

COUNCIL AGENDA

EXTRAORDINARY COUNCIL MEETING

14 May 2024



You are hereby notified that an **Extraordinary Council Meeting** of Liverpool City Council will be held at the **LIVERPOOL CIVIC TOWER COUNCIL CHAMBERS, LEVEL 1, 50 SCOTT STREET, LIVERPOOL NSW 2170** on **Tuesday, 14 May 2024** commencing at 2:00pm. Doors to the Chambers will open at 1.50pm.

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 7441.

A handwritten signature in black ink, appearing to read "Jason Breton".

Jason Breton

ACTING CHIEF EXECUTIVE OFFICER

Statement of Ethical Obligations

Oath or Affirmation of Office

In taking the Oath or Affirmation of Office, each Councillor has made a commitment to undertake the duties of the office of councillor in the best interests of the people of Liverpool and Liverpool City Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Conflicts of Interest

A councillor who has a conflict of interest in any matter with which the council is concerned, and who is present at a meeting of the council when the matter is being considered, must disclose the interest and the nature of the interest to the meeting as soon as practicable. Both the disclosure and the nature of the interest must be recorded in the minutes of the Council meeting where the conflict of interest arises. Councillors should ensure that they are familiar with Parts 4 and 5 of the Code of Conduct in relation to their obligations to declare and manage conflicts of interests.

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Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	151505.2024
Report By	Jason Breton - Acting CEO
Approved By	Jason Breton - Acting CEO

EXECUTIVE SUMMARY

Liverpool City Council received correspondence ‘Terms of Reference’ from the Office of Local Government dated 6 May 2024. Ref: A899475.

The correspondence requests that a copy is provided *‘to all Councillors and further requests this letter be tabled at the next Council meeting.’*

RECOMMENDATION

That Council:

1. Notes, correspondence received ‘Terms of Reference’ from the Office of Local Government dated 6 May 2024. Ref: A899475.
2. Notes, correspondence has been issued to Councillors and tabled at the next Council meeting, as per correspondence request.

REPORT

This report notes ‘Terms of Reference’ from the Office of Local Government dated 6 May 2024. Ref: A899475.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Legislative	Section 430 of the Local Government Act 1993. .
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ATTACHMENTS

1. OLG - Terms of Reference

CFD 01	For Public Exhibition - Draft Delivery Program 2022-2026 and Operational Plan 2024-2025, including Revenue Pricing Policy, (fees and charges) and Draft Long-Term Financial Plan
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Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	113658.2024
Report By	Hiba Soueid - Manager City Strategy and Performance Vishwa Nadan - Chief Financial Officer
Approved By	Shayne Mallard - Director City Futures Farooq Portelli – Director Corporate Support

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement to place the draft Delivery Program 2022-2026 and Operational Plan and Budget 2024-2025, including Statement of Revenue Pricing Policy (fees and charges) and draft Long Term Financial Plan on public exhibition to allow for community comments and submissions.

The draft Delivery Program 2022-2026 is Council’s statement of commitment to the community. It outlines Council’s response to the Community Strategic Plan, its services to the community and how it will contribute to achieving its goals during its term of office.

The draft Operational Plan 2024-2025 is an annual plan that provides detailed actions for each of the services Council will undertake in the final year of the Delivery Program. The plan identifies the specific projects, programs and activities that have been scheduled for the 2024-2025 financial year.

The Long-Term Financial Plan (LTFP) includes Council’s 2024-2025 budget and its financial projections for Council for the next ten years. The LTFP includes projected income, expenditure (including capital), cash position, and detailed information on the planning assumptions that were applied in its development.

The draft Delivery Program and Operational Plan have been developed in accordance with Sections 404 and 405 of the *Local Government Act* (1993). Council is required to review its Delivery Program and Operational Plan, Statement of Revenue Pricing Policy (Fees and

Charges) and Long-Term Financial Plan by 30 June each year and exhibit the documents for public comment and submissions for a minimum of 28 days.

Where an amendment to the Delivery Program is proposed, it must be included in a council business paper which outlines the reasons for the amendment and be tabled and resolved to be noted at that meeting and considered by the council at its next meeting.

RECOMMENDATION

That Council:

1. Endorses to place the draft Delivery Program 2022-2026, Operational Plan and Budget 2024-2025, Statement of Revenue Pricing Policy (fees and charges) and Long-Term Financial Plan on public exhibition for 28 days from 15 May 2024 to 11 June 2024;
2. Notes the proposed amendments to the 2022-2026 draft Delivery Program; and
3. Receives a further report at the June 2024 Council meeting to review public submissions and any associated changes.

REPORT

Delivery Program 2022-2026 and Operational Plan 2024-2025

On 29 June 2022, Council adopted the Community Strategic Plan 2022-2032. The Community Strategic Plan outlines the community's vision and priorities for Liverpool. The Plan was developed after extensive engagement with the community and contains four strategic objectives for the future of Liverpool. The strategic objectives are underpinned by the quadruple bottom line and guide Council's operations and service delivery for the next ten years.

Council's Delivery Program 2022-2026 and Operational Plan 2024-2025 cascades from the Community Strategic Plan. The combined document details the principal activities and services that Council has committed to delivering. In accordance with Sections 404 of the *Local Government Act (1993)*;

'A council must have a program (called its delivery program) detailing the principal activities to be undertaken by the council to perform its functions (including implementing the strategies set out in the community strategic plan) within the resources available under the resourcing strategy'.

'The council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election'.

