act on a local authority, in its capacity as the appropriate regulatory authority or otherwise, may be exercised only in or in relation to the local authority's area.*

**Note.** The regulations have prescribed the Marine Parks Authority and certain other authorities as the appropriate regulatory authorities for certain non-scheduled activities in certain areas. By virtue of this Act, the marine authority is given jurisdiction in connection with noise control notices and noise abatement directions relating to vessels (see sections 263 and 275)

These enforcement powers exist under the POEO Act 1997. There are a number of mechanisms available to take enforcement action under Chapter 4 of the POEO Act including:

- **clean-up notice** under Part 4.2. A clean-up notice under Clause 91 of Part 4.2, enables the (ARA), by notice in writing, to do either or both of the following:
  - (a) *direct an owner or occupier of premises at or from which the authority reasonably suspects that a pollution incident has occurred or is occurring,*
  - (b) *direct a person who is reasonably suspected by the authority of causing or having caused a pollution incident, to take such clean-up action as is specified in the notice and within such period as is specified in the notice.*

Subclause (5) of Part 4.2, outlines applicable monetary penalties if it is found that a **clean-up notice** is not acted upon. Subclause (5) states the following:

- (5) **Offence** *A person who, without reasonable excuse, does not comply with a clean-up notice given to the person is guilty of an offence.*

*Maximum penalty:*

- (a) *in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or*
- (b) *in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.*

**Note.** An offence against subsection (5) committed by a corporation is an executive liability offence attracting executive liability for a director or other person involved in the management of the corporation—see section 169A.

- **prevention notice** under Part 4.3. A prevention notice under Clause 96 of Part 4.3, enables the ARA may, by notice in writing, do either or both of the following:
  - (a) *direct the occupier of the premises,*
  - (b) *direct the person carrying on the activity (whether or not at premises), to take such action, as is specified in the notice and within such period (if any) as is specified in the notice, to ensure that the activity is carried on in future in an environmentally satisfactory manner.*

Under Clause 95 of Part 4.3 of the POEO Act an activity is carried out in an “environmentally unsatisfactory manner” if:

- (a) *it is carried on in contravention of, or in a manner that is likely to lead to a contravention of, this Act, the regulations or a condition attached to an environment protection licence*

*(including a condition of a surrender of a licence) or an exemption given under this Act or the regulations, or*

- (b) it causes, or is likely to cause, a pollution incident, or*
- (c) it is not carried on by such practicable means as may be necessary to prevent, control or minimise pollution, the emission of any noise or the generation of waste, or*
- (d) it is not carried on in accordance with good environmental practice.*

Prevention notices apply when the ARA reasonably suspects that an activity has been or is being carried on in an environmentally unsatisfactory manner at any premises or by any person (otherwise than at premises).

Examples of actions in a prevention notice (without limitations) as outlined under Clause 96 of Part 4.3 include:

- (a) installing, repairing, altering, replacing, maintaining or operating control equipment or other plant,*
- (b) modifying, or carrying out any work on, plant,*
- (c) ceasing to use plant or altering the way plant is used,*
- (d) ceasing to carry on or not commencing to carry on an activity,*
- (e) carrying on an activity in a particular manner,*
- (f) carrying on an activity only during particular times,*
- (g) monitoring, sampling or analysing any pollution or otherwise ascertaining the nature and extent of pollution or the risk of pollution,*
- (h) action with respect to the transportation, collection, reception, re-use, recovery, recycling, processing, storage or disposal of any waste or other substance,*
- (i) preparing and carrying out a plan of action to control, prevent or minimise pollution or waste,*
- (j) reviewing the carrying out of an activity.*

Clause 97 of Part 4.3, outlines applicable monetary penalties if it is found that a **prevention notice** is not acted upon. Clause 97 states the following:

*A person who does not comply with a prevention notice given to the person is guilty of an offence.*

*Maximum penalty:*

- (a) in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or*
- (b) in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.*

**Note.** An offence against this section committed by a corporation is an executive liability offence attracting executive liability for a director or other person involved in the management of the corporation—see section 169A.

- **Prohibition notice** under Part 4.4 – Subclause (2) of Part 4.4 stipulates that:

(2) *The Minister may, by notice in writing, do either or both of the following:*

- (a) *direct the occupier of the premises,*
- (b) *direct the person carrying on the activity, to cease carrying on the activity, or any specified aspect of it, for such period as is specified in the notice.*

Prohibition notices apply where the EPA recommends to the Minister that a notice be given under this section because it is of the opinion that the emission or discharge of pollutants from (or within) any premises in which any activity is carried on:

- (a) is causing or is likely to cause such harm to the environment, or
- (b) is or is likely to be so injurious to public health, or
- (c) is causing or is likely to cause such discomfort or inconvenience to any persons not associated with the management or operation of the activity, that the giving of the notice is warranted

Clause 102 of Part 4.4, outlines applicable monetary penalties if it is found that a **prohibition notice** is not acted upon. Clause 102 states the following:

*A person who, without reasonable excuse, does not comply with a prohibition notice given to the person is guilty of an offence.*

*Maximum penalty—*

- (a) *in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or*
- (b) *in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.*

**Note.** An offence against this section committed by a corporation is an offence attracting special executive liability for a director or other person involved in the management of the corporation—see section 169.

In addition to the issuing of notices under Chapter 4 of the POEO Act, Chapter 5 of the POEO Act also outlines Environmental Protection Offences under the POEO Act that may lead to prosecution of operators. Of particular relevance to this matter is Part 5.4 of Chapter 5, which relates directly to Air Pollution. Part 5.4 of the POEO Act states the following;

#### **Part 5.4 Air pollution**

**Division 1 General**

**124 Operation of plant (other than domestic plant)**

*The occupier of any premises who operates any plant in or on those premises in such a manner as to cause air pollution from those premises is guilty of an offence if the air pollution so caused, or any part of the air pollution so caused, is caused by the occupier's failure:*

- (a) to maintain the plant in an efficient condition, or*
- (b) to operate the plant in a proper and efficient manner.*

**125 Maintenance work on plant (other than domestic plant)**

*The occupier of any premises who carries out maintenance work on any plant in or on those premises in such a manner as to cause air pollution from those premises is guilty of an offence if the air pollution so caused, or any part of the air pollution so caused, is caused by the occupier's failure to carry out that work in a proper and efficient manner.*

**126 Dealing with materials**

- (1) The occupier of any premises who deals with materials in or on those premises in such a manner as to cause air pollution from those premises is guilty of an offence if the air pollution so caused, or any part of the air pollution so caused, is caused by the occupier's failure to deal with those materials in a proper and efficient manner.*

- (2) In this section:*

**deal** with materials means process, handle, move, store or dispose of the materials.

**materials** includes raw materials, materials in the process of manufacture, manufactured materials, by-products or waste materials.

**127 Proof of causing pollution**

*To prove that air pollution was caused from premises, within the meaning of sections 124–126, it is sufficient to prove that air pollution was caused on the premises, unless the defendant satisfies the court that the air pollution did not cause air pollution outside the premises.*

**128 Standards of air impurities not to be exceeded**

- (1) The occupier of any premises must not carry on any activity, or operate any plant, in or on the premises in such a manner as to cause or permit the emission at any point specified in or determined in accordance with the regulations of air impurities in excess of:*
  - (a) the standard of concentration and the rate, or*
  - (b) the standard of concentration or the rate, prescribed by the regulations in respect of any such activity or any such plant.*

- (1A) Subsection (1) applies only to emissions (**point source emissions**) released from a chimney, stack, pipe, vent or other similar kind of opening or release point.
- (2) The occupier of any premises must carry on any activity, or operate any plant, in or on the premises by such practicable means as may be necessary to prevent or minimise air pollution if:
- (a) in the case of point source emissions—neither a standard of concentration nor a rate has been prescribed for the emissions for the purposes of subsection (1), or
  - (b) the emissions are not point source emissions.
- (3) A person who contravenes this section is guilty of an offence.

### **129 Emission of odours from premises licensed for scheduled activities**

- (1) The occupier of any premises at which scheduled activities are carried on under the authority conferred by a licence must not cause or permit the emission of any offensive odour from the premises to which the licence applies.
- (2) It is a defence in proceedings against a person for an offence against this section if the person establishes that:
- (a) the emission is identified in the relevant environment protection licence as a potentially offensive odour and the odour was emitted in accordance with the conditions of the licence directed at minimising the odour, or
  - (b) the only persons affected by the odour were persons engaged in the management or operation of the premises.
- (3) A person who contravenes this section is guilty of an offence.

### **130 Provisions prevail**

- (1) Sections 124, 125 and 126 have effect despite anything contained in section 128 or 129.
- (2) Section 129 has effect despite anything contained in section 128.

### **131 Exclusion of residential premises**

*This Division does not apply to plant or materials, or the carrying on of an activity, in or on premises used only for residential purposes.*

### **132 Maximum penalty for air pollution offences**

*A person who is guilty of an offence under this Division is liable, on conviction:*

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- (a) *in the case of a corporation—to a penalty not exceeding \$1,000,000 and, in the case of a continuing offence, to a further penalty not exceeding \$120,000 for each day the offence continues, or*
- (b) *in the case of an individual—to a penalty not exceeding \$250,000 and, in the case of a continuing offence, to a further penalty not exceeding \$60,000 for each day the offence continues.*

**Note 1.** *An offence against section 124, 125, 126 or 128 committed by a corporation is an offence attracting special executive liability for a director or other person involved in the management of the corporation—see section 169.*

**Note 2.** *An offence against section 129 committed by a corporation is an executive liability offence attracting executive liability for a director or other person involved in the management of the corporation—see section 169A.*

It is important to note that the responsibility of enforcement action under the POEO Act is the ARA. If the ARA is another body other than Council then it is the responsibility of the ARA to take the action it deems appropriate in the circumstances of the case. Council will take all appropriate measures to notify the ARA if notified of potential breaches of the POEO Act.

- iii. *If the above are not possible, investigate alternate means of addressing negative air quality conditions within the Liverpool LGA.*

**Comment**

Council considered a report at its meeting on 27 May 2020 which detailed the range of actions and initiatives in place to achieve improvements to air quality in Liverpool (refer to attached report). Since Council's primary concern relates to dust generating industries, these industrial premises are regulated by the EPA under Environmental Protection Licences (EPLs). Any concerns regarding air pollution from these premises can be referred to the EPA to take action and to pursue any breaches of the EPL. The EPL specifically address air pollution and in some cases, depending on the industry, requires regular dust monitoring and compliance with environmental management plans and air quality impact assessment reports.

As indicated previously, the imposition of conditions of consent on applications for the implementation of air quality monitoring devices need to be assessed and determined on a case by case basis. If an assessment of an application determines that air quality monitoring devices are required, Council will impose such conditions.

- 2) *If there is a legal barrier to any parts of this resolution that Council investigate the possibility of a policy which could apply to encapsulate the sentiment of i, ii or iii*

**Comment**

Each development application is assessed on a case by case basis and the imposition of conditions pertinent to the application will be determined if and when an application is approved.

Every development application assessment is required to take into account the relevant legislation applicable, as this is stipulated in section 4.55 of the Environmental Planning and Assessment (EP&A) Act 1979.

A Council Policy to encapsulate the sentiment of points i, ii or iii is not considered necessary, as the imposition of conditions of consent are a legal requirement and the consideration of the imposition of conditions commensurate of the scale or impact of a development is already required.

As detailed above, any existing developments suspected of creating unacceptable air quality impacts can be the subject of enforcement action by either the Council or the Environmental Protection Authority, notwithstanding any existing conditions imposed on a consent.

There is nothing inhibiting Council of preparing a policy that outlines consideration of whether the installation of air monitoring devices is warranted for applications that are likely to generate air quality impacts in the Liverpool LGA.

It is important to note that any such policy would need to stipulate that the imposition of conditions cannot be a uniform approach for all developments and that it acknowledges that the conditions will need to be determined as to its necessity on a case by case basis.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	Manage air, water, noise and chemical pollution. Raise community awareness and support action in relation to environmental issues.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	Act as an environmental leader in the community.
<b>Legislative</b>	There are no legislative requirements associated with this report
<b>Risk</b>	There is no risk associated with this report.

## **ATTACHMENTS**

1. Clean Air for Liverpool 27 May Council Report

<b>INF 01</b>	<b>Clean Air for Liverpool</b>
<b>Strategic Direction</b>	Strengthening and Protecting our Environment Develop, and advocate for, plans that support safe and friendly communities
<b>File Ref</b>	116553.2020
<b>Report By</b>	Michael Zengovski - Manager City Environment
<b>Approved By</b>	Raj Autar - Director City Infrastructure and Environment

## **EXECUTIVE SUMMARY**

Council, at its meeting held on 25 March 2020, resolved to explore the feasibility of providing portable air monitoring stations to facilitate improved monitoring and management of air quality within the Liverpool LGA.

This follows earlier decisions of Council regarding the need to improve air quality in Liverpool. Over the last twelve months, the need for improved monitoring and management of air quality within the Liverpool LGA has been considered by Council on numerous occasions. At its meetings of February, August and December 2019, Council identified and resolved to undertake a range of initiatives and actions which aimed to bring about improvements to the quality of air within Liverpool.

The identified actions and corresponding progress were considered by Council at its meetings in August 2019 and subsequently in December 2019. Following review of progress on the identified actions, Council acknowledged that the identified range of actions will over time achieve meaningful improvements to the quality of air within the LGA.

With regards to the installation of portable air monitoring stations, Council's investigations together with consultation with the NSW Environmental Protection Authority (EPA) found that use of portable air monitoring systems is only justified under specific circumstances. Further, it is also considered that broad use of portable air monitoring systems without clear objectives could be counterproductive to achieving air quality improvements and associated benefits.

## **RECOMMENDATION**

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That Council

1. Receives and notes this report; and
2. Notes that broad-based installation and use of portable air monitoring systems is not considered viable in achieving air quality improvements.

## **REPORT**

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### **1. Background**

At its meeting held on 25 March 2020, Council resolved that:

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

### **2. Monitoring and management of air quality**

Over the last twelve months, the need for improved monitoring and management of air quality within the Liverpool LGA has been considered by Council on numerous occasions. At its meetings of February, August and December 2019, Council identified and resolved to undertake a range of initiatives and actions which aimed to bring about improvements to the quality of air within Liverpool.

The identified actions and corresponding progress were considered by Council at its meetings in August 2019 and subsequently in December 2019. Following review of progress on the identified actions, Council acknowledged that the identified range of actions will over time achieve meaningful improvements to the quality of air within the LGA.

### **Current air quality monitoring programs and findings**

To better understand the local sources of fine particle air pollution, Council in conjunction with the University of Wollongong installed air-monitoring systems and commenced a monitoring program within the Liverpool City Centre to enable collection of data on air pollution arising from both fine and coarse particles. Results from this air quality monitoring indicate that smoke arising from hazard reduction burns appears to be the primary cause of fine particle pollution.

Further, an independent peer review of the report "*Clean Air for NSW-2018 Update*" published by Doctors for the Environment Australia in February 2019 also found that elevated short-

term air quality results from 2018 were due to the increase in the number of frequent exceptional events such as dust storms, bushfires and hazard reduction burning.

Through its own assessment, the NSW EPA found that the measured exceedances of the 24-hour average PM<sub>10</sub> and PM<sub>2.5</sub> standard at Liverpool's monitoring station during 2018 were deemed to be caused by exceptional events, such as dust storms, bushfires and hazard reduction burning. The EPA further concluded that the prolonged drought conditions have had a major impact on air quality across NSW.

#### **Need for portable air quality monitoring**

Portable air quality monitoring is currently undertaken in response to only those activities where the risks of airborne particles impacting sensitive receptors such as residents, schools or childcare centres are assessed to be material. These mostly relate to dust generating construction activities, and in particular, activities involving remediation of contaminated lands. With regards to other known generators of air pollution, Council staff have been exploring ways to expand the scope of air monitoring to include sites that are known to generate higher levels of pollution such as resource recovery operations, materials recycling sites and concrete batching plants.

Council's investigations found that the air quality monitoring devices required to effectively monitor these industries are real time loggers that measure wind speed, dust concentrations generated and particle size fractions. These loggers provide real-time data on air quality and dust pollution exceedances. The cost to undertake an air quality monitoring program is estimated to be between \$16,000 and \$20,000 per month, based on four real time loggers.

However, to be effective and provide meaningful data, the monitors would need to be set up within close proximity of the nominated dust pollution source, and in most cases in collaboration with the property owner. As these industrial premises are regulated by the EPA under Environmental Protection Licences (EPL), any additional air monitoring, to the monitoring already in place at these sites, would need to be undertaken in response to increased dust observations or specific complaints from neighbouring properties. In this regard, the NSW EPA has advised that any concerns regarding air quality around such industries should be referred to them to enable EPA to pursue any breaches of the EPL.

Further, discussions with the NSW EPA and consultants with expertise in monitoring air quality have found that there are numerous reasons portable air monitoring programs fail to achieve intended results. These include:

- Lack of cooperation from property owners where air pollution is considered to be the source. To obtain credible results, any monitoring would need to be along the property boundary and with the owner's permission. For sites that are already subject to an EPL, this is seen as a duplication, unnecessary and not the best use of Council resources.

- Locating air monitoring sensors away from the source e.g. on adjoining Council property would expose the sensors to possible pollution from other sources such as truck fumes, thereby compromising the quality of collected data.
- Liverpool is considered to have satisfactory coverage in terms of adequacy of air monitoring stations. The Department of Planning Industry and Environment has monitoring stations at Bringelly and Rose Street, which provides the Air Quality Index (AQI). The AQI provides detailed daily information on air quality, and measurements include ozone, carbon monoxide, sulphur dioxide, nitrogen dioxide, airborne particles and visibility. The AQI also provides a comparison of air pollutants, standardising these measurements into an index which illustrates the level of risk. This information is readily available for making management decisions that are impacted by poor air quality.
- Randomly installing air quality monitoring stations outside sensitive receptors such as childcare centres, schools and residential areas would be costly without any commensurate benefit. While mobile cameras are installed around known hotspots for illegal waste dumping, similar hotspots do not exist with regards to air quality.

### 3. Conclusions

In view of the foregoing and considering the multiple air quality monitoring programs already in place, it is considered that sufficient monitoring is already in place to allow better understanding of air quality issues in Liverpool to enable appropriate management actions to be taken to achieve broad and long term improvements to air quality.

Council's investigations together with consultation with the NSW EPA show that use of portable air monitoring systems, while adequate for localised and targeted monitoring, is not viable or warranted for broader air quality monitoring and management programs.

### CONSIDERATIONS

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	Manage air, water, noise and chemical pollution. Raise community awareness and support action in relation to environmental issues.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	Act as an environmental leader in the community. Provide information about Council's services, roles and decision making processes.



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<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	The risk is deemed to be low.

**ATTACHMENTS**

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Nil

**EGROW 06**

**Business Resilience Grants**

<b>Strategic Direction</b>	Generating Opportunity Attract businesses for economic growth and employment opportunities
<b>File Ref</b>	180589.2020
<b>Report By</b>	Julie Scott - Manager City Economy
<b>Approved By</b>	Tim Moore - Director City Economy and Growth / Deputy CEO

**EXECUTIVE SUMMARY**

At the extraordinary general meeting held on Tuesday 9 June 2020, Council made the following resolutions in relation to the Business Resilience Grants.

*That Council:*

- 1. Adopts the recommendations to provide grants to 50 businesses as outlined in the report. The recommendation is to provide grants to the value of \$106,000 to 28 CBD businesses from the City Development Fund, and to provide grants to the value of \$66,000 to 22 businesses in the greater Local Government Area;*
- 2. Allow those applicants that were not successful as outlined in the report and referred to as 'Business pivot requires more development and assistance to demonstrate whether it can generate profit or support existing or new jobs' or 'Reasonable pivot, however, required stronger demonstration that it could generate profit or support existing or new jobs' the opportunity to provide more information to determine whether they would be eligible.*

This report seeks clarification and direction from Council in relation to the second point of the resolution related to applications not successful for the grants based on the previous information provided to Council.

The Officer recommendation in the report acknowledges the need for ongoing support of all businesses affected by the COVID-19 crisis as well as exceptional circumstances that exist in relation to this recent funding program offered by Council.

## **RECOMMENDATION**

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That Council either:

Conclude the Business Resilience Grants program and allocate no further funding, noting that:

- 50 grants have now been issued through the program;
- due to the competitive nature of the process not all applicants could receive a grant; and
- the allocated budget has been exhausted.

OR

For financial prudence and equity, open a second round of Business Resilience Grants to **all businesses** using the same criteria as the first round, limited to a financial cap to be determined by Council through appropriate funding allocation.

OR

For financial prudence and equity, open a second round of Business Resilience Grants to only those businesses which were unsuccessful in the first round using the same criteria, limited to a financial cap to be determined by Council through appropriate funding allocation.

## **REPORT**

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### **Background**

During May 2020 Council conducted a robust and thorough grants process to assist businesses to meet the challenges of the COVID-19 pandemic and provide a boost to businesses that are looking to doing things differently to adapt to the current circumstances. Applications for the program opened on Monday 4 May 2020 and closed on Friday, 22 May 2020.

A total of \$106,000 was allocated from the City Development Fund (CDF) for businesses within the CDF boundaries. A total of \$66,000 was allocated from the existing City Economy budget for businesses outside the city centre.

As noted in Council's Grants and Donations Policy (adopted 29 May 2019) 'Programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications' not all applicants could be funded due to the limited funds available and large number of applications.

All eligible applications were assessed against the following assessment criteria:

- Impact of Covid-19 on Business (minimum 30% downturn or 15% for NFP) and evidence provided – 20% weighting

- Pivot proposed, implementation plan, staff members retain or created due to proposal - 60% weighting
- Use of local suppliers - 20% weighting

At its extraordinary general meeting held on Tuesday 9 June 2020, Council made the following resolution in relation to the grants.

*That Council:*

1. *Adopts the recommendations to provide grants to 50 businesses as outlined in the report. The recommendation is to provide grants to the value of \$106,000 to 28 CBD businesses from the City Development Fund, and to provide grants to the value of \$66,000 to 22 businesses in the greater Local Government Area;*
2. *Allow those applicants that were not successful as outlined in the report and referred to as 'Business pivot requires more development and assistance to demonstrate whether it can generate profit or support existing or new jobs' or 'Reasonable pivot, however, required stronger demonstration that it could generate profit or support existing or new jobs' the opportunity to provide more information to determine whether they would be eligible;*

The businesses recommended for the grants have been notified and progressed to signing grant agreements with Council. Unsuccessful businesses have been spoken to by CE staff and while disappointed, the majority understood the competitive nature of the process and that funds were limited. All businesses received advice on additional support available to them including: NSW Government \$3000 Business Recovery Grant; Council's online Business Directory, Marketplace and Business Connect Advisory support.

This report seeks clarification and direction from Council in relation to the second point of the resolution related to unsuccessful grant applications.

### **Eligibility**

The Business Resilience Grant program received 194 applications. One hundred and forty-eight of these were assessed as eligible.

Eligibility was determined by the following criteria:

- Business is registered/located in Liverpool LGA
- Business has been trading for minimum of 12 months. (If not trading for 12 months, the business was able to provide evidence of viability (through income, customer base, etc.)
- Evidence of downturn (of at least 30%) provided (e.g. JobKeeper confirmation, comparable BAS statements, letter from accountant)

- Application form was completed in all sections and supporting evidence provided.

A total of 96 businesses outlined in the report were unsuccessful and received one of the following two assessment results:

*‘Business pivot requires more development and assistance to demonstrate whether it can generate profit or support existing or new jobs’ or*

*‘Reasonable pivot, however, required stronger demonstration that it could generate profit or support existing or new jobs.’*

These applications were eligible but did not score as highly against the assessment criteria and therefore were rated accordingly.

### **Assessment scoring and awarding of grants**

Due to the size of the budget and the demand, each budget area was assessed separately. The CDF budget had 78 applicants and the LGA budget had 111 applicants. Therefore, more grants were recommended to CBD applicants. Due to the limited budget all applicants could not be funded.

Applications within the CBD were assessed and awarded with the following classifications:

Assessment score	Classification	Amount grant
4 and below	Application did not meet all grant criteria. Insufficient supporting evidence provided.	\$0
5	Business pivot requires more development and assistance to demonstrate whether it can generate profit or support existing or new jobs.	\$0
6	Reasonable pivot idea which will require ongoing development and support with CE staff.	\$3,000
7	Strong application, supporting existing jobs, however either doesn't use	\$4,000

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	local suppliers or less likely to create new jobs.	
8-10	Very strong application that either includes local suppliers or likely to create new jobs.	\$5,000

Applications from the broader LGA were assessed and awarded with the following classifications:

Assessment score	Classification	Amount granted
4 and below	Application did not meet all grant criteria. Insufficient supporting evidence provided.	\$0
5-6	Business pivot requires more development and assistance to demonstrate whether it can generate profit or support existing or new jobs.	\$0
7	Reasonable pivot idea which will require ongoing development and support with CE staff.	\$0
8	Strong application, supporting existing jobs, however either doesn't use local suppliers or less likely to create new jobs.	\$2,500
9	Very strong application that either includes local suppliers or likely to create new jobs.	\$4,000
10	Very strong application that either includes local suppliers or likely to create new jobs.	\$5,000

**Support provided to applicants**

The City Economy Unit (CEU) provided extensive support and opportunities for businesses to submit a competitive application for the grants.

**1. Support from the City Economy Unit**

Businesses were encouraged to contact the CEU if they had any questions about the process or requirements. When contacting the CEU, businesses were advised of the process and requirements. The CEU advised that it was a competitive process and to best support their applications they should:

- Provide clear details of the impact of COVID-19 on their business and attach the requested evidence
- Clearly articulate what they intend to do with the grant funds and how the proposal would enhance their business's resilience through the pandemic
- Attach formal quotes of services/providers they intended to use

**2. Business Connect Advisory support**

Businesses were also encouraged to obtain assistance from Business Advisors via the NSW Business Connect Program to develop and/or refine their proposals. Business were referred to one of the following:

- Business Advisor through the Western Sydney Business Centre
- Arabic Business Advisor through the Community Migrant Resource Centre
- Vietnamese Business Advisor through the Community Migrant Resource Centre

Business Advisors were briefed on the grants process and requirements by the CEU. The Advisors worked to assist businesses to workshop strategies and potential pivots for their businesses to be able to continue to operate. Businesses were encouraged to apply for the grants for these proposed pivots.

**3. Opportunity to re-submit quotes**

Applications were screened to ensure they had met the eligibility criteria (apart from determining the downturn in turnover which was left to the selection panel) and included all attachments requested. Applications were sorted into three categories:

- Category 1 - All documents received and form completed
- Category 2 - Evidence of downturn provided, completed form to a satisfactory level although insufficient quotes attached

- Category 3 - No clear evidence of a downturn document, form not completed to a satisfactory level and/or no quotes attached

Applicants were followed up on the following basis:

- Category 1 - No follow-up required
- Category 2 - Contacted to advise that they need to provide sufficient quotes as part of the application
- Category 3 - Not followed up as they did not complete any of the requirements correctly

Businesses were provided the opportunity to re-submit quotes where they did not have formal quotes to better support their application. Quotes were required to be on an official letterhead from a supplier that included an ABN and/or a link that clearly identifies the product or service that the applicant wished to purchase.

### **Clarification of the resolution**

The resolution of Council to assist businesses which were unsuccessful requires clarification for Council officers to achieve the desired outcome.

If Council provides an additional opportunity for businesses to provide more evidence and a better-quality application, it will raise expectations for assistance when there is no budget for Business Resilience Grants this financial year.

A robust assessment process was followed and decisions to award grants were made within a confined, and now exhausted, budget. Council officers provided a high level of support and opportunities for applicants to revise their applications if they needed to provide additional evidence.

In the interests of equity, any second round of grants should be made available to all businesses, with criteria to ensure a competitive process. Council would need to set a financial cap for a second round of grants.

Alternatively, Council could offer a second round only to applicants who were unsuccessful in the first round of funding. Council would need to set a financial cap and allocate appropriate funding.

In contrast, funding could be allocated to other programs across the LGA enabling businesses to learn new skills and build resilience. The success of the grants program will be better understood following the grants acquittal process in January 2021.

Any additional funding would impact delivery of other services and programs and should be considered as part of Council's budget review process.

**CONSIDERATIONS**

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<b>Economic</b>	Up to \$192,000 allocated for Business Resilience Grants.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	The grants support businesses to build resilience.
<b>Civic Leadership</b>	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
<b>Legislative</b>	This report complies with Council's Grants and Donation's Policy
<b>Risk</b>	The risk is deemed to be Medium.

**ATTACHMENTS**

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Nil

**COM 01**

**Grants, Donations and Corporate Sponsorship**

<b>Strategic Direction</b>	Creating Connection Implement access and equity for all members of the community
<b>File Ref</b>	157523.2020
<b>Report By</b>	Galavizh Ahmadi Nia - Manager Community Development and Planning
<b>Approved By</b>	Tina Sangiuliano - Acting Director City Community and Culture

**EXECUTIVE SUMMARY**

Council is committed to building strong and resilient communities in the Liverpool Local Government Area (LGA) and to 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.

Council's Grants, Donations and Corporate Sponsorship Policy, Section 5.2.e deems applications for general expenditure, including office equipment, ineligible for funding. Two of the applications in this report have requested funds to upgrade IT equipment to adapt to online service delivery due to COVID-19 restrictions under exceptional circumstances. They are recommended for funding as a one-off consideration resulting from unprecedented impact of COVID-19.

This report also includes recommendations that meets criteria of Grants, Donations, and Corporate Sponsorship Policy and Initiative 2 of Council Resolution to *allocate funds toward essential relief services in Liverpool*.

**RECOMMENDATION**

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

<b>Applicant</b>	<b>Project</b>	<b>Recommended</b>
Open Support	Outreach Crisis Service	\$10,000

That Council endorses the recommendation of **\$5,000** (GST exclusive) under the **Community Grants Program** for the following project:

<b>Applicant</b>	<b>Project</b>	<b>Recommended</b>
Junction Works	Youth Clicks	\$5,000

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

<b>Applicant</b>	<b>Project</b>	<b>Recommended</b>
The Salvation Army	Food 4 Life	\$15,000

## **REPORT**

### **Corporate Sponsorship**

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

<b>Applicant</b>	Open Support
<b>Project</b>	<b>Outreach Crisis Service</b>
<b>Description</b>	<p><b>Objectives:</b></p> <p>Due to COVID-19 impact, Open Support are adapting their service delivery model but are experiencing immediate funding pressures while operating expenses are still at the same level and minimal income received, such as loss of donations, closure of their shop, cessation of raffles, and other volunteer fundraising activities. Open Support have also suspended all volunteer activity and face-to-face services delivered by both staff and volunteers for health and safety reasons.</p> <p>The grant will enable Open Support to fully adapt their domestic and family violence (DFV) service model by optimising available technology to maintain a high level of support to existing DFV clients, to operate virtually during and post COVID-19. The funds will be expended for the purchasing of:</p> <ul style="list-style-type: none"> <li>• 11 online licences for Salesforce licences, costed at \$795 each and totalling \$8745;</li> <li>• IT development costs of building out our existing online system, provided by a contracted IT Developer for 5 days at \$1200 per day, totalling \$6000; and</li> </ul>

	<ul style="list-style-type: none"> <li>10 Zoom Licences for DFV staff, costed at \$233 per month, totalling \$2799 for the year.</li> </ul> <p>The upgrade of technology will become an integral part of Open Support's DFV program that optimises both face-to-face and online communications to reach a much greater number of clients. The investment will have a significant benefit long after COVID has passed.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>Optimise DFV service model and technology to maintain a high level of support to existing DFV clients;</li> <li>Capacity to increase support to more DFV clients within the community via Crisis Outreach Support;</li> <li>Provide specialised DFV support for women and children to enable them to commence healing and to lead safe, financially independent and fulfilling lives; and</li> <li>Continue to provide immediate support to reduce risk of harm, arrange transitional and long-term accommodation, and provide essential material needs (for example food and clothing).</li> </ul>
<b>Beneficiaries</b>	2000 families escaping domestic and family violence.
<b>Assessment</b>	<p><b>Recommended for Funding - \$10,000</b></p> <p>The applicant's project aligns with the Community Strategic Plan <i>Direction 1 Creating Connections</i> and meets criteria of Initiative 2 of Council Resolution to <i>allocate funds toward essential relief services in Liverpool</i>.</p>

### **Community Grants**

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

<b>Applicant</b>	Junction Works
<b>Project</b>	<b>Youth Clicks</b>
<b>Description</b>	<p><b>Objectives:</b></p> <p>Provide online and face-to-face accredited First Aid training, online fitness and wellbeing courses and online cooking and creativity classes to young people who cannot access the Wattle Grove Community Centre due to</p>

	<p>COVID-19 closures and restrictions. Youth Workers and trained service providers will be facilitating effective online sessions to teach life and leadership skills, promote wellbeing and mindfulness as well as motivate and encourage young people to re-engage in the online service as well as re-engage with the local community. Funding sought is to purchase and upgrade equipment and resources to move the program to online platforms:</p> <ul style="list-style-type: none"> <li>• Online and face-to-face accredited First Aid Training Program from St Johns Ambulance costed at \$1,700 for 12-18 participants;</li> <li>• 2 x online Yoga Sessions (live) for Youth Click participants costed at \$600;</li> <li>• Resources for 15 participants for online cooking classes, costed at \$50 per participant or \$750 total; and</li> <li>• Resources for 15 participants for online creativity classes, costed at \$30 per participant or \$450 total.</li> </ul> <p>Due to COVID-19, Junction Works have suspended all face-to-face services. The Youth Clicks program has struggled to adjust to an online setting. These purchases will allow access to appropriate equipment, training, and interaction for young people attending the Youth Clicks service to learn and enhance skills vital to their development and growth in predominately online environment.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Provide additional services and access for young people to maintain their mental health and wellbeing during isolation;</li> <li>• Access to appropriate equipment and resources to young people who may be experiencing financial disadvantage and;</li> <li>• Develop vital skillsets of young people through online sessions involving First Aid, cooking lessons, fitness and meditation classes and creative learning classes.</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li>• Online and face-to-face First Aid training for 15 participants;</li> <li>• Online yoga and wellbeing sessions for 15 participants;</li> <li>• Online cooking classes for 15 participants and;</li> <li>• Online creativity classes for 15 participants</li> </ul>
<b>Assessment</b>	<p><b>Recommended for Funding - \$5,000</b></p> <p>The applicant's project aligns with the Community Strategic Plan <i>Direction 1 Creating Connections</i> and meets criteria of Initiative 2 of Council Resolution to <i>allocate funds toward essential relief services in Liverpool</i>.</p>

### Matching Grants

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

<b>Applicant</b>	The Salvation Army
<b>Project</b>	<b>Food 4 Life</b>
<b>Description</b>	<p><b>Objectives:</b></p> <p>Source and purchase provisions for a community market available to disadvantaged and vulnerable community members to browse and collect a large grocery bag with \$80-100 worth of food free of charge. Provisions include a range of frozen food, refrigerated food, non-perishable shelf food, drinks and a range of fresh fruit and vegetables. Community members are able to go around, choose what they want and pack their own bags. Volunteers are available to assist where necessary. Community members will also receive a separate bag of fruit and vegetables, a loaf of bread and a box of breakfast cereal.</p> <p>Due to COVID-19, The Salvation Army has experienced reduced public giving and collections during restriction periods. The number of community members requiring access to the Food 4 Life program has significantly increased, putting financial strain on the program until normal funding sources resume.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• An improvement in the overall health of individuals in healthy eating;</li> <li>• Ensuring community members struggling financially have access to basic food essentials;</li> <li>• Providing connections among community members; and</li> <li>• Decrease the level of food insecurity across the city of Liverpool especially in the most disadvantaged suburbs.</li> </ul>
<b>Beneficiaries</b>	150-200 community members and families.
<b>Assessment</b>	<p><b>Recommended for Funding - \$15,000</b></p> <p>The applicant's project aligns with the Community Strategic Plan <i>Direction 1 Creating Connections</i> and meets criteria of Initiative 2 of Council Resolution to <i>allocate funds toward essential relief services in Liverpool</i>.</p>

## **CONSIDERATIONS**

<b>Economic</b>	<b>CORPORATE SPONSORSHIP</b>			
	Budget	Balance	<i>Recommended funding in this report</i>	<b>Remaining</b>
	\$100,000	\$100,000	\$10,000	<b>\$90,000</b>
	<b>COMMUNITY GRANTS</b>			
	Budget	Balance	<i>Recommended funding in this report</i>	<b>Remaining</b>
	\$102,000	\$102,000	\$5000	<b>\$97,000</b>
	<b>MATCHING GRANTS</b>			
	Budget	Balance	<i>Recommended funding in this report</i>	<b>Remaining</b>
	\$200,000	\$200,000	\$15,000	<b>\$185,000</b>
	<b>SUSTAINABLE ENVIRONMENT GRANTS*</b>			
	Budget	Balance	<i>Recommended funding in this report</i>	<b>Remaining</b>
	\$75,000	\$75,000	Nil	<b>\$75,000</b>
	<b>COMBINED FUNDING BALANCE</b>			
	Combined Budget	Combined Balance	<i>Total recommended funding in this report</i>	<b>Remaining</b>
	\$477,000	\$477,000	\$30,000	<b>\$447,000</b>
* Sustainable Environment Grants funding is via a rate levy and is only eligible to be used for the Sustainable Environment Grants Program.				
<b>Environment</b>	Support schools and community groups to play an active role in reducing their impact on the environment and implementing environmentally sustainable actions.			
<b>Social</b>	Support community organisations and groups to deliver services.			
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.			
<b>Legislative</b>	Local Government Act 1993 - s356.			
<b>Risk</b>	There is no risk associated with this report			

## **ATTACHMENTS**

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

<b>COM 02</b>	<b>Carnes Hill Recreation Precinct Stage 2 Masterplan</b>
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<b>Strategic Direction</b>	Creating Connection Implement access and equity for all members of the community
<b>File Ref</b>	172422.2020
<b>Report By</b>	Galavizh Ahmadi Nia - Manager Community Development and Planning
<b>Approved By</b>	Tina Sangiuliano - Acting Director City Community and Culture

## **EXECUTIVE SUMMARY**

At its meeting on 31 July 2019 Council received an options paper for the redevelopment of the site known as Carnes Hill Recreation Precinct Stage 2 and endorsed the commencement of a masterplan exercise.

A progress report was presented to Council at its meeting on 5 February 2020 providing a progress update on the Masterplan which commenced in August 2019. At the meeting Council resolved that, as part of the final report on the draft masterplan, a full range of funding options/sources be provided.

Council's vision for the Carnes Hill Recreation Precinct is for a vibrant and attractive precinct that provides high quality public spaces that offer a range of recreation and sporting opportunities for Carnes Hill residents and the surrounding suburbs. The Precinct offers over 15 hectares of open space divided into a northern and a southern parcel by Beard Creek. Stage One on the southern parcel was delivered in 2016 and includes a district level library, multi-purpose community centre, indoor recreation centre, skate park, café, outdoor play area, a public plaza and a small water play area. Stage Two on the northern parcel is to include aquatic facilities, gymnastics and multi-purpose indoor areas as well as outdoor sports facilities and a play area.

Consultants were commissioned to prepare the Stage Two Masterplan to meet the following objectives:

- Create a vibrant and attractive new community and recreation precinct inclusive of aquatic, recreation and sporting facilities, complementing facilities delivered in Stage One;
- People of all ages can access the precinct to be healthy, active and have access to the most up to date information;
- Promote active sports and recreation for the health and well-being of the community;

- Conserve and maintain the bushland, biodiversity and Aboriginal heritage;
- Provide a facility that responds to the needs of the diverse demographic characteristics of Carnes Hill and surrounding suburbs; and
- Provide a facility that promotes and encourages youth programs and activities.

These objectives were formulated following consultations with Councillors, the community, internal stakeholders, review of key Council strategic documents and the feasibility analysis of the proposed facilities.

Council has received a draft Masterplan inclusive of the internal stakeholder feedback. The draft Masterplan recommends the provision of the following facilities:

- Indoor swimming pool to deliver multiple programs including a 50m indoor pool;
- Learn-to-swim and programmable water space;
- Interactive leisure and water activities;
- Gymnastics and multi-purpose dry spaces;
- Associated aquatic support spaces include change rooms, storage and plant spaces;
- External informal recreation space; and
- External playing fields.

Additionally, the draft Masterplan identifies potential funding options for detailed design and staged delivery.

This report presents the draft Carnes Hill Recreation Precinct Stage Two Masterplan to be exhibited for public comment and recommends proceeding to the detailed design stage which will enable Council to determine the phased implementation of the masterplan and development of a funding strategy.

## **RECOMMENDATION**

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That Council:

1. Receives and notes the report;
2. Adopts the Draft Masterplan for public exhibition for community information and feedback for a period of 28 days;
3. Delegates to the A/CEO the finalisation of the draft Masterplan if no submissions are received; or receive a further report outlining details of the submissions received at the conclusion of the exhibition period;

4. Subject to Council adoption of the Masterplan, commission a detail design process to include a feasibility study and a funding strategy for the delivery of the project through a staging process.

## REPORT

This report responds to the Council resolution of 31 July 2019 to prepare a Masterplan for the site known as Carnes Hill Recreation Precinct Stage 2 (CHRP2) for the Option 1 proposal in the report to explore its feasibility.



Fig 1: Option 1 endorsed at Council meeting on 31 July 2019

At its meeting on 5 February 2020, Council further resolved to receive a full range of funding options/sources, as a part of the draft Masterplan presented to Council.

### The Draft Masterplan

The draft Masterplan process has been informed by a range of key Council strategic documents, community consultations and internal stakeholder feedback on draft preliminary concept designs of the proposed facilities.

The project program included the following key activities:

- Asset and demand analysis;
- Site analysis;
- Internal stakeholder consultation;
- Developing preliminary /strategic concept site layout; and
- Preparing final draft Masterplan.

The four options explored in the draft Masterplan are as follows:

Option 1	Option 2
<ul style="list-style-type: none"> <li>• 50m Lap Swimming pool;</li> <li>• Leisure area;</li> <li>• Learn to swim area;</li> <li>• Spa zone;</li> <li>• Outdoor Water Play;</li> <li>• Change rooms and amenities;</li> <li>• Gymnastics (small size);</li> <li>• Café/Admin;</li> <li>• 2 x multi-purpose Sports Fields;</li> <li>• 2 x basketball courts; and</li> <li>• Parking.</li> </ul>	<ul style="list-style-type: none"> <li>• 50m Lap Swimming pool;</li> <li>• Leisure area;</li> <li>• Learn to swim area;</li> <li>• Spa zone;</li> <li>• Outdoor Water Play;</li> <li>• Warm water pool;</li> <li>• Change rooms and amenities;</li> <li>• Café/Admin;</li> <li>• 2 x multi-purpose Sports Fields;</li> <li>• 2 x basketball courts; and</li> <li>• Parking.</li> </ul>
Option 3	Option 4
<ul style="list-style-type: none"> <li>• 50m Lap Swimming pool and leisure area;</li> <li>• Leisure area;</li> <li>• Learn to swim area;</li> <li>• Spa zone;</li> <li>• Outdoor Water Play;</li> <li>• Gym with attached program rooms;</li> <li>• Change rooms and amenities;</li> <li>• Café/Admin;</li> <li>• 2 x multi-purpose Sports Fields;</li> <li>• 2 x basketball courts; and</li> </ul>	<ul style="list-style-type: none"> <li>• 25m Swimming pool and leisure area;</li> <li>• Leisure area;</li> <li>• Learn to swim area;</li> <li>• Spa zone;</li> <li>• Outdoor Water Play;</li> <li>• Gymnastics (large size);</li> <li>• Change rooms and amenities;</li> <li>• Café/Admin;</li> <li>• 2 x multi-purpose Sports Fields;</li> <li>• 2 x basketball courts; and</li> </ul>

• Parking.	• Parking.
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The draft Masterplan identifies Option 1 as the preferred option and recommends the following facilities:

- An indoor 50m competition pool;
- Indoor learn-to-swim pool;
- Indoor leisure pool and an indoor spa / steam / sauna area;
- Outdoor water play area;
- Associated aquatic support spaces include change rooms, family and group / competition change areas, storage and plant spaces;
- Two sporting fields with sizing suitable for rugby union, soccer and rugby league;
- Basketball/ multi-purpose courts;
- Boardwalk connections to and from stage 1 precinct;
- Access road from Cowpasture Road;
- Children's playground;
- Passive recreational spaces and preservation of natural vegetations;
- New walkways and cycle ways; and
- Parking.

The attached draft Masterplan (site plan) is inclusive of the key internal stakeholder feedback and considers integration with Stage One of the precinct.



*Fig 2: draft Concept Design*

### **Cost estimates**

In addition to the range of potential funding options, the report provides preliminary estimate of the delivery works. Below is a snapshot of the cost estimates of the proposed facilities based on the Option 1 recommendation.

ITEM	COST
Total Building Works	\$28,082,075
<ul style="list-style-type: none"> <li>Entrance Foyer</li> <li>Admin Block</li> <li>Café</li> <li>Change Rooms and amenities</li> <li>Storage</li> <li>Pool Plant Room</li> <li>Gymnastics</li> <li>Circulation space</li> </ul>	

**CITY COMMUNITY AND CULTURE REPORT**

• Services	
Total Aquatic Works	1. \$ 9,636,000
• 50m pool	
• Learn to swim	
• Leisure pool	
External works and services	2. \$3,012.035
External works and services (inclusive of sporting fields, landscaping, Water Sensitive Urban Design-WSUD system, children's playground, etc.)	3. \$14,181,788 4.
<b>CONSTRUCTION COST (inclusive of design contingencies)</b>	5. \$62,216,898 6.
Construction contingency	7. \$14,058,000
Professional Fee Allowance	8.
Fixtures, Fittings and Equipment	
Audio Visual, IT Equipment	
Legal Permits, Marketing, other professional fees	
<b>ESTIMATED TOTAL PROJECT COST</b>	9. <b>\$76,274,898</b>

As per the Council Resolution from the meeting on 5 February 2020, the Draft Masterplan explores the possible options/sources available within the industry to fund the delivery of the draft Masterplan. The report recommends broad funding options associated with the funding of Council Infrastructure. They are as follows:

- Developer contributions – collected from new development in the relevant areas;
- Proceeds from the sale of assets – from a review and rationalisation of community assets that are under-utilised, surplus or may no longer meet the service expectations of the community;
- Debt/loan borrowings – where appropriate, utilise debt to fund capital expenditure, subject to it fulfilling agreed economic, social or environmental benefits and not affect existing recurrent operations and / or cash flows;
- Forward borrowing from reserves – any cash surpluses of a general fund nature will be restricted and held for strategic priorities;
- Other general income sources – investigate and generate other alternate sources of revenue;

- Grants and contributions (operational and capital) – actively pursue grant funding and other contributions to assist in the delivery of services and facilities; and
- Delivery partnerships – where Council and key partners (such as schools or private developers) collaborate to deliver a new facility.
- Staged delivery of the facilities
- Beyond traditional government and private sector funding, there is an emerging opportunity to leverage philanthropic and corporate sectors looking to invest in health and wellbeing intervention at a community level. There are investment brokers who access social impact investment funding to incubate and deliver population health innovation under 'Wellbeing Communities' platforms, through social enterprise design, delivery and scale. Such impact investment for community health and wellbeing has been pioneered in some European countries and this type of approach to funding may be accessible in Australia soon.

The construction of facilities at Carnes Hill Precinct Stage Two is likely to be delivered in stages, depending on the availability of the funding resources.

Important to the success of any funding application is the development of a feasibility study and / or business case that outlines the benefits, operational model and financial performance. In relation to benefits, this may relate to general participation, alignment with health and wellbeing outcomes or support for females, marginalised or disconnected communities.

### **High Level Program**

Subject to Council's endorsement of the final Masterplan, it is recommended that necessary investigations and studies be undertaken to determine the feasibility of this facility, develop funding strategies, staging options to suit funding. The following table presents a high-level timeline for the various critical stages of this project.

<b>Activity</b>	<b>Estimated Duration</b>	<b>Estimated Start</b>	<b>Estimated Finish</b>
1. Feasibility study and/or business case, funding strategy and site investigations (traffic etc)	26 weeks (excluding Christmas/New Year closure period)	November 2020	April 2021
2. Council approval of project and funding	4 weeks	May 2021	May 2021

**CITY COMMUNITY AND CULTURE REPORT**

3. Detailed design	26 weeks	June 2021	November 2021
4. Development consent	24 weeks	December 2021	May 2022
5. Tender documentation	24 weeks	June 2022	November 2022
6. Tender process	14 weeks	December 2022	March 2023
7. Council acceptance of tender	4 weeks	April 2023	April 2023
8. Contract formation and award	8 weeks	May 2023	June 2023
9. Construction	96 weeks	July 2023	June 2025

**Budget phasing**

It is considered that the following budget provisions will need to be made to enable the necessary investigations, detailed designs and planning approvals to be completed.

<b>Activity</b>	<b>Estimated Budget</b>	<b>Estimated Year/s</b>
1. Site investigations and feasibility study	\$250,000	2020/21
2. Detailed Design, environmental assessment and DA preparation	\$1M	2021/22 and 2022/23
3. Construction and project management	\$77M	2023/24 and 2024/25
<b>Estimated Total</b>	<b>\$78,250,000</b>	

**Conclusion**

The draft Masterplan demonstrates a well-balanced mix of functions and facilities at the Carnes Hill Recreation Precinct. The Carnes Hill precinct will continue to provide the finest community and recreational services that will benefit Carnes Hill and the surrounding community.

The potential funding options analysis recommends a range of funding options specific to the Carnes Hill Recreation Precinct Stage Two. The estimated cost of the proposed facilities is \$78M inclusive of site investigations, feasibility study, detailed design, environmental assessment and Development Application preparation.

Council officers will continue to explore alternative funding options through State and Federal Government grants to commence the detailed design process following Council's adoption of the draft Masterplan.

Finally, the Masterplan identified that Council's resolution to develop a 50m indoor pool at Carnes Hill requires consideration of the financial implications (capital and operational). This will likely impact on the strategic directions within Council's adopted strategies (Aquatic and Leisure Centres Strategy and Recreation Open Space and Sport Strategy) and the feasibility of the provision of future aquatic and leisure facilities at Miller and Austral.

## **CONSIDERATIONS**

<b>Economic</b>	Enhance the environmental performance of buildings and homes. Facilitate economic development.
<b>Environment</b>	Enhance the environmental performance of buildings and homes. Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses. Raise community awareness and support action in relation to environmental issues.
<b>Social</b>	Raise awareness in the community about the available services and facilities. Support access and services for people with a disability. Deliver high quality services for children and their families.

**CITY COMMUNITY AND CULTURE REPORT**

<b>Civic Leadership</b>	<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>Provide information about Council's services, roles and decision making processes.</p> <p>Deliver services that are customer focused.</p>
<b>Legislative</b>	<p>There are no legislative considerations relating to this report.</p>
<b>Risk</b>	<p>Failure to consult with the community on the Carnes Hill Recreation Precinct Stage 2 Masterplan may result in Council failing to meet future community growth expectations and reputational loss.</p> <p>Potentially leading to unplanned and unfunded works. The risk is currently considered to be Medium and within Council's Risk Appetite.</p>

**ATTACHMENTS**

1. Draft - Carnes Hill Recreation Precinct Stage 2 Masterplan Report (Under separate cover)

**CORP 01**

**Investment Report June 2020**

<b>Strategic Direction</b>	Leading through Collaboration Seek efficient and innovative methods to manage our resources
<b>File Ref</b>	171205.2020
<b>Report By</b>	John Singh - Accountant - Investments & Treasury Management
<b>Approved By</b>	Vishwa Nadan - Chief Financial Officer

**EXECUTIVE SUMMARY**

This report details Council's investment portfolio and its performance for the month ended 30<sup>th</sup> June 2020:

- Council held investments with a market value of \$301 million;
- 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 Floating Rate Notes (FRN) has since improved;
- The portfolio yield was 123 basis points above the AusBond Bank Bill index;

	AusBond Bank Bill Index (BBI)
Benchmark	0.85%
Portfolio yield	2.08%
Performance above benchmarks	1.23%

- Return on investment was \$1.7m lower than the original budget;
- 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;
- 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 19.02% of its portfolio in ADI's rated BBB and below.

**RECOMMENDATION**

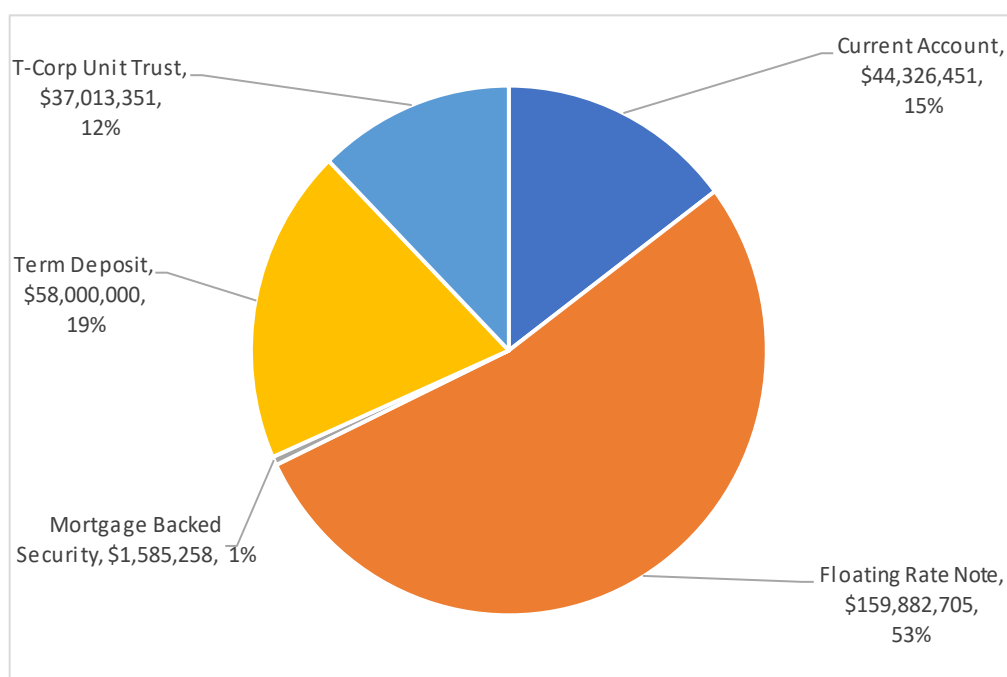
That Council receives and notes this report.

**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 30<sup>th</sup> June 2020, Council held investments with a market value of \$301 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	Jun-20	Jun-19
Senior Debts (FRN's ,TCD's & FRB)*	100.75%	100.76%
MBS (Reverse Mortgage Backed Securities)	62.11%	59.48%
T-Corp Unit Trusts	102.81%	103.65%

**\*Definition of terms**

- *Transferrable Certificate of Deposit (TCD)* - security issued with the same characteristics as a Term Deposit however it can be sold back (transferred) in to the market prior to maturity. A floating TCD pays a coupon linked to a variable benchmark (90 days BBSW).
- *Fixed Rate Bond (FRB)* – returns Fixed Coupon (interest) Rate and is tradeable before maturity.

The economic environment globally, including Australia, 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 19.02% 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 both "Class C" securities are likely to eventually default. However Council will continue to receive interest up until default which is likely many years away.

### **Portfolio Maturity Profile**

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

<b>Term to Maturity</b>	<b>Total</b>	<b>% Holdings</b>	<b>Term to Maturity Policy Limit Minimum</b>	<b>Term to Maturity Policy Limit Maximum</b>	<b>Complies to Investment Policy' "Yes/No"</b>
Current Account	44,326,451	14.74%			
Term Deposits < 1 Yr	41,000,000	13.63%			
T-Corp Unit Trust	37,013,351	12.30%			
Tradeable securities	159,882,705	53.15%			
<b>Portfolio % &lt; 1 Yr - ( Short term liquidity)</b>	<b>\$282,222,507</b>	<b>93.82%</b>	<b>40%</b>	<b>100%</b>	<b>Yes</b>
Term Deposit > 1 Yr < 3Yrs	17,000,000	5.65%	0%	60%	Yes
Grand Fathered Securities	1,585,258	0.53%	N/A	N/A	Yes
<b>Portfolio % Medium term liquidity)</b>	<b>\$18,585,258</b>	<b>6.18%</b>			<b>Yes</b>
<b>Total Portfolio</b>	<b>\$300,807,765</b>	<b>100.00%</b>			

**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+	10,613,187	3.53%	25%	Yes
ANZ Banking Group Ltd	AA-	18,208,168	6.05%	25%	Yes
Auswide Bank Ltd	BBB	6,999,996	2.33%	15%	Yes
Bank Australia Ltd	BBB	3,495,241	1.16%	15%	Yes
Bank of China/Sydney	A	2,005,272	0.67%	25%	Yes
Bank of Communications Co. Ltd/Sydney	A-	2,993,118	1.00%	25%	Yes
Bank of Nova Scotia	A+	5,533,548	1.84%	25%	Yes
Bank of Queensland Ltd	BBB+	9,510,685	3.16%	15%	Yes
Bendigo & Adelaide Bank Ltd	BBB+	502,148	0.17%	15%	Yes
Citibank Australia Ltd	A+	992,996	0.33%	25%	Yes
Commonwealth Bank of Australia Ltd	AA-	64,045,575	21.29%	35%	Yes
Credit Union Australia Ltd	BBB	4,496,987	1.49%	15%	Yes
Emerald Reverse Mortgage Trust ( Class A)	AA	718,176	0.24%	35%	Yes
Emerald Reverse Mortgage Trust ( Class C)	B	867,083	0.29%	2%	Yes
Heritage Bank Ltd	BBB+	3,513,531	1.17%	15%	Yes
HSBC Sydney Branch	AA-	7,954,368	2.64%	25%	Yes
Macquarie Bank	A+	9,017,854	3.00%	25%	Yes
Members Banking Group Ltd t/a RACQ Bank	BBB+	1,501,808	0.50%	15%	Yes
Members Equity Bank Ltd	BBB	1,605,962	0.53%	15%	Yes
National Australia Bank Ltd	AA-	33,319,948	11.08%	35%	Yes
Newcastle Permanent Building Society Ltd	BBB	3,535,366	1.18%	15%	Yes
NSW Treasury Corporation	AAA	35,918,742	11.94%	35%	Yes
NSW Treasury Corporation	AA	1,094,608	0.36%	35%	Yes
P&N Bank Ltd	BBB	2,000,000	0.66%	15%	Yes
Police Credit Union	Not Rated	2,000,000	0.66%	2%	Yes
Qbank	BBB-	4,472,043	1.49%	15%	Yes
Rabobank Australia Ltd	A+	4,017,432	1.34%	25%	Yes
Suncorp Bank	A+	8,014,668	2.66%	25%	Yes
Teachers Mutual Bank Ltd	BBB	2,111,487	0.70%	15%	Yes
Westpac Banking Corporation Ltd	AA-	49,747,770	16.54%	35%	Yes
<b>Portfolio Total</b>		<b>\$300,807,765</b>	100.00%		

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

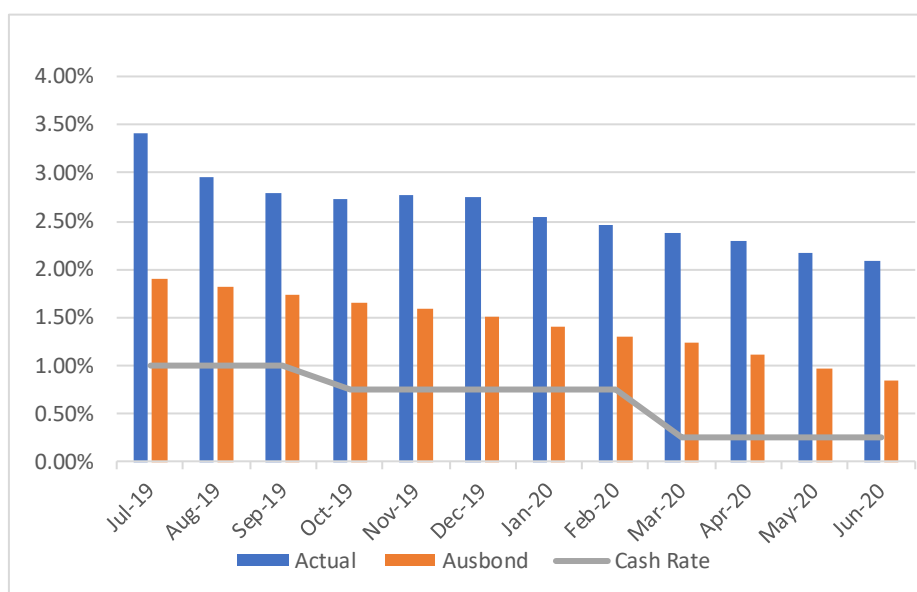
Credit Rating	Market Value	% Portfolio	Maximum Policy Limit	Complies to Investment Policy' "Yes/No"
AAA Category	35,918,742	11.94%	100%	Yes
AA Category	175,088,613	58.21%	100%	Yes
A Category	32,574,888	10.83%	60%	Yes
BBB Category	54,358,439	18.07%	40% - 45%	Yes
B Category	867,083	0.29%	40% - 45%	Yes
Unrated	2,000,000	0.66%	5% - 10%	Yes
<b>Total Portfolio</b>	<b>\$300,807,765</b>	<b>100.00%</b>		

**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.

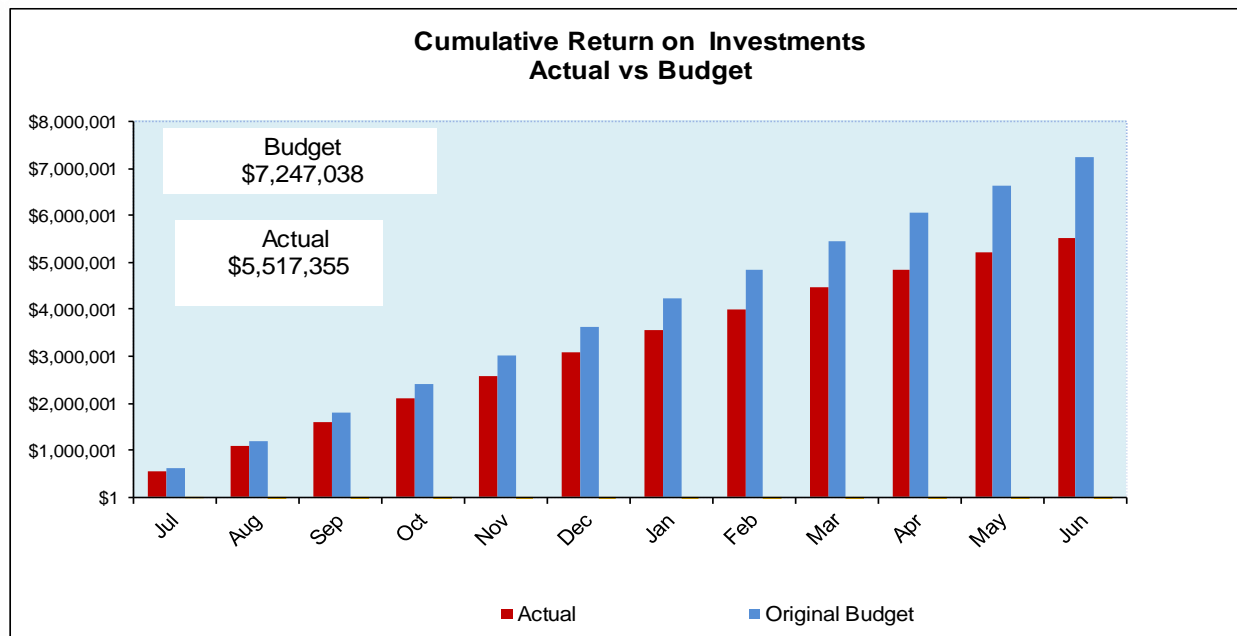
The portfolio yield to 30<sup>th</sup> June 2020 exceeded the AusBond Bank Bill index by 123 basis points (2.08% against 0.85%)

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 June 2020 is lower than the original budget by \$1.7m.



## Investment Portfolio at a Glance

Portfolio Performance	✓	The portfolio yield to 30 <sup>th</sup> June 2020 exceeded the AusBond Bank Bill index by 123 basis points (2.08% against 0.85%).
Annual Income vs. Budget	✓	Council's investment interest income is lower than the original budget by \$1.7m as at 30 <sup>th</sup> June 2020 and will be closely monitored.

## Investment Policy Compliance

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

## **Economic Outlook – Reserve Bank of Australia**

The Reserve Bank has left the official cash rate on hold at 0.25 per cent in its meeting on 7<sup>th</sup> July 2020. The current 0.25 per cent cash rate is at a historically low level and impacts returns on investment.

## **Certificate of Responsible Accounting Officer**

The Chief Financial Officer, as Responsible Accounting Officer, certifies that the investments listed in the attached report have been made in accordance with section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy at the time of their placement. The previous investments are covered by the grandfathering clauses of the current investment guidelines issued by the Minister for Local Government.

## **Independent verification by Head of Audit, Risk and Improvement (HARI)**

Council has requested an on-going independent review of its investment portfolio by the Audit Risk and Improvement Committee (ARIC) or its representative under delegated authority. The ARIC has agreed for its Chairperson to provide a certificate on a quarterly basis – the next certificate will be presented to Council on 26 August 2020.

## **CONSIDERATIONS**

<b>Economic</b>	Council's investment interest income is lower than the original budget by \$1.7m as at 30 <sup>th</sup> June 2020 and will be closely monitored.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	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> .
<b>Risk</b>	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.

## **ATTACHMENTS**

1. Investment Portfolio - June 2020



## Portfolio Valuation As At 30 June 2020

Fixed Interest Security	Maturity Date	Security Rating	Face Value Current	Market Value	% Total Value	Running Yield
CBA Business Saver		AA-	41,301,260	41,301,260	13.73%	0.50%
CBA General Account		AA-	2,425,199	2,425,199	0.81%	0.10%
AMP Notice Account		BBB+	276,641	276,641	0.09%	1.30%
AMP Business Saver		BBB+	323,351	323,351	0.11%	0.75%
			44,326,451	44,326,451	14.74%	
<b>Fixed Rate Bond</b>						
AMP Bank	07/12/2020	BBB+	5,000,000	5,012,665	1.67%	2.99%
			5,000,000	5,012,665	1.67%	
<b>Floating Rate Deposit</b>						
Westpac	18/08/2022	AA-	6,000,000	6,000,000	1.99%	1.15%
			6,000,000	6,000,000	1.99%	
<b>Floating Rate Note</b>						
AMP Bank	10/09/2021	BBB+	5,000,000	5,000,530	1.66%	1.18%
ANZ Bank	09/05/2023	AA-	3,000,000	3,036,438	1.01%	1.00%
ANZ Bank	06/12/2023	AA-	7,000,000	7,118,482	2.37%	1.13%
ANZ Bank	29/08/2024	AA-	5,000,000	5,034,630	1.67%	0.87%
ANZ Bank	16/01/2025	AA-	3,000,000	3,018,618	1.00%	0.90%
Auswide Bank	13/07/2020	BBB	2,000,000	2,000,008	0.66%	1.33%
Auswide Bank	06/11/2020	BBB	2,000,000	1,999,988	0.66%	1.21%
Bank Australia	30/08/2021	BBB	1,500,000	1,507,869	0.50%	1.40%
Bank Australia	02/12/2022	BBB	2,000,000	1,987,372	0.66%	1.00%
Bank of China (Australia)	19/04/2021	A	2,000,000	2,005,272	0.67%	1.16%
Bendigo and Adelaide	25/01/2023	BBB+	500,000	502,148	0.17%	1.16%
BOQ	26/10/2020	BBB+	1,500,000	1,503,219	0.50%	1.28%
BOQ	18/05/2021	BBB+	1,000,000	1,007,466	0.33%	1.58%
Citibank, N.A.	14/11/2024	A+	1,000,000	992,996	0.33%	0.97%
Commonwealth Bank	25/04/2023	AA-	3,000,000	3,028,458	1.01%	0.91%
Commonwealth Bank	16/08/2023	AA-	7,500,000	7,600,695	2.53%	1.03%
Commonwealth Bank	11/01/2024	AA-	9,500,000	9,689,962	3.22%	1.31%
Credit Union Australia	06/09/2021	BBB	2,000,000	2,012,572	0.67%	1.35%
Credit Union Australia	24/10/2024	BBB	2,500,000	2,484,415	0.83%	1.24%
Heritage Bank	29/03/2021	BBB+	3,500,000	3,513,531	1.17%	1.33%
HSBC	27/09/2024	AA-	3,000,000	2,971,548	0.99%	0.93%
HSBC	27/09/2024	AA-	2,000,000	1,981,032	0.66%	0.93%
HSBC Bank Australia	07/12/2022	AA-	3,000,000	3,001,788	1.00%	0.90%
Macquarie Bank	21/06/2022	A+	2,000,000	2,007,052	0.67%	0.85%
Macquarie Bank	07/08/2024	A+	4,000,000	4,004,784	1.33%	0.90%
Macquarie Bank	12/02/2025	A+	3,000,000	3,006,018	1.00%	0.93%
Members Equity Bank	16/04/2021	BBB	1,600,000	1,605,962	0.53%	1.41%
NAB	16/05/2023	AA-	2,000,000	2,024,452	0.67%	1.00%
NAB	26/09/2023	AA-	8,000,000	8,107,408	2.70%	1.03%
NAB	26/09/2023	AA-	4,000,000	4,053,704	1.35%	1.03%
NAB	26/02/2024	AA-	5,000,000	5,085,280	1.69%	1.14%
NAB	19/06/2024	AA-	4,000,000	4,049,104	1.35%	1.03%
Newcastle Permanent	24/01/2022	BBB	2,000,000	2,024,092	0.67%	1.77%
Newcastle Permanent	06/02/2023	BBB	1,500,000	1,511,274	0.50%	1.51%
QBANK	14/12/2021	BBB-	1,000,000	998,557	0.33%	1.60%
QBANK	25/03/2022	BBB-	1,500,000	1,494,890	0.50%	1.50%
QBANK	06/12/2022	BBB-	2,000,000	1,978,596	0.66%	1.25%
Rabobank Australia Branch	03/03/2022	A+	2,000,000	2,017,432	0.67%	1.18%
RACQ Bank	23/05/2022	BBB+	1,500,000	1,501,808	0.50%	1.15%
ScotiaBank	08/09/2022	A+	3,000,000	3,017,508	1.00%	1.02%

Fixed Interest Security	Maturity Date	Security Rating	Face Value		% Total Value	Running Yield
			Current	Market Value		
ScotiaBank	07/09/2023	A+	2,500,000	2,516,040	0.84%	1.08%
Suncorp	12/04/2021	A+	2,000,000	2,015,012	0.67%	1.56%
Suncorp	16/08/2022	A+	1,000,000	1,007,676	0.33%	1.07%
Suncorp	30/07/2024	A+	3,000,000	2,995,188	1.00%	0.88%
Suncorp	30/07/2024	A+	2,000,000	1,996,792	0.66%	0.88%
Teachers Mutual Bank	02/07/2021	BBB	2,100,000	2,111,487	0.70%	1.67%
Westpac	06/03/2023	AA-	5,000,000	5,050,480	1.68%	0.93%
Westpac	16/11/2023	AA-	6,000,000	6,085,896	2.02%	1.05%
Westpac	24/04/2024	AA-	4,000,000	4,083,104	1.36%	1.26%
Westpac	16/08/2024	AA-	2,500,000	2,528,290	0.84%	0.98%
			150,700,000	151,876,922	50.49%	
<b>Floating Rate TCD</b>						
Bank of Communications	28/10/2022	A-	3,000,000	2,993,118	1.00%	1.00%
			3,000,000	2,993,118	1.00%	
<b>Mortgage Backed Security</b>						
EmeraldMBS2006-1A	21/08/2051	AA	1,052,456	718,176	0.24%	0.54%
EmeraldMBS2006-1C	21/08/2056	B	1,000,000	572,885	0.19%	1.29%
EmeraldMBS2007-1C	23/07/2057	B	500,000	294,198	0.10%	1.08%
			2,552,456	1,585,258	0.53%	
<b>Term Deposit</b>						
Auswide Bank	06/09/2021	BBB	3,000,000	3,000,000	1.00%	1.80%
BOQ	19/08/2020	BBB+	1,000,000	1,000,000	0.33%	3.05%
BOQ	07/09/2020	BBB+	1,000,000	1,000,000	0.33%	3.00%
BOQ	07/09/2020	BBB+	1,000,000	1,000,000	0.33%	3.00%
BOQ	07/02/2022	BBB+	2,000,000	2,000,000	0.66%	3.75%
BOQ	08/02/2021	BBB+	2,000,000	2,000,000	0.66%	3.60%
NAB	01/07/2020	AA-	5,000,000	5,000,000	1.66%	1.58%
NAB	30/09/2020	AA-	3,000,000	3,000,000	1.00%	1.60%
NAB	31/07/2020	AA-	2,000,000	2,000,000	0.66%	1.60%
P&N Bank	14/08/2020	BBB	2,000,000	2,000,000	0.66%	3.00%
Police Credit Union SA	16/08/2021	Unrated	2,000,000	2,000,000	0.66%	3.20%
Rabobank Australia Branch	29/08/2022	A+	2,000,000	2,000,000	0.66%	3.38%
Westpac	31/08/2022	AA-	2,000,000	2,000,000	0.66%	3.32%
Westpac	28/09/2020	AA-	4,000,000	4,000,000	1.33%	3.05%
Westpac	28/09/2020	AA-	4,000,000	4,000,000	1.33%	3.05%
Westpac	14/12/2020	AA-	3,000,000	3,000,000	1.00%	2.88%
Westpac	21/12/2020	AA-	3,000,000	3,000,000	1.00%	3.00%
Westpac	02/09/2020	AA-	5,000,000	5,000,000	1.66%	1.59%
Westpac	08/09/2020	AA-	5,000,000	5,000,000	1.66%	1.62%
			52,000,000	52,000,000	17.29%	
<b>F1 Total</b>			263,578,907	263,794,414	87.70%	
			<b>Face Value</b>			
<b>Security Type</b>			<b>Current</b>	<b>Market Value</b>		
NSWTC IM Cash Fund			35,000,000	35,918,742	11.94%	
NSWTC IM Short Term Income Fund			1,000,000	1,094,608	0.36%	
			36,000,000	37,013,351	12.30%	
<b>F1 Total</b>			263,578,907	263,794,414	87.70%	
<b>Portfolio Total</b>			299,578,907	300,807,765	100.00%	

<b>CORP 02</b>	<b>Local Government Remuneration Tribunal Annual Report and Determination under sections 239 and 241 of the Local Government Act 1993</b>
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<b>Strategic Direction</b>	Leading through Collaboration Encourage community participation in decision-making
<b>File Ref</b>	177058.2020
<b>Report By</b>	Jessica Saliba - Senior Governance & Probity Officer
<b>Approved By</b>	George Hampouris - Acting Director City Corporate

## **EXECUTIVE SUMMARY**

On 10 June 2020 the Local Government Remuneration Tribunal (the tribunal) produced their Annual report and Determination under sections 239 and 241 of the Local Government Act 1990 (the Act).

The tribunal has determined that there will be no increase in Mayoral and Councillor fees for the 2020/21 financial year.

## **RECOMMENDATION**

That Council:

1. Receive and note the 2020 Annual Report and Determination – LGRT; and
2. Note there has been no changes to the Civic Expenses and Facilities Policy.

## **REPORT**

Council's adopted Civic Expenses and Facilities Policy states that 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.

The Tribunal has determined that there will be no increase in the minimum and maximum fees applicable to each existing category and as such there are no changes to the current remuneration which are as follows; the annual fees to be paid to Councillors and Mayors in a

Metropolitan Large Council, be a minimum of \$18,430 and a maximum of \$30,410. An additional fee is to be paid to the Mayor at a minimum of \$39,160 and maximum of \$88,600.

## **CONSIDERATIONS**

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<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
<b>Legislative</b>	Section 239 and 241 of the Local Government Act 1993
<b>Risk</b>	There is no risk associated with this report.

## **ATTACHMENTS**

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1. 2020 Annual Determination-LGRT (Under separate cover)
2. OLG Circular 2020 Determination
3. Civic Expenses and Facilities Policy adopted by Council 6 February 2019



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	20-23 / 22 June 2020 / A707486
<b>Previous Circular</b>	19-07 2019/20 Determination of the Local Government Remuneration Tribunal
<b>Who should read this</b>	Councillors / General Managers
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Councils to Implement

### 2020/21 Determination of the Local Government Remuneration Tribunal

#### What's new or changing

- The Local Government Remuneration Tribunal (the Tribunal) has determined that there will be no increase in mayoral and councillor fees for the 2020/21 financial year.
- 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 in 2017 and has undertaken a review as part of its 2020 determination.
- For the Metropolitan group the Tribunal has determined to retain the existing categories and has amended the population criteria applicable to Metropolitan Large and Metropolitan Medium.
- For the Non-Metropolitan group, the Tribunal has determined to:
  - create two new categories - Major Strategic Area and Regional Centre
  - rename one category - Regional City to Major Regional City, and
  - revise the criteria for some of the existing categories to account for the new categories.
- The Tribunal has determined the following categories:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Large	Regional Strategic Area
Metropolitan Medium	Regional Centre
Metropolitan Small	Regional Rural
	Rural

- Each council is allocated into one of these categories based on criteria identified by the Tribunal in Appendix 1 of its determination.

#### What this will mean for your council

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee based on the Tribunal's determination for the 2020/21 financial year.
- While there is to be no increase in fees paid for the 2020/21 financial year, mayors and councillors in some councils may receive an increase as a result of a change to their council's categorisation.

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**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.

**Where to go for further information**

- The Tribunal's report and determination is available at [www.remtribunals.nsw.gov.au/local-government](http://www.remtribunals.nsw.gov.au/local-government).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Tim Hurst**  
**Deputy Secretary**  
**Local Government, Planning and Policy**



## **CIVIC EXPENSES AND FACILITIES POLICY**

Adopted: 6 February 2019

TRIM: 066168.2019



## CIVIC EXPENSES AND FACILITIES POLICY

**1. PURPOSE/ OBJECTIVES**

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

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

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

## CIVIC EXPENSES AND FACILITIES POLICY

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

## CIVIC EXPENSES AND FACILITIES POLICY

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

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

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

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

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

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

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

2.4.1 This Policy takes into account the following Circulars:

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

## CIVIC EXPENSES AND FACILITIES POLICY

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

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

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

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

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

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

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

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

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

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

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

**3. DEFINITIONS**

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

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

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

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

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

## CIVIC EXPENSES AND FACILITIES POLICY

**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 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:

## CIVIC EXPENSES AND FACILITIES POLICY

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

**4.5 Support to Councillors**

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

- a) Use of the Councillors' Room, telephone and limited hospitality facilities;
- b) Meals or refreshments in conjunction with Council meetings, briefings sessions, committee meetings and planning and training sessions and non-alcoholic refreshments in the Councillors' Room;
- c) Secretarial services subject to specific approval of the CEO;
- d) An allowance of \$6,000 per Councillor per calendar year for mailing and stationery

## CIVIC EXPENSES AND FACILITIES POLICY

to assist Councillors in performing their duties as per section 232 (2) of the *Local Government Act*. These duties include organisation of community meetings and responding to inquiries. (This allowance is reduced to \$50 per month per Councillor for April-September prior to an election.);

- e) Meeting room facilities at 33 Moore Street Liverpool when meeting regarding Council business. The meeting room is to be booked through the CEO;
- f) When deputising for the Mayor (at his or her request), transport to official functions (if needed), together with the cost of attendance at such functions, where a fee is payable;
- g) When required to attend functions as part of civic duties (e.g. Business Awards), the cost of attendance to be borne by Council. (Note this does not apply to attendance at the Mayoral Ball or other similar functions of a charitable nature.);
- h) Supply of name badges, business cards, diaries, memo books, compendium and official ties or scarves; and
- i) Car parking provision for Councillors at 33 Moore Street Liverpool when performing their duties as a Councillor.

#### **4.6 Access to information technology**

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

##### **4.6.2 Hardware**

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

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

##### **4.6.2 Software**

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

##### **4.6.3 Support**

- a) Councillors will be provided with training as required. The CEO can determine and approve funds for professional development activities.

## CIVIC EXPENSES AND FACILITIES POLICY

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

4.6.3 Consumables

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

4.7 **Telephone expenses**

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

- a) Mobile phones and home telephone/ fax

Upon presentation of a copy of a Councillor's mobile phone and/ or home telephone/ fax bill, Council will reimburse the cost of mobile phone and telephone/ fax calls up to a total maximum of \$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 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 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;

## CIVIC EXPENSES AND FACILITIES POLICY

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

4.8.3 Registration

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

4.8.4 Expenses Incurred

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

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

4.8.5 Payment in advance

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

4.8.6 Categories of payment or reimbursement

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

a) Accommodation

Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council.

b) Out-of-pocket expenses

Reasonable out-of-pocket expenses will be provided or reimbursed for costs associated with attending the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature.

## CIVIC EXPENSES AND FACILITIES POLICY

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.

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.

## CIVIC EXPENSES AND FACILITIES POLICY

**4.10.2 Overseas travel**

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

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

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

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

**4.11 Sister City relationships**

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

**4.12 Insurance expenses and obligations**

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

a) Personal injury

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

b) Professional indemnity

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

c) Public liability

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

d) Councillors' and Council officers' insurance

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

## CIVIC EXPENSES AND FACILITIES POLICY

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

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

#### **4.13 Legal expenses and obligations**

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

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

Or

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

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

## CIVIC EXPENSES AND FACILITIES POLICY

**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**

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

CIVIC EXPENSES AND FACILITIES POLICY

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

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

**4.18 Mobile offices**

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

## CIVIC EXPENSES AND FACILITIES POLICY

**AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

This current policy is effective from 6 February 2019.

**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)

**REFERENCES**

Office of Local Government:

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

#### CIVIC EXPENSES AND FACILITIES POLICY

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

**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					<b>TOTALS:</b>		
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

INF 01

**Wianamatta South Creek Flood Study Update**

<b>Strategic Direction</b>	Strengthening and Protecting our Environment Protect and enhance bushland, rivers and the visual landscape
<b>File Ref</b>	158038.2020
<b>Report By</b>	Madhu Pudasaini - Manager Technical Support
<b>Approved By</b>	Raj Autar - Director City Infrastructure and Environment

**EXECUTIVE SUMMARY**

Liverpool City Council has adopted flood studies and associated flood maps for all its major rivers and creek systems to guide planning and development of flood prone land in accordance with the NSW Government's Flood Prone Land Policy. The Wianamatta South Creek Flood Study (South Creek Flood Study) was adopted by Council in 2004 following a detailed flood study and community consultation, which remains current and continues to play an important role in assisting Council forecast future flood behaviour in this catchment.

As part of planning for the Western Sydney Aerotropolis, the NSW Government is undertaking a study to identify potential impacts on flood behaviour of proposed future development across the broader South Creek Catchment and investigate management measures to limit cumulative impacts on flood behaviour and existing development. The first stage of this study has produced outputs which provide Council the opportunity to update and align its current flood mapping with the most current information available for this catchment. Adoption of the new flood information to replace the current (2004) study will also remove any gaps or duplications that could potentially arise from using different sets of flood related information to predict flood behaviour for the same catchment.

While the flood extents resulting from the new study are generally consistent with the current flood maps, some variations have been noted around a small number of the flood fringe areas. However, any variations between the current and the new flood maps are minor and mostly attributable to higher levels of accuracy in the topographical data that has been used for the new study.

The following summarises the changes to flood impacts on properties within the catchment arising from moving to adopt the new flood maps:

- 45 flood affected properties will be completely relieved from flooding;
- 360 flood affected properties will be partially relieved from flooding;
- 324 flood affected properties will experience increased flooding; and

**CITY INFRASTRUCTURE AND ENVIRONMENT REPORT**

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- 44 flood free properties will now become partially flood affected.

Following a detailed review of the modelling results from the recent study, this report recommends that the draft Wianamatta South Creek Flood Study with mapping being separately provided by Council to be placed on public exhibition for community information and feedback, with the view to ultimately adopting this study and associated flood maps for the catchment.

**RECOMMENDATION**

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That Council:

1. Endorses the public exhibition of the draft Wianamatta South Creek Flood Study and associated flood maps for 28 days; and
2. Receives a further report following conclusion of the exhibition period to adopt the Flood Study and associated flood maps for the Wianamatta South Creek catchment.

**REPORT**

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**Background**

Liverpool LGA is traversed by two major river systems namely the Georges River and the Hawkesbury-Nepean River. The majority of the western parts of the LGA fall within the Wianamatta South Creek catchment, which is a major contributory catchment of the Hawkesbury-Nepean River system. Catchments of the adjoining Kemps Creek and Badgerys Creek also drain through the Wianamatta South Creek to ultimately discharge into the Hawkesbury River near Windsor.

Council has adopted flood studies and associated flood maps for all its major rivers and creek systems to guide planning and development of flood prone lands in accordance with the NSW Government's Flood Prone Land Policy. The Wianamatta South Creek Flood Study (South Creek Flood Study) was adopted by Council in 2004 following a detailed flood study and community consultation, which remains current and continues to play an important role in assisting Council forecast future flood behaviour in this catchment.

As part of planning for the Western Sydney Aerotropolis, the NSW Government is undertaking a study to identify potential impacts on flood behaviour of proposed future development across the broader South Creek Catchment and investigate management measures to limit cumulative impacts on flood behaviour and existing development. The first stage of this study has produced outputs which provide Council the opportunity to update and align its current flood mapping with the most current information available for this catchment. Adoption of the new flood information to replace the current (2004) study will also remove any gaps or duplications that could potentially arise from using different sets of flood related information to predict flood behaviour for the same catchment.

**CITY INFRASTRUCTURE AND ENVIRONMENT REPORT**

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The new flood study uses the most current topographical information with significantly improved accuracy that was not available at the time of adopting the flood maps in 2004. The new flood study also includes some additional areas of the Badgerys Creek and Thompsons Creek which were not previously included in the current maps.

The new study includes flood maps under 1% Annual Exceedance Probability (AEP) and Probable Maximum Flood (PMF) scenarios. The 1% AEP, which is also referred to as the 100-year flood, has a 1% or 1 in 100 chance of occurring in any one year, whereas the PMF represents the largest flood that could conceivably occur at a particular location.

**Flooding implications of the new study**

A comprehensive review was undertaken to better understand the implications of the new study on predicted design flood levels and flood extents. This review found that while the current flood levels (2004) are generally consistent with the new study, there are a small number of flood fringe areas where there are variations between the current flood extents and the revised extents.

The following summarises changes to flood impacts on properties within the catchment arising from adopting the new flood maps under the 1% AEP as shown in the attached map (Attachment A):

- 45 flood affected properties will be completely relieved from flooding (green);
- 360 flood affected properties will be partially relieved from flooding (purple);
- 324 flood affected properties will experience increased flooding (orange); and
- 44 flood free properties will now become partially flood affected (yellow).

Flood study and mapping of the Badgerys Creek and Upper Thompsons Creek catchments show that up to 49 properties will now be partially affected by flooding under the 1 % AEP. Similarly, the following shows changes to flood impacts on properties within the catchment arising from the new flood maps under the PMF scenario, and is shown in the attached map (Attachment B):

- 171 flood affected properties will be completely relieved from flooding (green);
- 556 flood affected properties will be partially relieved from flooding (purple);
- 277 flood affected properties will experience increased flooding (orange); and
- 37 flood free properties will now become partially flood affected (yellow).

As for the 1% flood event, the PMF flood mapping for the Badgerys Creek and Upper Thompsons Creek catchment shows that 60 will be partially affected by the PMF event.

**February 2020 floods**

**CITY INFRASTRUCTURE AND ENVIRONMENT REPORT**

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The Wianamatta South Creek catchment experienced significant flooding with over 350mm of rain falling within the catchment over a period of four days during the February 2020 storms. Based on peak flood level surveys undertaken by Council immediately following the floods, it was found that there was a very close correlation between flooding experienced within the catchment and Council's forecast 1% flood. Further, mapping of the actual flood extents using the most current topographical information showed that the flood extents were consistent with the new study being undertaken by the NSW Government. This further validates the accuracy of the new study.

**Public exhibition**

Public exhibition of the draft Wianamatta South Creek flood study (attachment C) and associated flood maps (attachments A and B) will provide the affected residents the opportunity to have input into the floodplain management process. The community engagement process may reveal local knowledge and information that may not have been available so far.

Council has already presented the draft Wianamatta South Creek flood maps to Council's Environment Advisory Committee at its June 2020 meeting.

**Benefits of adopting the new study**

Adopting the new flood study and associated flood maps will provide the following benefits:

- The study uses most current topographical information, representing the best available data for improved flood forecasting;
- The study includes some additional areas from the Badgerys Creek and Thompsons Creek catchments which were not previously included in the current maps; and
- The new flood study provides currency and will enable Council to align its flood maps with the most current studies and topographical information that are informing the planning of this catchment including the planning of the Aerotropolis.

**Timeline**

Following Council's endorsement for public exhibition, the report will be made available to public for 28 days for their information and feedback. The feedback received will be incorporated in the study and presented to Council for adoption in October 2020.

**Conclusion**

As can be seen from the foregoing discussions, the variations in the flood extents between the current (2004 maps) and the new flood maps are minor and mostly attributable to higher levels of accuracy in the topographical data that has been used for the new study. The new study will enable Council to align the current flood mapping for the Wianamatta South Creek with the most current information available for this catchment and assist in planning for the

**CITY INFRASTRUCTURE AND ENVIRONMENT REPORT**

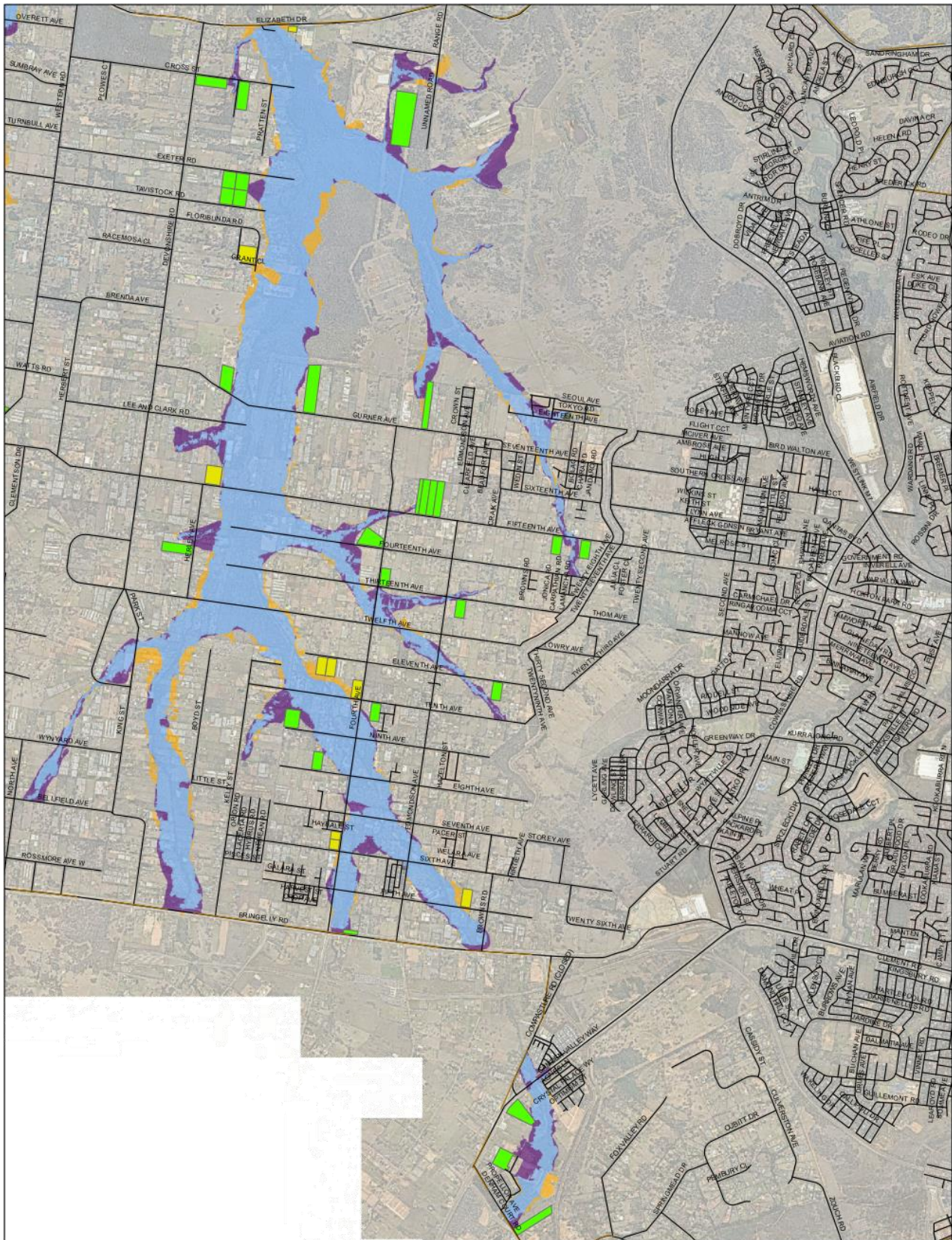
Aerotropolis. This report therefore recommends that the draft Wianamatta South Creek Flood Study be placed on public exhibition for community information and feedback, with the view to ultimately adopting this study and associated flood maps for the catchment.

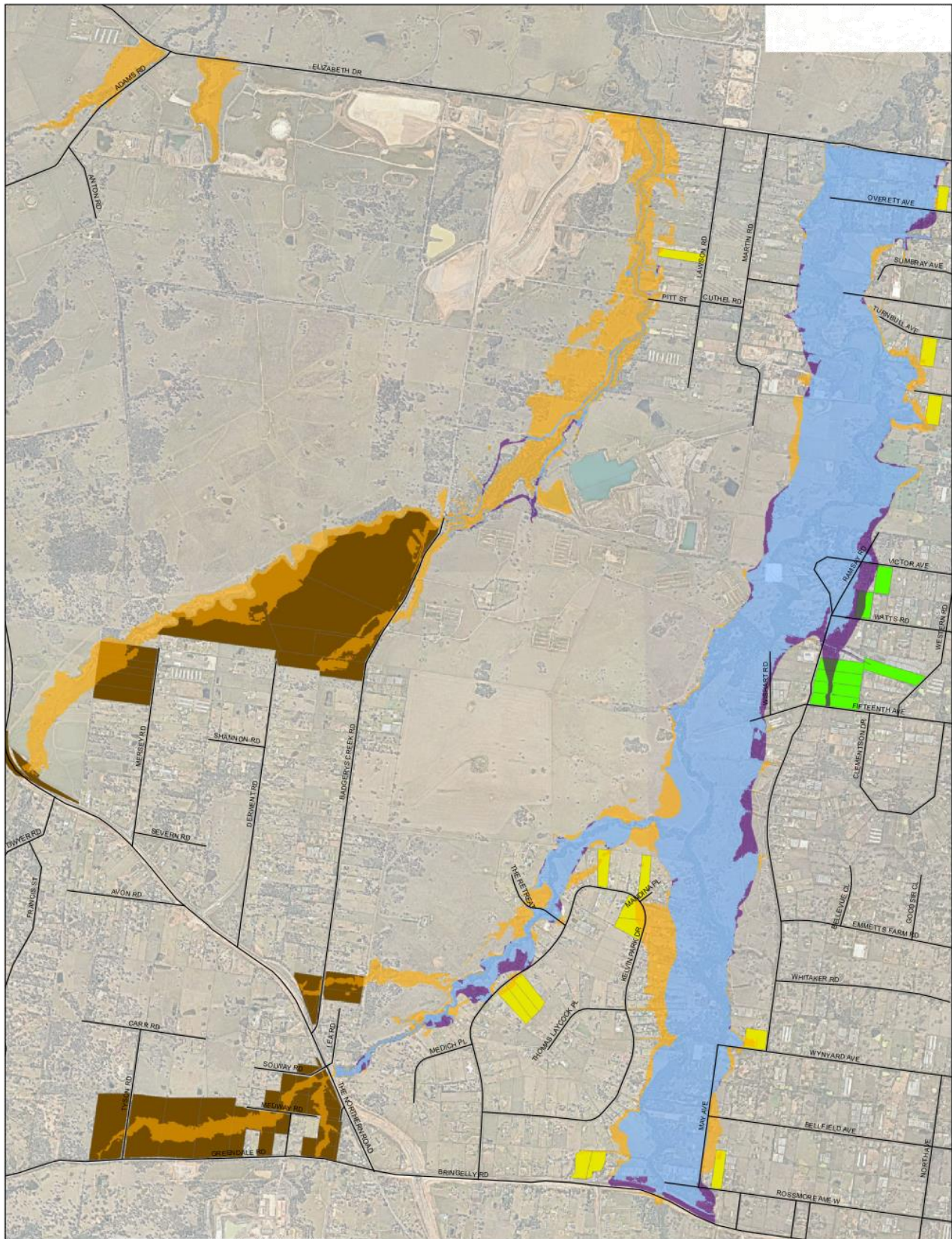
**CONSIDERATIONS**

<b>Economic</b>	The public exhibition of the updated draft Wianamatta South Creek Flood Study will not have economic and financial impacts on Council.
<b>Environment</b>	The updating of South Creek Flood Study will facilitate better management of the environmental health of waterways.  Updating of the South Creek Flood Study will ensure confidence to the better environmental performance of buildings and homes.
<b>Social</b>	Preserve and maintain social welfare and minimize public risk associated to flood.
<b>Civic Leadership</b>	Encourage the community to engage in Council initiatives and actions.
<b>Legislative</b>	NSW Flood Prone Land Policy and NSW Floodplain Development Manual.
<b>Risk</b>	This report supports the use of best and most up information to mitigate flood risk.

**ATTACHMENTS**

1. Attachment A - changes to flood impacts arising from new flood maps under 1% AEP scenario
2. Attachment B - changes to flood impacts arising from new flood maps under PMF scenario
3. Attachment C - Wianamatta (South) Creek Catchment - Existing Flood Risk Assessment - extract for Liverpool City Council (Under separate cover)



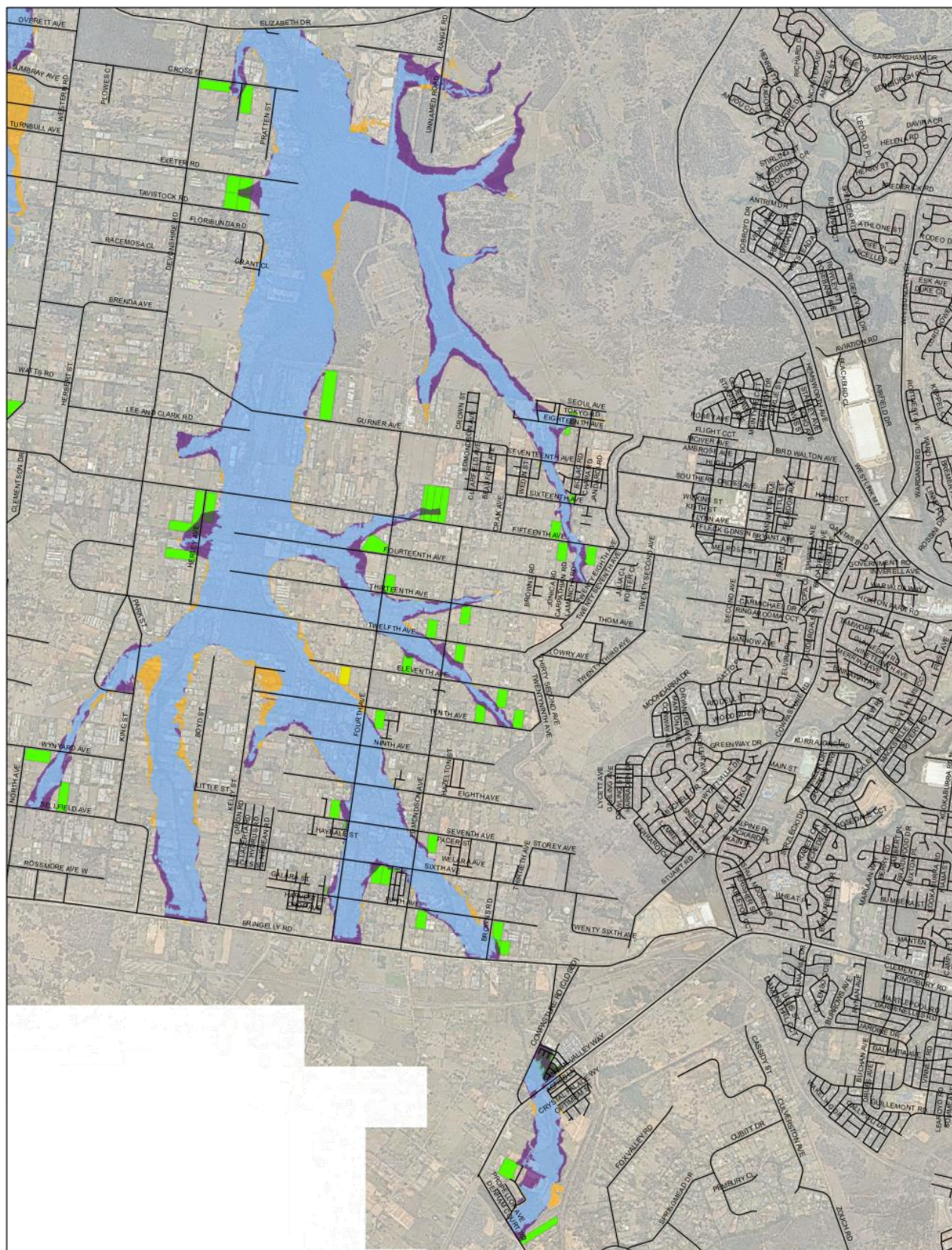
**Legend**

- Not mapped previously
- Partial flood relief in the new study
- Completely relieved from flooding in the new study
- Partially increased flood in the new study
- Flood affected in both studies
- Partially relieved flood in the new study
- Cadastre

**ATTACHMENT A**

**WIANAMATTA SOUTH CREEK**  
**1% AEP PROPERTY AFFECTATION - COMPARISON TO 2004 PLAN**





## Legend

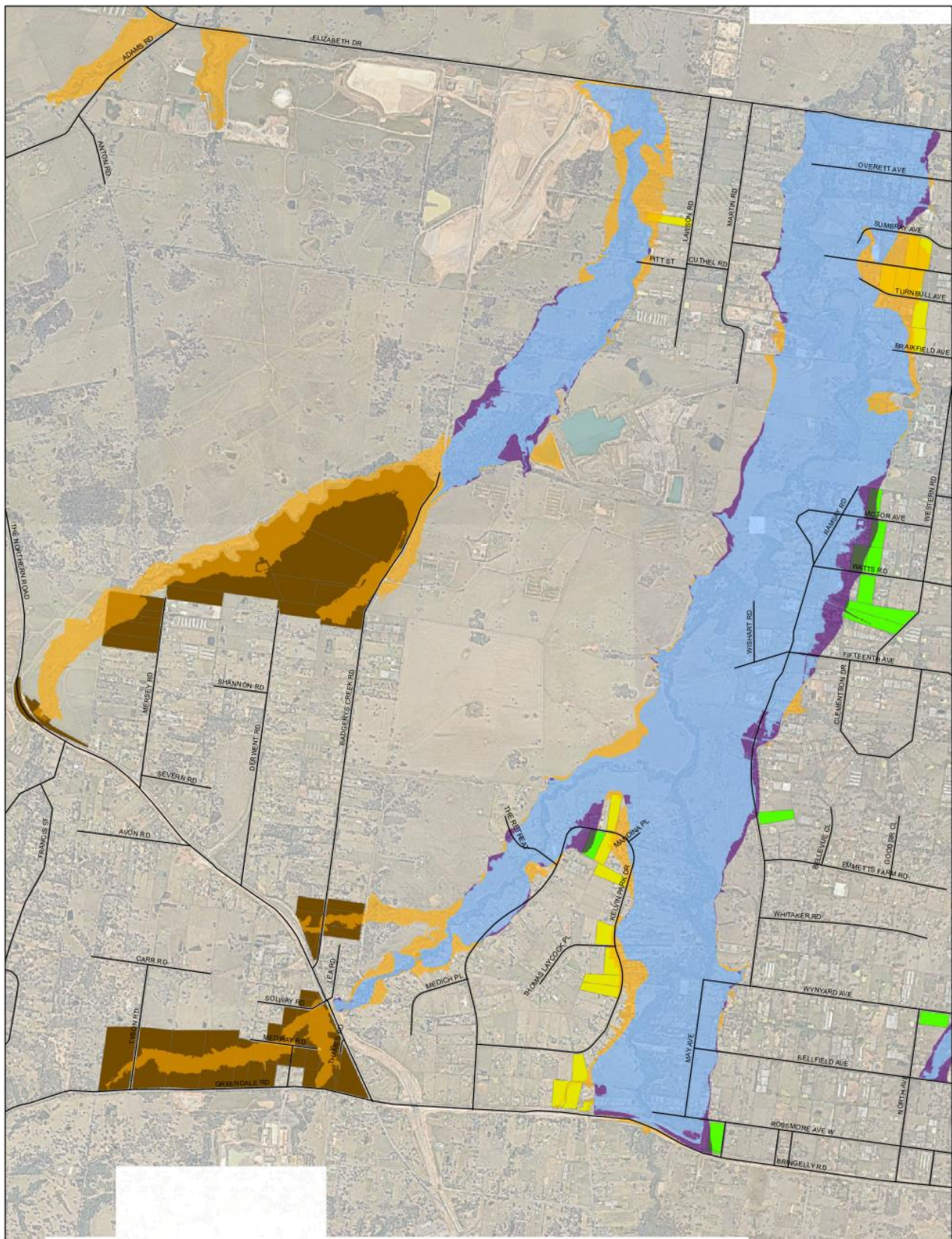
- Partial flood affection in the new study
- Completely relieved from flooding in the new study
- Partially increased flood affection in the new study
- Flood affection in both studies
- Partially relieved flood affection in the new study
- Cadastral

## ATTACHMENT B

## KEMPS CREEK

## PMF PROPERTY AFFECTION - COMPARISON TO 2004 PLAN



**Legend**

- Not mapped previously
- Partial flood affectation in the new study
- Completely relieved from flooding in the new study
- Partially increased flood affectation in the new study
- Flood affectation in both studies
- Partially relieved flood affectation in the new study
- Cadastre

**ATTACHMENT B**  
**WIANAMATTA SOUTH CREEK**  
**PMF PROPERTY AFFECTATION - COMPARISON TO 2004 PLAN**



## INF 02

## Conservation of Koala Habitat Corridors

Strategic Direction	Strengthening and Protecting our Environment Protect and enhance bushland, rivers and the visual landscape
File Ref	166610.2020
Report By	Michael Zengovski - Manager City Environment
Approved By	Raj Autar - Director City Infrastructure and Environment

**EXECUTIVE SUMMARY**

Council, at its meeting held on 29 April 2020, considered a report regarding mitigation measures Council has been progressing aimed at creating and preserving Koala habitat corridors as a means of stabilising Koala populations across the LGA.

At this meeting, Council decided that:

- a) *available emerging technologies, such as Virtual Fencing, be explored to mitigate vehicle strikes resulting in koala fatalities along the urban interfaces; and*
- b) *a study be undertaken into the feasibility of establishing a koala hospital and sanctuary within the LGA, and reported to the July 2020 Council meeting.*

However, at a subsequent meeting held on 27 May 2020, Council decided that a detailed business case be developed first, which would assess the demand for a koala hospital and a sanctuary within the LGA, including its viability and corresponding costs. Council will soon initiate a procurement process to engage a suitable consultant to undertake this study.

This report presents findings into the effectiveness of virtual fencing in mitigating vehicle strikes along the urban interfaces.

**RECOMMENDATION**

That Council:

1. Receives and notes this report; and
2. Receives a further report following completion of the business case for a koala hospital and sanctuary within the LGA.

**REPORT**

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**1. Virtual Fencing**

Virtual Fencing is an emerging technology and consists of a series of devices that are placed on posts along a road, which are then activated by approaching headlights of vehicles. This causes it to emit a combination of auditory and visual signals that alerts and repels animals from the roadside.

Studies into the effectiveness of the technology in Australian conditions are limited to remote areas of Tasmania where they demonstrate a reduction in roadkill of 50% in commonly affected wildlife in that region. It is to be noted that koalas were not among those species occurring within the subject sites. At this stage it is not known to what extent local wildlife species including koalas will be affected by virtual fencing.

A further study conducted on more trafficked roads outside of Hobart has indicated that virtual fencing is less effective on more urbanised roads, where traffic volumes and speeds are high. The study has identified the following limitations regarding the use of Virtual Fencing:

- effects of ambient light and noise from urbanisation on the effectiveness of the devices;
- interactions with existing physical fencing, specifically where movement is restricted for retreating animals; and
- desensitisation to the Virtual Fence by the target species resulting from the greater number of car movements.

Given the limited practical knowledge on the effectiveness of this technology relating to koalas and other species of local wildlife, it would be necessary to engage a subject matter expert to undertake a feasibility assessment and guide any further consideration of the viability of virtual fencing. This may involve setting up trial sites with ongoing monitoring over a period of time.

**Estimated Costs**

Devices are placed at 25m intervals on alternating sides of the road. Supply and installation of the units with flexi-mounted posts is estimated to cost between \$12,000 and \$15,000 per km. The devices are solar powered, and maintenance is reported to be minimal.

**Other mitigation works**

As Council would be aware, signs have been installed along the known vehicle strike hot spots warning motorists of the presence of koalas in the area. Further, Council has also negotiated the inclusion of wildlife crossing as part of the Heathcote Road upgrade works being undertaken by Roads and Maritime Services/Transport for NSW (TfNSW). Detailed design is in progress, with construction planned to commence in 2021.

**CITY INFRASTRUCTURE AND ENVIRONMENT REPORT**

**2. Koala hospital and sanctuary**

At the meeting held on 27 May 2020, Council resolved that a detailed business case be developed to establish demand for a koala hospital and a sanctuary within the LGA, including its viability and corresponding costs. Council will soon initiate a procurement process to engage a suitable consultant to undertake this study, which is anticipated to take up to 6 months.

It is expected that the business case will also be informed by the recently released NSW parliamentary inquiry and report on *Koala populations and habitat in New South Wales*.

**3. Conclusion**

In view of the little knowledge that is currently available regarding the effectiveness of Virtual Fencing in alerting and successfully repelling koalas from roadsides, it is concluded that there is no benefit in pursuing Virtual Fencing at this stage. Further, the Heathcote Road upgrade works planned by TfNSW together with the associated safe wildlife crossing points is expected to enhance koala safety along these hot spots.

**CONSIDERATIONS**

<b>Economic</b>	Facilitate economic development.  Facilitate the development of new tourism based on local attractions, culture and creative industries.
<b>Environment</b>	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.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	Act as an environmental leader in the community.  Actively advocate for federal and state government support, funding and services.
<b>Legislative</b>	<i>Local Government Act 1993</i> , Section 36  <i>Companion Animals Act 1998</i> , Sections 14 and 30
<b>Risk</b>	There is no risk associated with this report.

**ATTACHMENTS**

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Nil

**CTTE 01**

**Liverpool Sports Committee Minutes of meeting  
held 28 May 2020**

<b>Strategic Direction</b>	Creating Connection Create a dynamic, inclusive environment, including programs to support healthy living
<b>File Ref</b>	154530.2020
<b>Report By</b>	Mark Westley - Manager Recreation and Community Outcomes
<b>Approved By</b>	Tina Sangiuliano - Acting Director City Community and Culture

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Sports Committee Meeting held on 28 May 2020.

**RECOMMENDATION**

That Council receives and notes the Minutes of the Liverpool Sports Committee Meeting held on 28 May 2020.

**REPORT**

The Minutes of the Liverpool Sports Committee meeting held on 28 May 2020 are attached for the information of Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

**CONSIDERATIONS**

<b>Economic</b>	There are no economic or financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Support community organisations, groups and volunteers to deliver coordinated services to the community.
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	Sections 356(3), 377(1), and 378 of the Local Government Act 1993.

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<b>Risk</b>	There are no risk considerations.
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**ATTACHMENTS**

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1. Minutes of the Liverpool Sports Committee meeting held on 28 May 2020



## Minutes

### MINUTES OF THE LIVERPOOL SPORTS COMMITTEE MEETING HELD ON 28 MAY 2020

#### COMMITTEE MEMBERS:

Clr Charishma Kaliyanda	Liverpool City Council (Chairperson)
Monica Anastasi	Werriwa All Breeds Dog Training
Daniel Di Lucca	Tennis
John Scott	Hockey
Tony Jackson	Softball
Brian Martin	Sports less than 100 Participants delegate NSW Barefoot Water
	Skiing Club
Fiona Heath	Baseball
Melissa King	Netball
Janette Bartram	PSSA and Schools
Craig Hardman	Athletics
Alistair Dobson	Archery
Peter Moore	Cricket
Ron Hughes	Football

#### COUNCIL ATTENDEES:

Chris Corby	Liverpool City Council
Craig Lambeth	Liverpool City Council
Mark Westley	Liverpool City Council

#### APOLOGIES:

Blake Medhurst	Swimming
Adrian Rumiz	Remote Control Car Racing
Greg Blaxland	Basketball
John Pearce	Rugby League



## Minutes

### AGENDA:

#### 1. WELCOME, ATTENDANCE AND APOLOGIES

Chairperson Cllr Charishma Kaliyanda welcomed everyone and opened the meeting at 7.02pm

#### 2. DECLARATIONS OF INTEREST

Nil.

#### 3. CONFIRMATION OF PREVIOUS MINUTES

The minutes from the meeting held on 5 March 2020 were confirmed as a true record of that meeting.

**Moved:** Fiona Heath                      **Seconded:** John Scott

**Motion:** To confirm the minutes from the Liverpool Sports Committee meeting held on 5 March 2020.

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

#### 4. CONFIRMATION OF QUORUM PRESENT

At any committee meeting the presence of 30% of delegates constitutes a quorum. If no quorum is present within 20 minutes of the advertised time of the meeting, the meeting must be postponed. 30% of delegates were present and formal decisions may be ratified.

**Moved:** Tony Jackson                      **Seconded:** Monica Anastasi

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

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

#### 5. LIVERPOOL SPORTING DONATIONS

Due to the COVID-19 pandemic, the Liverpool Sporting Donations Program has been placed on hold until sports recommence. Since the last meeting on 5 March 2020 no applications were received due to the cancellation of sporting events. Below is a summary of the Sporting Donations program for the quarter.



## Minutes

### Totals

Number of requests received:	0
Number of requests recommended for funding by Sports Committee:	0
Number of requests approved pending further information:	0
Amount of funding recommended by Sports Committee:	\$0
Additional donations approved pending supply of further information:	\$0
Amount of funding required:	\$0
Current funds in budget:	\$11,800

**Moved:** Monica Anastasi      **Seconded:** Daniel Di Lucca

**Motion:** That the convenor organise the approval of the payment of Sporting Donations as recommended by the Sports Committee in line with Council policy.

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

### 6. AUGUST 2020 SPORTS COMMITTEE MEETING VENUE

As per Council resolution the Liverpool Sports Committee will now meet four times per year. The next meeting will occur on a teleconference over the Microsoft Teams platform on Thursday 27 August 2020.

**Moved:** Fiona Heath      **Seconded:** Brian Martin

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

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

### 7. LIVERPOOL SPORTING GRANTS PROGRAM 2020

Chris Corby (Liverpool City Council) provided an update to all sports committee members on the Liverpool Sporting Grants Program 2020.

This program offers funding to sporting clubs and junior disability sporting clubs to assist with the development of young people and encourage participation of the broader community in local sporting and recreational activities. Grants can also be used towards the purchase or maintenance of sporting equipment.

All sports committee members present were provided with an update that recommendations of the sporting grants sub-committee were discussed at the Council meeting on Wednesday 27 May 2020 and the Grant recipients would be communicated to the committee at the next meeting.



## Minutes

**Moved:** Monica Anastasi **Seconded:** Daniel Di Lucca

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

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

### 8. ORDER OF LIVERPOOL AWARDS 2020

Chris Corby (Liverpool City Council) provided an update to all sports committee members on the Order of Liverpool Awards 2020.

The Order of Liverpool Awards are presented annually to citizens who have made outstanding contributions to the Liverpool community. We recognise the achievement of excellence in and/or contributions to all forms of human endeavour which have enhanced the quality of life in the City of Liverpool.

Awards are presented on 7 November each year, the date Liverpool was founded. Information on how to apply has been sent to all sporting club contacts and committee members.

**Moved:** Ron Hughes **Seconded:** Peter Moore

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

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

### 9. HEALTH STATUS OF LOCAL SPORTS CLUBS – COVID-19

Mark Westley (Liverpool City Council) provided an update to all sports committee members on Council's desire to understand the health status of our local sporting clubs after the COVID-19 pandemic and asked the committee for input on the type of questions Council should be asking our clubs to help provide support that meets clubs requirements.

The sports committee members present discussed COVID-19 impacts and the issues raised included:

- Impact on sources of revenue (sponsorship & community club grants, rental of equipment to schools, canteen revenue)
- Impact on perishable stock
- Impact of Covid-19 hygiene requirements (increased need for volunteers, volunteer reluctance, increased costs, longer timeframes for participation)
- Impact on participation (parents loss of income, shortened season)



## Minutes

- Impact of extended and overlapping seasons (effect on summer sport, delay of 2021 winter sport -carry over affect, participants unable to play 2 sports at the same time, parents & volunteers unable to manage 2 sports at the same time)
- Loss of major events (loss of money already invested, loss of revenue boost that supports the club)
- Sport head-office and other seasonal liabilities (insurance, ground hire, floodlighting fees).

**Moved:** Janette Bartram **Seconded:** Melissa King

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

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

### 10. SEASON LENGTHS WINTER 2020 AND SUMMER 2020/2021

Craig Lambeth (Liverpool City Council) provided an update to all sports committee members on Council's desire to work with our sporting users to clearly define the winter 2020 season end dates for shared use venues and invited feedback from Sports Committee Members.

A memo for discussion will be sent to all Sports Committee Members with the minutes of this meeting seeking additional feedback on this process.

**Moved:** Craig Hardman **Seconded:** Alistair Dobson

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

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

### 11. INDIVIDUAL SPORTS UPDATES

#### **Dog Training**

Dog training has not yet returned to training and competitions following the COVID-19 pandemic. Dog trainings governing body, Dogs NSW, is yet to provide clearance for training to resume. The upcoming August 2020 dog competitions have already been cancelled due to uncertainty surrounding the sport, public health orders and guidance yet to be provided by Dogs NSW. The impact of the COVID-19 pandemic will not be known on membership until the club resumes its activities.



## Minutes

### Tennis

Tennis coaching activities are yet to resume in the Liverpool LGA following the COVID-19 pandemic. Tennis hopes to be able to resume coaching over the coming weeks as restrictions ease and tennis coaching activities are authorised by Council.

### Cricket

Cricket is currently in off season. The 2019/2020 season was a challenging season for cricket with rounds cancelled for extreme heat, bushfire smoke and floods. Cricket is anticipating some potential disruption to their upcoming season due to the COVID-19 pandemic in regards to participation numbers and season length.

### Baseball

Baseball is currently shut down after the beginning of the COVID-19 pandemic impacted upon the grand final days of the summer season in March 2020. The Macarthur region have decided not to proceed with winter competitions in 2020 with the focus to resume baseball in the 2020/2021 summer season. At this stage baseball hopes to open registrations for the summer season in late July or early August 2020. As is the case for most sports, the volunteer and cleaning requirements caused by the COVID-19 pandemic are challenging.

### Athletics

Athletics is currently not in season as it is predominately a summer sport however some athletics centres have felt an impact with the COVID-19 pandemic as equipment hire from school athletics carnivals is not generating income this year due to the events being cancelled. When athletics resumes the volunteer and cleaning requirements caused by the COVID-19 pandemic are expected to be challenging, especially as these may cause delays in the events being run. The Athletics State Championship was also cancelled due to the ongoing pandemic. COVID-19 has also caused unforeseen difficulties with AGM's not being able to occur as the constitutions of various athletics centres do not have an allowance to do this via a digital platform. The presentation days were also cancelled with winners announced over facebook and the trophies to be picked up at the club.

### Hockey

Hockey is currently shut down due to the COVID-19 pandemic. The season is currently on hold as Hockey NSW look to provide guidance as restrictions lift. Training is yet to resume due to clubs needing to seek approval from Hockey NSW and to meet requirements such as providing a COVID-19 Safety Officer at all sessions with appropriate training.



## Minutes

### **Softball**

Softball has also been impacted by the COVID-19 pandemic. Unfortunately the pandemic shutdown caused summer 2019/2020 grand finals to not be played and the 2020 winter season will not go ahead. The U15's state championships are scheduled to occur in September 2020 and Softball NSW are hoping they will be able to play these by this point. Membership and other factors will not be known until operations resume.

### **Archery**

Archery is currently able to train with COVID safe practices however competitions are currently shut down due to the pandemic. Large events at the end of the year are yet to be cancelled however remain in doubt until restrictions are lifted. Club sponsorship and fundraising remain in doubt as businesses struggle with the crisis and this could affect the Liverpool Archers.

### **Football**

Football resumed training on Monday this week as clubs return to operations in the hope of restarting the winter season. Once restrictions and time frames become clear from the NSW Government football will look to resume competitions for winter 2020.

### **Netball**

Netball is due to restart training on Monday next week with representative training with club training not resuming until 22 June 2020. At this stage they anticipate the season will run from 18 July to 22 September 2020. Netball was also successful in securing a defibrillator unit for Woodward Park Netball and will talk to Council in regards to install and access required.

### **PSSA and Schools**

School sport is currently on hold due to the COVID-19 pandemic and are waiting advice from the NSW Government for when activities are able to resume.

### **Sports less than 100 participants delegate NSW Barefoot Water Skiing Club**

NSW Barefoot Water Skiing Club went through summer season unaffected by the COVID-19 pandemic however club operations have been affected since. The World Championships due to be hosted at Helles Park were cancelled due to the COVID-19 pandemic which has cost the club a substantial amount of money. The club are now back training with competitions due to recommence in September and October 2020 pending the easing of restrictions.

**Moved:** John Scott

**Seconded:** Tony Jackson



## Minutes

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

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

### 12. GENERAL BUSINESS WITHOUT NOTICE

Fiona Heath has commended Council for their community floodlight program that allowed the community to use select sporting fields during the COVID-19 shutdown.

Action: Chris Corby thanked Fiona and advised that this positive feedback would be forwarded.

Fiona Heath has asked if Council are able to do some maintenance on an alarm error at Hammondville Reserve Baseball.

Action: Council's City Presentation Department to investigate and action repairs.

Tony Jackson has asked if Council can investigate if top soiling and grounds maintenance work has been conducted on Jacqui Osmond Reserve.

Action: Council's Recreation Department to follow up with Council's City Presentation Department to investigate and action as required.

Tony Jackson has asked if Council can repair the damage in the Jacqui Osmond Reserve carpark after the flooding earlier in the year.

Action: Council's Recreation Department to follow up with Council's City Presentation Department to investigate and repair.

Craig Hardman has asked if Council can provide an update on plans to help move shipping containers.

Action: Council's Recreation Department to follow up with the Little Athletics Centre.

**Moved:** Monica Anastasi      **Seconded:** John Scott

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

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

### 13. CLOSE

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



## Minutes

**CTTE 02**

**Minutes of the Liverpool Youth Council Meeting  
held Wednesday 3 June 2020.**

<b>Strategic Direction</b>	Leading through Collaboration Encourage community participation in decision-making
<b>File Ref</b>	161219.2020
<b>Report By</b>	Galavizh Ahmadi Nia - Manager Community Development and Planning
<b>Approved By</b>	Tina Sangiuliano - Acting Director City Community and Culture

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Youth Council Meeting held on Wednesday 3 June 2020.

**RECOMMENDATION**

That Council receives and notes the Minutes of the Liverpool Youth Council Meeting held on Wednesday 3 June 2020.

**REPORT**

The Minutes of the Liverpool Youth Council Meeting held on Wednesday 3 June 2020 are attached for the information of Council.

The Liverpool Youth Council membership term was discussed at the meeting. Youth Council Members recommended extending the membership term to a 3-year period. This recommendation was moved as a motion in the attached minutes.

The Motion to extend the Liverpool Youth Council membership was raised as a Motion during the Council Meeting held on Wednesday, 24 June 2020 at **ITEM NO: CONF 01**, and was subsequently endorsed by Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

## **CONSIDERATIONS**

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<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Support community organisations, groups and volunteers to deliver coordinated services to the community.
<b>Civic Leadership</b>	Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision-making processes.
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	There is no risk associated with this report.

## **ATTACHMENTS**

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1. Minutes of the Liverpool Youth Council meeting held on 3 June 2020



## Minutes

### MINUTES OF LIVERPOOL YOUTH COUNCIL MEETING

Wednesday 3 June 2020

#### COUNCILLORS:

Mayor Wendy Waller  
Councillor Geoff Shelton

Liverpool City Council  
Liverpool City Council

#### COMMITTEE MEMBERS:

Madison Young  
Simbarashe Zimbudzana  
Saurabh Sibal  
Shonali Kumar  
Manar Al-Ogaidi  
Vishal Senthilkumar  
Jayesh Joshi  
Lily Bolin  
Alyssia Dower

Chairperson  
Deputy Chairperson  
Treasurer  
Media Representative  
Youth Councillor  
Youth Councillor  
Youth Councillor  
Youth Councillor  
Youth Councillor

#### COUNCIL ATTENDEES:

Derek Tweed

Liverpool City Council

#### APOLOGIES:

Tjarani Barton-Vaofanua  
Cheryl Anthony  
Michael Azzi  
Councillor Charishma Kaliyanda  
Councillor Nathan Hagarty

Youth Councillor  
Youth Councillor  
Youth Councillor  
Liverpool City Council  
Liverpool City Council

#### 1. WELCOME, ATTENDANCE AND APOLOGIES

Chairperson Madison Young welcomed everyone and opened the meeting at 6.10pm.

#### 2. DECLARATIONS OF INTEREST

Nil.



## Minutes

### 3. PRESENTATION – CITY CENTRE PUBLIC DOMAIN

The Manager City Design and Public Domain provided apologies for the meeting.

### 4. CONFIRMATION OF PREVIOUS MINUTES

The minutes from the meeting held on 6 May 2020 were confirmed as a true record of that meeting.

**Moved:** Simbarashe Zimbudzana **Seconded:** Vishal Senthilkumar

**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

#### Street Art Mural

Youth Councillors were advised of the two submissions, that the second artist has provided a design brief. This information has been forwarded to Youth Councillors for review and to cast their vote on the winning design.

**Moved:** Simbarashe Zimbudzana **Seconded:** Jayesh Joshi

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

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

### 6. CORRESPONDENCE

There was no correspondence tabled at this meeting.

### 7. COUNCILLOR UPDATE

Councillors present provided the following updates from the Council meeting held on 27 May 2020:

- Council is committed to the Fifteenth Avenue Smart Transit (FAST) project and will continue to make representations to Transport for NSW regarding the upgrade of Hoxton Park Road;
- Council's draft Public Arts Policy will be placed on public exhibition for 28 days;
- The Social Impact Assessment Policy and Guidelines were endorsed;



## Minutes

- Council resolved to allocate funds to complete a detailed design work for the proposed BMX track at Western Sydney Parklands. External funding will then be sought to complete the project;
- Council is working with key stakeholders to develop an Urban Stray Cat Management Plan;
- Council have approved the purchase of a property for the new Liverpool Animal Shelter;
- Council have requested a report regarding a koala sanctuary and hospital in the Liverpool LGA;
- A Rates Hardship Committee has been formed. This Committee has supported local businesses and residents to defer payments of approximately \$146,000 during COVID-19; and
- Many Council services and facilities are now reopening following COVID-19 restrictions. Swimming pools, Liverpool City and Carnes Hill libraries, Casula Powerhouse Arts Centre and Bellbird Cafe, the Customer Experience Centre and outdoor spaces and playgrounds have now reopened.

**Moved:** Simbarashe Zimbudzana

**Seconded:** Jayesh Joshi

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

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

### 8. YOUTH WORKER'S REPORT

- Interviews of applicants for the Youth Council 2020 – 2022 membership have been conducted. The applications were of a high standard and 12 applicants have been recommended to Council for endorsement at the June Council meeting. Thanks to Youth Councillors Madison, Saurabh, Manar, Jayesh and Cheryl who assisted to conduct a total of 23 interviews via Microsoft Teams;
- Congratulations to Youth Councillor Vishal who was the MC of the May edition of #LoveLivo Live event. Vishal did a fantastic job representing Liverpool Youth Council. A recording of the event and performances is available on the Council Facebook page. The final Facebook live event is scheduled for Thursday 25 June and will include the album launch of local hip-hop artist L-Fresh the Lion;
- Liverpool Library network is currently offering HSC help online. Students can get help with English, Mathematics, Legal Studies, Business Studies and Physics from qualified teachers;
- The Library network is offering online homework help on 4, 11 and 18 June from 4:00pm-5.30pm. Students in Grades 1-9 can receive help with homework, assignments and concepts in any subject from a qualified teacher. Students can register through Zoom with their Liverpool Library card; and



## Minutes

- Youth Action NSW are interested in opening a dialogue with the Youth Council about how COVID-19 has impacted local young people. The conversation will present an opportunity to inform on the advocacy efforts of Youth Action.

**Moved:** Simbarashe Zimbudzana **Seconded:** Jayesh Joshi

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

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

### 9. TREASURER'S REPORT

The Youth Council budget expenditure for the 2019/2020 financial year is \$5,190.00, with a remaining balance of \$8,034.00.

The Community Development Worker (Youth) investigated options for training Youth Council members however was unable to secure an appropriate course due to age and capacity restrictions of the preferred courses.

Youth Councillors were advised that the Community Development Worker (Youth) will arrange a farewell and thank you celebration for the outgoing Youth Council to thank all members for their involvement and commitment during the previous two years.

**Moved:** Jayesh Joshi

**Seconded:** Simbarashe Zimbudzana

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

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

### 10. RADAR REPORT

The RADAR program has been postponed since March due to COVID-19. Mayor Waller recommended the Youth Council invite a representative from Council's Communications team to a future meeting to provide some radio presenting tips and advice for the RADAR presenters.

**Moved:** Lily Bolin

**Seconded:** Alyssia Dower

**MOTION:** The Community Development Worker (Youth) to invite a representative from the Communications team to attend a future Youth Council meeting to provide advice on presentation skills for the RADAR radio show.

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



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### 11. MEDIA REPRESENTATIVE'S REPORT

The following updates were provided on the Youth Council Facebook page:

- The number of Likes for the Youth Council Facebook page is 1,159; and
- The Youth Council Instagram page has 157 followers.

Some local high schools have started following the Youth Council Facebook page and are sharing Youth Council updates and posts.

**Moved:** Simbarashe Zimbudzana **Seconded:** Jayesh Joshi

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

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

### 12. GENERAL BUSINESS

#### 12.1 Street Art Mural Applications

The artist chosen for the Street Art Mural to be installed at Liverpool City Library was requested to provide some alternate colour schemes for the Youth Council to review. Youth Council members elected to keep the original design, with the only amendment requiring the mural's title 'Home' to be more pronounced.

#### 12.2 Thanks and Farewell

- Mayor Waller thanked all Youth Council members for their commitment and congratulated everyone on their successful two-year term. Mayor Waller encouraged the Youth Council members to take this experience with them and continue to build upon it in the future;
- The Community Development Worker (Youth) thanked everyone involved on the Youth Council for the previous two years. It is hoped that all members enjoyed the experience of being part of the Youth Council, learned new skills, made new friends and valued being a representative for young people in the Liverpool LGA;
- Youth Councillor Simbarashe Zimbudzana thanked the Councillors and Community Development Worker (Youth) for their input and support. Simbarashe expressed that being involved in the Youth Council has led to personal development;
- Youth Councillor Jayesh Joshi mentioned that it was a great experience to represent young people across the LGA for four years and met many great new people;
- Youth Councillor Shonali Kumar agreed it was a great opportunity and encouraged fellow Youth Councillors to continue to support the community and each other; and
- Youth Councillor Lily Bolin thanked Mayor Waller and all the Councillors and fellow Youth Councillors for their contribution to make the meetings dynamic and working collaboratively to bring ideas together.



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### 12.3 Youth Council Term of Office

Mayor Waller suggested that the Youth Council membership be extended to a three-year term which would allow members the opportunity to increase their understanding of the role. A longer term would provide the time and experience gained by Youth Councillors to initiate more meaningful and longer-term projects.

**Moved:** Shonali Kumar

**Seconded:** Jayesh Joshi

The Liverpool Youth Council Charter section 9 - Term of Office be amended to increase the membership term from two years to three years as follows:

#### 9. TERM OF OFFICE

- 9.1 Youth Council members serve a three-year term, with a maximum of two consecutive terms served by any one member (i.e. members can serve a maximum of six years).
- 9.2 A young person appointed to the Youth Council will continue as a member until the Youth Council is disbanded at the end of the three-year term.

**MOTION:** That Youth Council membership term of office be extended to 3 years.

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

### 13. CLOSE

The meeting closed at 7:25pm.

This meeting marked the final meeting of the Liverpool Youth Council for 2018 – 2020 period.

<b>CTTE 03</b>	<b>Minutes of the Community Safety and Crime Prevention Advisory Committee meeting held on 4 June 2020</b>
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<b>Strategic Direction</b>	Leading through Collaboration Encourage community participation in decision-making
<b>File Ref</b>	161266.2020
<b>Report By</b>	Galavizh Ahmadi Nia - Manager Community Development and Planning
<b>Approved By</b>	Tina Sangiuliano - Acting Director City Community and Culture

## **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Community Safety and Crime Prevention Advisory Committee meeting held on 4 June 2020.

## **RECOMMENDATION**

That Council receives and notes the Minutes of the Community Safety and Crime Prevention Advisory Committee meeting held on 4 June 2020.

## **REPORT**

The Minutes of the Community Safety and Crime Prevention Advisory Committee meeting held on 4 June 2020 are attached for the information of Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.

<b>Social</b>	Support policies and plans that prevent crime. Support community organisations, groups and volunteers to deliver coordinated services to the community. Promote community harmony and address discrimination.
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	There is no risk associated with this report.

**ATTACHMENTS**

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1. Minutes of the Community Safety and Crime Prevention Advisory Committee meeting held on 4 June 2020



## Minutes

This meeting was recorded for minute taking purposes  
This meeting occurred via MS Teams

### MINUTES FROM LIVERPOOL COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE MEETING

4 June 2020

#### COUNCILLORS:

Mayor Wendy Waller  
Councillor Geoff Shelton  
Councillor Peter Harle

Liverpool City Council (**Chairperson**)  
Liverpool City Council  
Liverpool City Council

#### COMMITTEE MEMBERS:

Genene Paisley  
Jason Aquilina  
Lilly Lertsinpakdee  
Sarithya Tuy  
Natalie Risby  
Andrew Miles  
Jacqueline Druart  
Michael Carroll

Department of Communities & Justice  
University of Wollongong  
Drug & Alcohol Multicultural Education Centre  
Hume Housing  
Hume Housing  
South West Sydney Local Health District  
MTC Australia  
Fire and Rescue

#### COUNCIL ATTENDEES:

Muizz Khan  
Jacqueline Newsome  
Toula Athanasiou  
Rose Koch

Liverpool City Council  
Liverpool City Council  
Liverpool City Council  
Liverpool City Council (**Minutes**)

#### APOLOGIES:

Carly Cosmo  
S/Constable Tony Ha  
Bernardino Siry

NSW TAFE Liverpool & Miller  
Liverpool City Police Area Command  
Liverpool City Police Area Command



## Minutes

### 1. WELCOME, ATTENDANCE AND APOLOGIES

Mayor Wendy Waller opened the meeting at 10.00am and noted apologies.

### 2. DECLARATIONS OF INTEREST

Nil

### 3. REPORTS

#### 3.1 Councillor's Report

Councillor Geoff Shelton provided an update from the Council meetings held in April and May:

- Council adopted measures to address public health issues including the advancement of shovel ready projects, provisions for the homeless and advocating for benefits to developers and the construction industry;
- A progress report on the Warwick Farm Precinct Plan was received and noted by Council. There are competing ideas on land use in the area between developers, residents and the equine industry;
- Transport provisions for Liverpool express services were discussed. Council has advocated for the reintegration of the City rail link via Regents Park train route;
- A detailed design was moved for the BMX Track at the Western Sydney Parklands area;
- There was discussion on air quality monitoring and the extent to which they can be included in development assessments;
- COVID-19 restrictions have led to an increase of illegal dumping, particularly asbestos;
- Liverpool will have its own animal shelter and the suggestion of a Koala hospital will be considered in future; and
- Council is proposing a road route from Hoxton Park Road and Fifteenth Avenue to the Western Sydney Airport, known as the Smart Transit Corridor.

#### 3.2 Liverpool City Police Area Command (PAC) Report

Representatives from Liverpool City PAC were not present at this meeting. No update available.

### 4. PROJECT UPDATES

#### 4.1 Community Safety & Crime Prevention Strategy

The Committee was advised that due COVID-19 social distancing restrictions, many face-to-face projects are postponed until the restrictions are eased. Council has identified barriers for members in the community to access services in relation to safety and crime prevention. Online platforms have been utilised where possible.

#### 4.2 Pan Pacific Safe Community Accreditation

The Alcohol-Free Zone (AFZ) signage locations have been reviewed and are now on public exhibition until 12 June. Following this, Council will be updating all expired signage. There are a total 154 signs across the LGA. The locations can be viewed on Council's website. The Committee was encouraged to provide suggestions for signs that might be required in certain locations. Ultra Violet coating will be used to increase the longevity of the signs.



## Minutes

Council is investigating workshops for the community to raise awareness of the key priorities identified in the Pan Pacific accreditation process. Members of this Committee will be asked for input and to identify relevant information for these community workshops.

Ideally these workshops will be more effective to be delivered in a face-to-face format. The social distancing restrictions are a consideration to their re-commencement.

Mayor Waller advised should these projects be time sensitive; Council may need to host these workshops via teleconferencing.

### 4.3 Funding Opportunities

Nil.

### 4.4 COVID-19 Updates

Council has contacted services in Liverpool to identify support and resources required. Many agencies have adapted to using technology to remain in contact with stakeholders, through webinars and video/teleconferencing.

Council has been working with local agencies to coordinate work in assisting the vulnerable community groups during the lockdown. The level of service coordination and collaboration among charities and community groups has been significant. As a result, new partnership and service databases have been created to support the agencies engagement with the community.

### 4.5 Membership Renewal

The Committee has reached the end of its term. Membership renewal process and expression of interest information will be circulated to the current members soon. This process is intended to be finalised by the next meeting in September.

## 5. GENERAL BUSINESS

### 5.1 Road Safety

Toula Athanasiou reported that the most recent child restraint checking event was held on 3 April 2020 at Liverpool Catholic Club. Approximately 38 seats were checked or installed. This was held during the initial COVID-19 lockdown period. A social distancing plan was developed in consultation with Council's Work Health and Safety (WHS) team. Sanitisers and facial masks were used for protection.

The next restraint check is scheduled for Friday 12 June 2020 at the Liverpool Catholic Club. Mayor Waller congratulated staff on their efforts and requested for acknowledgements be sent to the team.

## CLOSE

Meeting closed at 10:35 am.

**CTTE 04**

**Notes of the Liverpool Access Committee  
meeting held on 11 June 2020**

<b>Strategic Direction</b>	Leading through Collaboration Encourage community participation in decision-making
<b>File Ref</b>	161447.2020
<b>Report By</b>	Galavizh Ahmadi Nia - Manager Community Development and Planning
<b>Approved By</b>	Tina Sangiuliano - Acting Director City Community and Culture

**EXECUTIVE SUMMARY**

This report is tabled in order to present the notes of the Liverpool Access Committee meeting held on 11 June 2020.

**RECOMMENDATION**

That Council receives and notes the Notes of the Liverpool Access Committee meeting held on 11 June 2020.

**REPORT**

The Notes of the Liverpool Access Committee meeting held on 11 June 2020 are attached for the information of Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

**CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.

<b>Social</b>	Promote community harmony and address discrimination. Support access and services for people with a disability.
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	There is no risk associated with this report.

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## **ATTACHMENTS**

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1. Notes of the Liverpool Access Committee meeting held on 11 June 2020



This meeting was recorded for minute taking purposes  
This meeting occurred via MS Teams

## NOTES FROM LIVERPOOL ACCESS COMMITTEE

11 June 2020

### COUNCILLORS:

Mayor Waller  
Councillor Geoff Shelton

Liverpool City Council (**Chairperson**)  
Liverpool City Council

### COMMITTEE REPRESENTATION:

Jim Simpson  
Ellie Robertson  
Christine O'Neill

Community Representative  
Community Representative  
Northcott

### COMMUNITY MEMBERS:

Craig Simpson

Community Representative

### COUNCIL ATTENDEES:

Jacqueline Newsome  
Josephine Zappia  
Javeria Hoda  
Rose Koch

Coordinator Community Development  
Community Development Worker  
Administration Officer  
Committees Officer (**Minutes**)

### APOLOGIES:

Reinaldo Armijo  
Ollie Lassen  
Peter Fraser

SSI  
Community Representative  
Community Representative



## OPEN

Meeting opened at 1:10 pm.

### 1. WELCOME, ATTENDANCE AND APOLOGIES

Mayor Wendy Waller opened the meeting and noted apologies.

### 2. DECLARATIONS OF INTEREST

Nil

### 3. CONFIRMATION OF PREVIOUS MINUTES

The meeting notes from the previous meeting held on 20 February 2020 were circulated to the Committee. No quorum was identified at this meeting.

Due to COVID-19 lockdown restrictions, the Committee meeting scheduled on 9 April 2020 was cancelled.

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

Responses to actions from the previous meeting are included in the attached table at the end of the meeting notes. Further discussion regarding these items are included under General Business.

### 5. ACCESS NOTIFICATIONS

Community Development Worker advised that due to technical difficulties, Peter Fraser could not join this meeting. He reported the issue of illegal dumping at Collimore Park. The Mayor noted since the COVID-19 lock down there has been an increase in illegal dumping, particularly asbestos.

Mayor Waller added that CCTV cameras are in operation to locate offenders. It was suggested that matters of this nature to be reported to Council's Customer Service Centre for staff to investigate in a timely manner.

### 6. GENERAL BUSINESS

#### 6.1 Illegal dumping on Memorial Avenue, Liverpool

Mayor Waller queried whether a regular cleaning program is facilitated by Council staff for all enclosed bus stops in the LGA due to COVID-19.

**Action:** Council officers to investigate and provide an update on whether a regular cleaning program is facilitated for all enclosed bus stops at the next Access Committee meeting.

#### 6.2 Accessible parking at new library building on Scott St, Liverpool

Jim Simpson queried whether the accessibility ramps and pedestrian crossing will be upgraded at Scott Street between the George Street and Macquarie Street intersections.

**Action:** Council officers to advise of the accessibility plans for the George, Macquarie and Scott Street intersections within the Liverpool Civic Place project.



### 6.3 Accessibility of new pedestrian overbridge at Railway Street, Liverpool

Mayor Waller noted the size of the lifts will need to accommodate mobility aids and prams.

Christine O'Neill suggested more adequate timing of closing lift doors for residents using mobility devices.

**Action:** Community Development Worker to obtain further information on the specifications of the lifts at Railway Street, Liverpool, and provide an update at the next meeting.

### 6.4 Update on installation of a portable hoist in the toilet at Westfield

The Westfield Centre Manager had attended a previous Access Committee meeting in 2019; and had provided an update on the plans for the proposed expansion of Liverpool Westfield. As the plans for this development have progressed the Centre Manager will be invited to a future meeting.

Ellie Robertson requested an update for the speed humps in the Liverpool Westfield car park.

**Action:** Council staff to invite the Centre Manager of Liverpool Westfield to attend a future meeting and address these matters.

### 6.5 Membership Resignation

Jessica Cameron has advised she is resigning from her position at Disability Southwest and has therefore resigned from the Liverpool Access Committee.

### 6.6 Ageing Action Plan 2021-2024

Liverpool City Council is a member of the World Health Organisation (WHO) Global Network for Age-Friendly Cities and Communities (GNAFCC). In order to meet the requirements of this network Council is required to update the Ageing Strategy and Action Plan.

In developing this strategy, Council will consult with senior community members and their families, friends and carers. The result of this consultation will provide the basis for the new Ageing Action Plan for the period 2021-2024.

A new Positive Ageing Working Group will be established to guide the consultation process and development of the plan.

Mayor Waller advised the design of buildings are an issue in the LGA. Liverpool has an ageing population and demand for basic accessibility exists, with a need for autonomy to use these facilities without the assistance of staff. An example given was the installation of ramp entry into newly built pools instead of hoist devices.

The Committee agreed that new Council facilities should ensure access, autonomy and independence for people with a disability.

### 6.7 Access Committee membership drive

The Access Committee is approaching the end of its two-year term. Nominations of appointment to the Committee is currently open, closing on Monday 22 June 2020. Twelve nominations have been received to date. An interview process will be conducted to select candidates.

- i. Councillor Shelton noted that the Local Government elections have been deferred to September 2021. It was queried whether the direction from the Office of Local Government to keep all Committee positions until September 2021 should impact on recruitment.

Coordinator Community Development advised that as the number of Access Committee members are low a recruitment drive at this stage would be beneficial.



- ii. Councillor Shelton queried whether the duration of membership can be subject to a shorter period on account of the upcoming election in 2021.

Mayor Waller noted that the charter dictates a two-year term and a request was made to extend the membership to three years. The Mayor noted that Council determines the contribution of Councillors as opposed to the membership.

Coordinator Community Development advised that recruitments can be made midterm.

**ACTION:** Community Development Worker to investigate amending the charter to extend the membership term to three years.

- iii. The Committee was informed that the Community Development Worker will assume the role of convenor for the Access Committee moving forward.

#### 6.8 Willan Drive Cartwright

Craig Simpson expressed concern about the lack of parking and development of multi-story apartments at Willan Drive in Cartwright. Reports were made of littered garbage at nearby bus stops.

Mayor Waller advised the State Government dictates the rules and regulations on social and affordable housing and Council has limited scope for intervention. The State Environmental Planning Policy (SEPP) enables the building of affordable housing for middle income earners to get into the housing market. Mayor Waller has written to the Planning Minister on multiple occasions on the issue of parking at multi-storey apartment developments.

Committee members were advised that the units at Willan Drive do not have parking options as they were likely built under a SEPP.

#### 6.9 Valley Plaza Green Valley removal of bus stops

Craig Simpson expressed concern on the plans for the removal of bus stops to make way for additional parking spots at the Valley Plaza in Green Valley.

Mayor Waller acknowledged these challenges and noted the lack of parking spaces at the Valley Plaza. Similar challenges at Miller Shopping Centre were discussed, with narrow parking spaces. This presents difficulty for people with disability in entering and exiting the parking lot.

#### 7.0 Trackless Trams from Western Sydney Airport (WSA) to Liverpool.

Jim Simpson queried whether the trackless trams will reach Moore Street in Liverpool.

Mayor Waller confirmed that it will go through Hoxton Park Road, Fifteenth Avenue and the Railway Station. It will not reach Moore Street. The Federal Government has approved for fast track corridors for Liverpool, Penrith and Campbelltown to Western Sydney Airport. Council is campaigning for efficiency that will service suburbs near Hoxton Park Road. Mayor Waller and the CEO of Liverpool City Council have written to the Minister on this matter.

### **CORRESPONDENCE**

Nil.

### **CLOSE**

**Meeting closed at 2:20 pm.**



**Next meeting will be held Thursday 13 August 1:00pm-3:00pm. Location To be confirmed.**

**RESPONSES TO ACTIONS FROM PREVIOUS MINUTES**

Action	Response
Council to investigate footpath repairs on Hoxton Park Rd, Liverpool.	Council staff will repair the concrete lifting on the footpath at 108 Hoxton Park Rd subject to the Road Occupancy Licence from RMS. Work will be done to clear the footpath from overgrown vine trees at the corner of Flowerdale Rd and Hoxton Park Rd, Liverpool.
Council to remove illegal dumping at the bus stop at Memorial and Dale Ave.	The Waste team attended the subject location at Memorial and Dale Ave on 22 April and observed a mattress which was removed by the litter crew. The bus stops are on a cleaning program and the Waste and Cleansing team will monitor the location for future dumping issues.
Council to follow up on suggestion for better community education on illegal dumping.	The Waste and Cleansing team have asked for details of problem locations in order to effectively target offenders.
Community Development Worker to enquire about accessible parking and drop off zones in the plans for Liverpool Civic Place.	Council officers have met with developers and confirmed there will be an accessible drop-off zone at the Civic Place site. Further details will be provided as plans progress.
Community Development Worker to enquire about the Accessibility of new pedestrian overbridge at Railway Parade.	Plans for a new pedestrian connection over the railway line for access to the Georges River are in development. Council's Manager of City Design and Public Domain have advised that a stairway and lift is proposed for a new pedestrian crossing over the railway line for access to the Georges River. This is due to the constrained site that inhibits a ramp installation.
Council to follow up on plans for the installation of accessible toilets in the proposed expansion of Liverpool Westfield.	Community Development Worker advised that Council staff are awaiting information from Liverpool Westfield on this matter.

<b>CTTE 05</b>	<b>Minutes of the Aboriginal Consultative Committee meeting held on 7 May 2020</b>
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<b>Strategic Direction</b>	Creating Connection Implement access and equity for all members of the community
<b>File Ref</b>	168333.2020
<b>Report By</b>	Galavizh Ahmadi Nia - Manager Community Development and Planning
<b>Approved By</b>	Tina Sangiuliano - Acting Director City Community and Culture

## **EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Aboriginal Consultative Committee Meeting held on 7 May 2020.

## **RECOMMENDATION**

That Council receives and notes the Minutes of the Aboriginal Consultative Committee Meeting held on 7 May 2020.

## **REPORT**

The Minutes of the Aboriginal Consultative Committee held on 7 May 2020 are attached for the information of Council.

The Minutes identify a number of actions for Council staff to undertake, none of which will have any financial impact on Council.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.

<b>Social</b>	Preserve and maintain heritage, both landscape and cultural as urban development takes place.  Promote community harmony and address discrimination.
<b>Civic Leadership</b>	Encourage the community to engage in Council initiatives and actions.  Provide information about Council's services, roles and decision-making processes.
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	There is no risk associated with this report.

**ATTACHMENTS**

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1. Minutes of the Aboriginal Consultative Committee meeting held on 7 May 2020



## Minutes

### MINUTES FROM THE ABORIGINAL CONSULTATIVE COMMITTEE MEETING 7 May 2020

#### COUNCILLORS:

Mayor Wendy Waller  
Councillor Geoff Shelton  
Councillor Peter Harle

Liverpool City Council (**Chairperson**)  
Liverpool City Council  
Liverpool City Council

#### COMMITTEE MEMBERS:

Aunty Norma Shelley  
Maggie Neal  
Rosheen Sanders  
Ruth Maginness  
Christine Nickel  
Kerriane Garrard  
Sandra Kitching

Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member

#### COUNCIL REPRESENTATIVES:

Norma Burrows  
Jacqueline Newsome

Liverpool City Council (**Minutes**)  
Liverpool City Council

#### APOLOGIES:

Aunty Gail Smith  
Emma Eldridge  
Amy Eldridge  
Aunty Lexie Carrol

Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member



## Minutes

### 1. ACKNOWLEDGMENT TO COUNTRY

Mayor Wendy Waller welcomed everyone to the meeting and conducted the Acknowledgement to Country.

### 2. DECLARATIONS OF INTEREST

Nil.

### 3. CONFIRMATION OF THE PREVIOUS MINUTES

Confirmation of the minutes of the meeting held on 19 February were held over to the next meeting.

### 4. BUSINESS ARISING FROM THE PREVIOUS MINUTES

There was no business arising from the previous minutes.

### 5. GENERAL BUSINESS

#### 5.1 COVID-19 Experiences

Committee members shared their personal experiences during the COVID-19 pandemic. Committee members noted that community members have appreciated the support offered by Council and other community services in this time. A number of committee members received essential support packs and personal support services from local organisations.

#### 5.2 Membership Resignation

Aunty Lexie Carroll has advised that she will be standing down from the Aboriginal Consultative Committee.

**ACTION:** Community Development Worker (ATSI) to prepare a letter thanking Aunty Lexie for her contribution to the Committee.

### 6. REPORTS BACK FROM COMMITTEES

Reports from the Local Aboriginal Research Committee and the Heritage Advisory Committee have not been received for this meeting.

#### 6.1 Councillor's report

Councillor Geoff Shelton provided updates from the extraordinary Council meeting held on 16 April and the ordinary Council meeting held on 29 April:

- Council have resolved to support the Liverpool community and businesses impacted by COVID-19 through the following response:
  - Creating a business directory to support local businesses to remain open;



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- Providing refunds for community facility bookings and cancelled events;
- Council rangers applying discretion before issuing fines;
- Offering free parking for essential workers in the CBD;
- Establishing a grants program to support local businesses;
- Offering reduced rent for businesses renting Council owned properties;
- Lobbying to Federal and State Governments to establish shovel-ready projects to stimulate the economy;
- Supporting disadvantaged communities and rough sleepers by opening amenities to allow for food provision, bathing and social distancing;
- Offering hardship provisions for residents struggling with Council rates as a result of economic downturn;
- Researching re-training and career information for residents who may have experienced job losses; and
- Casula Powerhouse Arts Centre (CPAC) are providing virtual tours and exhibitions.
- Council will review the financial impacts of COVID-19 and will be reviewing income and expenditure; and
- Council endorsed the proposed locations for Alcohol-Free Zones in the Liverpool LGA. These locations will be placed on public exhibition for a period of 30 days.

### 7. CLOSE

There being no further business, the meeting closed at 4.03pm.

### 8. NEXT MEETING

The next meeting will be on 1 August 2020, time and location to be confirmed pending social distancing restrictions.

**CTTE 06**

**Minutes of Strategic Panel Meeting held on 9 June 2020**

<b>Strategic Direction</b>	Leading through Collaboration Strive for best practice in all Council processes
<b>File Ref</b>	172763.2020
<b>Report By</b>	George Georgakis - Manager Council and Executive Services
<b>Approved By</b>	Andrew Stevenson - Chief Strategy and Engagement Officer

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Strategic Panel Meeting held on 9 June 2020.

**RECOMMENDATION**

That Council receives and notes the Minutes of the Strategic Panel Meeting held on 9 June 2020.

**REPORT**

The Minutes of the Strategic Panel meeting held on 9 June 2020 are attached for the information of Council.

The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council.

**CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	Raise community awareness and support action in relation to environmental issues. Support the delivery of a range of transport options.

<b>Social</b>	<p>Raise awareness in the community about the available services and facilities.</p> <p>Preserve and maintain heritage, both landscape and cultural as urban development takes place.</p> <p>Regulate for a mix of housing types that responds to different population groups such as young families and older people.</p> <p>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p>
<b>Civic Leadership</b>	<p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	The risk is deemed to be medium.

## **ATTACHMENTS**

1. Minutes of Strategic Panel meeting of 9 June 2020



This meeting was recorded for minute taking purposes  
This meeting occurred via MS Teams

## MINUTES FROM STRATEGIC PANEL MEETING 9 June 2020

### COUNCILLORS:

Wendy Waller  
Geoff Shelton  
Karress Rhodes  
Nathan Hagarty  
Tony Hadchiti

Mayor (**Chairperson**)

### COUNCIL ATTENDEES:

Kiersten Fishburn  
Dr Eddie Jackson  
Raj Autar  
Tim Moore  
Peter Paterson  
Tina Sangiuliano  
Andrew Stevenson  
James Ng  
Shaun Beckley  
Mark Westley  
George Georgakis  
Rose Koch

Chief Executive Officer  
Director City Community & Culture  
Director City Infrastructure & Environment  
Director City Economy & Growth  
Director City Presentation  
Strategic Organisational Change Manager  
Chief Strategy & Engagement Officer  
Manager Corporate Projects  
Manager Infrastructure Planning  
Manager Community Recreation  
Manager Council & Executive Services  
Committees Officer (**Minutes**)

### EXTERNAL INVITEES:

Danielle Ayrton  
Phil Sampson  
Fiona Williams  
Craig Hardman  
Melissa King  
Fiona Heath

West Juniors Rugby League  
Southern District Soccer  
Southern District Softball Association  
Athletics Zone Coordinator  
Liverpool Netball Association  
Moorebank Baseball

### APOLOGIES:

Peter Harle

Councillor



## OPEN

Meeting opened at 10:05 am.

### 1. WELCOME, ATTENDANCE AND APOLOGIES

The Mayor opened the meeting and noted apologies.

### 2. DECLARATIONS OF INTEREST

Nil

### 3. AGENDA ITEMS

#### 3.1 Open Data System

Manager Corporate Projects and Manager Infrastructure & Planning displayed Council's open data system to the Panel.

In 2018, Council had signed the Western Sydney City Deal where a commitment was made to share data to the public to drive innovation and improve service delivery. A strategy was developed using Council's existing Geographic Information System (GIS), which shares mapping data for the LGA, as the foundation. This will be developed over time.

#### **Queries & Discussion**

- i. Cllr Hagarty queried whether features will be added to the road map. It was suggested that a priority exercise be made to determine these along with public input.  
  
Manager Infrastructure Planning noted of functionalities including a data warehouse, interactive maps and data stories which are the main focuses of the system. Governance arrangements are to be determined to anonymise the data in the system. A feedback function will be included in the portal.
- ii. Cllr Hagarty queried whether investment in this project will continue over the years and whether funding has been allocated for maintenance and upgrades.  
  
The CEO advised that existing resources are currently being used. It does not require additional funding at present, however opportunities for growth will be considered in future. An overview is being made on Council's digital requirements across the board.  
  
**Action:** Acting Director City Corporate to investigate the above.
- iii. Cllr Rhodes queried the percentage of the market that this software will target and how it can reach the general community.  
  
Manager Infrastructure Planning advised that the data will be available to people who require specific information and if data is available relating to that area such as in planning, library and childcare services, promotions, green space maintenance, etc. Council will obtain reach.  
  
Additional software is not required to access the data. Technical accessibility will be widely available to average users.
- iv. Cllr Hadchiti queried whether the system can be expanded to include business service information at specific locations in the LGA, where a fee can be charged for accessibility.  
  
Manager Infrastructure Planning advised this can be explored. Governance arrangements would need to be arranged.



### 3.2 Sporting Clubs Representatives

Manager Community Recreation delivered a presentation on the COVID-19 impacts on the sporting community.

A recent Local Sports Panel meeting covered issues relating to impact on sources of revenue, insurance costs, sponsorships and grants from community clubs, sport participation, volunteer reduction and loss of major events.

#### **Queries & Discussion**

- i. Cllr Rhodes queried the extent of impact to sporting clubs due to COVID-19, specifically in relation to sponsorships and financial support. Cllr Hagarty added to this question to include what Council can do to assist.

Concerns were expressed across all representatives of the sporting clubs involving a significant loss of participation and registrations, therefore impacting on revenue. There is apprehension of impacts carrying over into 2021, particularly with changes to the length and timing of the seasons as a result of COVID-19. The Active Kids Voucher had helped some clubs to a certain degree.

It was suggested that there be a reduction in hiring fees of the grounds across all sporting clubs and associations. It was also suggested that there be a definitive start and finish time to the season.

- ii. Cllr Shelton queried whether clubs were impacted by costs of insurance.

Phil Sampson advised that the premiums had been paid and they're looking to recoup the funds. Danielle Ayrton advised that insurance fees had been issued and there is expectation for the clubs to pay.

## **4. GENERAL BUSINESS**

### 4.1 Childcare Funding

Cllr Hagarty queried whether funding had been received for childcare.

The Strategic Organisational Change Manager had confirmed it has been received.

### 4.2 Land Use Maps

Cllr Shelton queried how far back the timing of land use maps go on the GIS system.

**Action:** Manager Infrastructure Planning to investigate the above.

### 4.3 E-planning Portal

Cllr Hadchiti noted on the E-planning portal, some properties consist of DA numbers without further information uploaded. Some sites do not have any information, yet there are homes that have been in use for decades. It was queried whether this information will be updated into the system.

**Action:** Manager Infrastructure Planning to investigate the above.

Cllr Hadchiti queried whether Customer Service staff will continue to upload files to the E-planning portal.



The CEO clarified that this refers to the archiving project which is currently being undertaken and past paper based records are being digitised. It is a significant task that will require timing for completion. This is an ongoing project.

**Action:** Acting Director City Corporate to provide a briefing to the Councillors at a future meeting on the archiving project.

Cllr Hadchiti queried whether Council's field staff who inspect buildings, will have electronic devices on hand to tick off inspections where this information is linked to the E-planning portal.

The CEO confirmed that this is part of a broader project where digital tools are reviewed across the organisation.

## CLOSE

**Meeting closed at 10:58 am.**

**CTTE 07**

**Minutes of the Tourism and CBD Committee  
meeting held on 23 June 2020**

<b>Strategic Direction</b>	Generating Opportunity Create an attractive environment for investment
<b>File Ref</b>	176856.2020
<b>Report By</b>	Susana Freitas - Tourism Development Officer
<b>Approved By</b>	Tim Moore - Director City Economy and Growth / Deputy CEO

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Tourism and CBD Committee Meeting held on 23 June 2020.

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Tourism and CBD Meeting held on 23 June 2020; and
2. Endorse the recommendations in the Minutes.

**REPORT**

The Minutes of the Tourism and CBD Committee held on 23 June 2020 are attached for the information of Council.

The Minutes identify a number of actions that require Council staff to undertake, none of which will have any financial impact on Council.

## **CONSIDERATIONS**

<b>Economic</b>	<p>Further develop a commercial centre that accommodates a variety of employment opportunities.</p> <p>Encourage and promote businesses to develop in the hospital health and medical precinct (of the City Centre).</p> <p>Facilitate economic development.</p> <p>Facilitate the development of new tourism based on local attractions.</p>
<b>Environment</b>	<p>There are no environmental and sustainability considerations.</p>
<b>Social</b>	<p>Raise awareness in the community about the available services and facilities.</p> <p>Provide cultural centres and activities for the enjoyment of the arts.</p> <p>Preserve and maintain heritage, both landscape and cultural as urban development takes place.</p> <p>Deliver high quality services for children and their families.</p>
<b>Civic Leadership</b>	<p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Deliver services that are customer focused.</p>
<b>Legislative</b>	<p>There are no legislative considerations relating to this report.</p>

## **ATTACHMENTS**

1. Minutes from Tourism and CBD Committee Meeting 23 June 2020



This meeting was recorded for minute taking purposes  
This meeting occurred via teleconference

## MINUTES FROM TOURISM & CBD COMMITTEE MEEETING 23 June 2020

### COUNCILLORS:

Wendy Waller  
Geoff Shelton  
Tony Hadchiti  
Peter Harle  
Karress Rhodes

Mayor (**Chairperson**)

### COMMITTEE REPRESENTATION:

Christopher Donovan  
June Young  
Carol North-Samardzic  
Michelle Caruso  
Jason Acquilina

Mercure Liverpool  
Community Representative  
Radio 2GLF  
IAP2  
University of Wollongong

### COUNCIL ATTENDEES:

Julie Scott  
Susana Freitas  
Rose Koch

Manager City Economy  
Acting Senior Officer City Precinct  
Committees Officer (**Minutes**)

### APOLOGIES:

Ian Bailey  
Tom Wang

Winedge  
Quest Liverpool



## OPEN

Meeting opened at 10:00 am.

### 1. WELCOME, ATTENDANCE AND APOLOGIES

The Mayor declared the meeting open and acknowledged the traditional custodians of the land. Apologies were noted.

### 2. DECLARATIONS OF INTEREST

Nil

### 3. CONFIRMATION OF PREVIOUS MINUTES

Quorum was not identified at the previous meeting held on 7 April 2020. Meeting notes were circulated to the Committee.

**Motion:** That the previous meeting notes from the Tourism & CBD meeting held on 7 April 2020 be endorsed by the Committee.

**Moved:** Cllr Shelton

**Seconded:** Carol North-Samardzic

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

### 4. TOURISM & CBD UPDATE

A/Senior Officer City Precinct delivered a presentation on the tourism and city activation strategies implemented over the recent months. The highlights were as follows:

- Love Livo Nights and Live & Loud have been readapted to Love Livo Live events online. This ensures support for local artists and businesses. Two events of this nature were held and proved very popular.
- Council had partnered with artist L-Fresh the LION in 2019 at the event of "Eat Your Heart Out". Council will be assisting the artist with their album launch.
- The 'We are open' business directory on Council's website was utilized during the lockdown restrictions to advise the community of businesses that were operating. Businesses were actively using #lovelivo on social media while communicating to their users.
- A video campaign was created showcasing local businesses and their experiences during the shutdown period.
- As restrictions are easing the Casula Powerhouse Arts Centre (CPAC) and the Liverpool Regional Museum have reopened to the public, subject to social distancing rules.
- The first-year review of the Destination Management Plan was made, and new actions had been added. These involve:
  - Supporting street art in the LGA and creating street art trails in the City Centre;
  - Encouraging business collaborations and create visitor experience precincts; and
  - Preparation of a Masterplan for the visitation precinct, as per the Council resolution.

### Queries & Discussion

- i. Cllr Shelton queried the exhibitions launched at CPAC. Mayor Waller queried whether the 'Pulse of the Dragon' exhibition is available to view online.



**Action:** A/Senior Officer City Precinct to investigate the above and provide a response.

- ii. Cllr Shelton noted of lower foreign student numbers at present and queried how this impacts the student discount campaign with local businesses.

A/Senior Officer City Precinct advised this campaign was not highly successful and is being revised. The numbers are difficult to measure as there are less students in the City Centre at present.

## 5. COVID-19 BUSINESS RESILIENCE UPDATE

Manager City Economy delivered a presentation on the steps taken to rebuild Liverpool's economy. The highlights were as follows:

- Council adopted a package of \$210k to address the short-term crisis and build long term resilience for businesses in Liverpool.
- Grants of up to \$5000 are being distributed to 50 businesses where Council will be evaluating their progress over the coming months.
- The Business to Consumer online marketplace continues to attract business registrations.
- The Talent Portal will provide a place for businesses with vacancies to post jobs and connect with local redeployed and displaced workers.
- Council's 'Welcome to Liverpool' event was held online on 18 June. Mayor Waller had shared new starters and businesses in Liverpool.
- Promotions are continuing for the National Economic Development Conference November 2020. This may be held online if subject to social distancing requirements.
- City Economy staff had contacted a multitude of businesses to gauge how COVID-19 was affecting them and delivered Council's Assistance to Business package.

### Queries & Discussion

- i. Mayor Waller noted that Woolworths announced their settlement at the Moorebank logistics centre. Manager City Economy advised Council will be liaising with Qube to assist locals for jobs in that area and how Council can facilitate this process.
- ii. Mayor Waller relayed positive feedback from the community to City Economy staff in Council's efforts to assist businesses in Liverpool during COVID-19.

Manager City Economy advised the long-term resilience strategies are in place now to remain prepared for a second outbreak.

- iii. Cllr Hadchiti queried on item EGROW 03 from the 24 June Council meeting, relating to business and tourism activation for Railway Serviceway Liverpool. The level of consultation made to turn this into action was questioned and the necessary disruptions upon implementation.

A/Senior Officer City Precinct confirmed that works for Railway Street had resulted from the Liverpool City Centre Public Domain Masterplan. Council's City Design & Public Domain team have consulted with the community and the plan was on public exhibition earlier in the year. Businesses in the area will be contacted for awareness of the upcoming changes from the plan and how they can contribute to the activation process moving forward.

## CLOSE

**Meeting closed at 10:30 am.**

<b>QWN 01</b>	<b>Question with Notice - Cllr Hagarty - Appeal Powers Against Land and Environment Court Decisions</b>
<b>Strategic Direction</b>	Leading through Collaboration Strive for best practice in all Council processes
<b>File Ref</b>	190020.2020

### **QUESTION WITH NOTICE**

Please address the following:

1. What appeal powers do Council (or the public) have when an applicant's appeal of previously refused DA is upheld by the Land and Environment Court?

**A response to this question will be provided in the 26 August 2020 Council meeting business papers.**

### **ATTACHMENTS**

Nil

**QWN 02**

**Question with Notice - Cllr Kaliyanda - Processing of Organic Waste in the Liverpool LGA**

<b>Strategic Direction</b>	Strengthening and Protecting our Environment Manage the community's disposal of rubbish
<b>File Ref</b>	190083.2020

**QUESTION WITH NOTICE**

Please address the following:

1. How much of waste collected in the Liverpool LGA is organic waste? How much of this is organic food waste?
2. How much organic waste in the Liverpool LGA actually ends up in landfill?
3. Do we currently have any policies or strategies in place to divert organic food waste from landfill?
4. Are there collective procurement contracts or similar arrangements for organic waste in NSW?

**A response to this question will be provided in the 26 August 2020 Council meeting business papers.**

**ATTACHMENTS**

Nil

**NOM 01****Georges River Koala Park**

<b>Strategic Direction</b>	Strengthening and Protecting our Environment Protect and enhance bushland, rivers and the visual landscape
<b>File Ref</b>	190120.2020
<b>Author</b>	Charishma Kaliyanda - Councillor

**BACKGROUND**

On 30 June 2020, a year-long NSW Parliamentary Inquiry released their report.

They found that koalas are on track to become extinct in the wild in NSW well before 2050 without urgent intervention to stop the destruction of their habitat.

This is shocking and appalling.

The 2019-20 bushfires destroyed almost a quarter of the koala habitat on public land, with some areas reporting "a devastating loss of up to 81 per cent". Furthermore, the Inquiry found that climate change is already "having a severe impact on koala populations", in part by affecting the nutritional quality of the eucalyptus leaves they feed on.

One of the recommendations of the Inquiry's report was creating a Georges River National Park to protect the south-west Sydney koala population. This is known to be the last disease-free koala population in NSW, and as such, should be protected from over-development in south-west Sydney.

Another recommendation was the establishment of a well-resourced network of wildlife hospitals in key areas of the state, including south-west Sydney, staffed by suitably qualified personnel and veterinarians, including funding where appropriate.

**NOTICE OF MOTION**

That Council:

1. Note the findings and report of the NSW Parliamentary Inquiry into Koala Populations and Habitats in NSW; and

2. Write to the NSW Premier, Gladys Berejiklian, and NSW Minister for the Environment, Matt Kean, to express support for the creation of a Georges River National Park, and establishment of a well-resourced wildlife hospital in south-west Sydney.

**ATTACHMENTS**

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Nil

**NOM 02****Women's Football World Cup in the Liverpool  
LGA**

<b>Strategic Direction</b>	Generating Opportunity Create an attractive environment for investment
<b>File Ref</b>	190105.2020
<b>Author</b>	Charishma Kaliyanda - Councillor

**BACKGROUND**

Recently, Australia and New Zealand were announced as the joint hosts of the 2023 FIFA Women's World Cup.

Football is the most popular sport in the world, with over half of the world's population (4 billion people) considering themselves fans. Liverpool residents are no different, with both casual and formal participation in the sport on the rise.

A combined 1.12 billion people viewers tuned into the coverage of the 2019 FIFA Women's World Cup across all platforms, a record audience for the competition. This is expected to rise for the 2023 tournament, and Australia and New Zealand will have the eyes of almost half the world's population on us.

Liverpool is uniquely positioned to capitalise on the 2023 Women's World Cup, as:

- Cirillo Reserve at Middleton Grange could serve as a regional headquarters for women's football
- There are an increasing number of quality hotels and accommodation coming online
- Ideally located close to the M5, M7 and Hume Highway

Liverpool could be home base for a number a teams, could host training games and promote itself as a destination on an international stage.

**NOTICE OF MOTION**

That Council:

1. Lobby the FFA, FIFA, State and Federal Governments to host teams, training games and other promotional opportunities for the 2023 FIFA Women's World Cup; and

2. Investigate the feasibility of including World Cup opportunities in the Destination Management Plan.

**ATTACHMENTS**

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Nil

**NOM 03**

**Better Funding of Health Services in Liverpool**

<b>Strategic Direction</b>	Strengthening and Protecting our Environment Develop, and advocate for, plans that support safe and friendly communities
<b>File Ref</b>	190048.2020
<b>Author</b>	Nathan Hagarty - Councillor

**BACKGROUND**

The New South Wales Parliament is currently holding an inquiry into "Current and future provision of health services in the South-West Sydney Growth Region". The revelations at this inquiry have been shocking. Comparisons of the South West Area Health District with other Health Districts in Sydney have found:

- public health spending is up to \$800 per person less
- the least number of specialist mental health staff
- junior doctors committing suicide at higher rates

While additional investment in health infrastructure is welcome, this must be matched with funding for additional front-line services including more health professionals.

While it is still early days, the long-term effects for those who recover from COVID-19 include:

- scarred lungs and lung disease
- blood clots leading to stroke
- delirium and brain damage
- inflammatory illness similar to Kawasaki disease
- inflammation of the heart and arrhythmia
- chronic deep fatigue

The recent COVID-19 cluster in South West Sydney coupled with the revelations coming out this inquiry, have drawn urgent attention to the need for better funded health services in Liverpool.

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**NOTICE OF MOTION**

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That Council:

1. Acknowledges and commends the work of all health professionals in Liverpool during the COVID-19 pandemic;
2. Acknowledges and welcomes the \$740m investment from the NSW Government into the Liverpool Health and Academic Precinct;
3. Recommits its support for the Liverpool Health and Academic Precinct;
4. Notes its concern with the revelations coming out of the inquiry into "Current and future provision of health services in the South-West Sydney Growth Region";
5. Notes the recent COVID-19 cluster in South West Sydney;
6. Notes recovery from COVID-19 is associated with serious long-term health effects;
7. Calls on the NSW State Government to increase funding for front line health services in line with other Sydney Area Health Districts;
8. Calls on the Federal Government to increase funding for primary health services in South West Sydney; and
9. Coordinates with WSROC and other LGAs in South West Sydney to collectively advocate for better health services funding in the South West Sydney Local Health District.

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**ATTACHMENTS**

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Nil

**NOM 04**

**Toll Mania**

<b>Strategic Direction</b>	Leading through Collaboration Increase community engagement
<b>File Ref</b>	190076.2020
<b>Author</b>	Nathan Hagarty - Councillor

**BACKGROUND**

Approximately 70% of Liverpool residents leave the LGA for work. With many traveling by car.

Given our location at the intersection of the M5 and M7, with easy access to major hubs, Liverpool is an area of choice for many transport and logistics companies.

Earlier this month the State Government imposed a new toll on the previously untolled old M5 East. Free since it opened in 2001, drivers will now be slugged \$6.95 for cars and \$20.86 for trucks.

These tolls do not just impact residents who travel for work, but also impact small business, many who are not just tolled once, but multiple times per day.

There was no grace period and the M5 Cashback scheme will not apply.

Previous toll roads have had grace periods to allow drivers to adjust to the roads. Not this time.

Currently, motorists in Sydney are charged a toll when they drive on the:

- M2
- M4
- M4 WestConnex
- M5
- M5 East
- M7
- M8
- Eastern Distributor
- Cross-City Tunnel

- Lane Cove Tunnel
- Sydney Harbour Bridge
- Sydney Harbour Tunnel

There will be at least three more tolls by 2023 when the following roads are completed:

- M4 tunnels
- M4-M5 link
- NorthConnex

Unsurprisingly, research from the Institute of Transport Logistics Studies at the University of Sydney has found Sydney has the greatest amount of tolled road in the world.

Dr Michelle Zeibots from the UTS Transport Research Centre has stated "Tollways aren't successful at reducing road congestion,"

"The reason why governments continue to build them is that they are put under enormous pressure by the tollway industry and individuals sometimes within their own party, who I would suggest are there to see tollway businesses make a lot of money.

"But that is at the expense of the general community and the local businesses of Sydney."

With the economy in recession for the first time in three decades, slugging families in Liverpool with additional tolls is unfair and must be reversed.

### **NOTICE OF MOTION**

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That Council:

1. Endorses the Premier's comments that the new toll on the old M5 East is "toll mania", noting that Sydney has the greatest amount of tolled road in the world;
2. Writes to the State Government requesting:
  - a toll-free period on the M8; and
  - the scrapping of the new toll on the old M5 East.
3. Writes to local State and Federal MPs seeking their endorsement of the above; and
4. Seeks support for this campaign from WSROC and other LGAs in south west Sydney.

### **ATTACHMENTS**

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Nil

**NOM 05**

**Animal Welfare Advisory Committee**

<b>Strategic Direction</b>	Leading through Collaboration Encourage community participation in decision-making
<b>File Ref</b>	189999.2020
<b>Author</b>	Karress Rhodes - Councillor

**BACKGROUND**

The closure of the Liverpool Animal Welfare Shelter in the interim of finding a permanent home has highlighted the opportunity for the community to become more involved in the delivery of better outcomes for the welfare, and rehoming of domestic animals in the Liverpool LGA.

It was envisioned that such a committee would be established when the Liverpool Animal Shelter re-opened.

It would serve Liverpool if the Committee was established prior to the new animal shelter opening to assist Council in Animal management now and when it is needed perhaps more than ever.

The network of concerned Animal lovers in Liverpool could greatly assist Liverpool Council through a Committee in assisting Council in educating and promoting responsible pet ownership by encouraging, registration, microchipping and rehoming.

A Community Committee would best serve Council in assisting in microchipped animals being returned to homes, or by providing foster homes for rehabilitation and or assistance, that would avoid animals being impounded.

**NOTICE OF MOTION**

That Council:

1. Provide a report on the establishment of an Animal Welfare Advisory Committee back to Council Meeting August 2020.  
The Committee would meet four times per year for the term of the committee and provide:
  - Advice to Council on domestic animal management matters including ways in which animal welfare can be continuously improved in the Liverpool LGA; and

- Assist in promoting a positive view on options of responsible pet ownership and investigate, provide advice and recommendations relevant to programs that achieve this.
- 2. The Advisory Committee include two Councillors (one of whom will act as Chair), up to four representatives from the community who may be appointed as individuals or as representatives of local community organisations.

**ATTACHMENTS**

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Nil