In accordance with Sections 405 of the *Local Government Act* (1993);

‘A council must have a plan (called its operational plan) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year’.

Council has a custodial role in initiating, preparing and maintaining the Delivery Program and Operational Plan on behalf of the community. Council will monitor the progress and delivery of actions, and report against progress of the Delivery Program at least every six months in accordance with Essential Element 4.9 of the Integrated Planning and Reporting Guidelines for Local Government NSW through Biannual Progress Reports.

The draft Delivery Program 2022-2026 and Operational Plan 2024-2025 have been reviewed in consultation with Council staff. During the consultation period minor amendments to the Delivery Program were proposed including;

- Incorporation of key performance indicators for delivery of major projects funded by the Western Sydney Infrastructure Grants Program (WSIGP);
- Removal of the Sinozich Park project which currently in the planning phase. This project will be revisited upon completion of the masterplan;
- Removal of the masterplans for both the Rose Street and Western Depots due to the recent purchase and establishment of Circular Economy Centre at 600 Cowpasture Road; and
- Updates to major project timelines to ensure alignment with accurate delivery schedules.

The proposed amendments have been made in accordance with the Integrated Planning and Reporting Guidelines for Local Government NSW, Essential Element 4.13, which states

‘Where an amendment to the Delivery Program is proposed, it must be included in a council business paper which outlines the reasons for the amendment. The matter must be tabled and resolved to be noted at that meeting and must be and considered by the council at its next meeting.’

Additional amendments to the document include updates to service area responsibility and key functions in line with Council’s reviewed Functional Design and updates to related documents and stakeholder relationships where required.

Council is also required to identify service areas it will review during its term of office. Council will review maintenance of parks, sports and open spaces to determine service level expectations, sustainability, relevance and appropriate performance measures in the 2024-2025 period. This has been included as a detailed action in the draft Operational Plan.

Long-Term Financial Plan (LTFP)

The LTFP is a 10-year rolling plan that informs decision-making and demonstrates how the objectives of the Community Strategic Plan and services in the Delivery Program and Operational Plan will be resourced and funded.

The LTFP includes:

- Council's 2024-2025 budget;
- Projected income and expenditure, balance sheet and cash flow statement;
- Planning assumptions and operating factors that are most likely to impact the LTFP;
- Financial modelling for different scenarios;
- Indices to monitor financial performance; and
- Major capital and operational expenditure implications.

The Statement of Revenue Pricing Policy (fees and charges) also forms part of Council's Operational Plan, including:

- Statement with respect to each ordinary rate and each special rate proposed to be levied;
- Information on each of its fees and charges proposed to be levied; and
- Council's pricing methodology for determining the prices of goods and the approved fees.

The other resourcing documents required under the Integrated Planning and Reporting framework include the Asset Management Strategy and plans and Workforce Management Strategy. These plans are not required to be placed on public exhibition.

Public Exhibition

The draft documents will be placed on public exhibition for feedback from 15 May 2024 to 11 June 2024.

Public notices will be available on Council's website and social media platforms. Council will also host a Community Drop In Session on 22 May 2024, where Council staff will be available to answer questions relating to the draft documents.

The community will be invited to register their attendance via Council's website, Liverpool Listens, social media platforms and promotional material. Council will also extend the invitation to stakeholder databases and committees.

All documents on public exhibition will be available online and will be accessible for download and feedback through Council’s website and Liverpool Listens. Hardcopies will also be available at Council’s Customer Service Centre and Libraries. All submissions and comments will be reported back to Council at its meeting in June 2024.

CONSIDERATIONS

<p>Governance</p>	<p>The Delivery Program and Operational Plan set the direction for Council’s strategic agenda, including all economic, environmental, social and civic leadership requirements.</p>
<p>Legislative</p>	<p>The Delivery Program and Operational Plan have been developed in line with Section 404 and 405 of the <i>Local Government Act 1993</i>.</p> <p>Section 404 of the <i>Local Government Act</i> states:</p> <p><i>“A council must have a program (called its “delivery program”) detailing the principal activities to be undertaken by the council to perform its functions (including implementing the strategies set out in the community strategic plan) within the resources available under the resourcing strategy”.</i></p> <p><i>“The council must establish a new delivery program after each ordinary election of Councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election”.</i></p> <p>Essential Element 4.13 of the Integrated Planning and Reporting Guidelines for Local Government NSW states:</p> <p><i>“Where an amendment to the Delivery Program is proposed, it must be included in a Council business paper which outlines the reasons for the amendment and be tabled and resolved to be noted at that meeting and considered by the council at its next meeting”.</i></p> <p>Section 405 of the <i>Local Government Act (1993)</i> states that:</p> <p><i>‘A council must have a plan (called its “operational plan”) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year’.</i></p> <p>Essential Element 4.25 of the Integrated Planning and Reporting Guidelines for Local Government NSW states:</p> <p><i>“The draft Operational Plan must be publicly exhibited for at least 28 days, and submissions received by the council in that period must be considered, before the final Operational Plan is adopted by the council”.</i></p> <p>Essential Element 3.10 of the Integrated Planning and Reporting Guidelines for Local Government NSW states:</p>

	<p><i>“The Long-Term Financial Plan must be publicly exhibited for at least 28 days and submissions received by the council in that period must be accepted and considered before the final Long-Term Financial Plan is adopted by the council”.</i></p>
<p>Risk</p>	<p>The risk is deemed to be High.</p> <p>Failure to prepare a draft Delivery Program, Operational Plan and Long-Term Financial Plan, and give public notice indicating that submissions may be made to Council at any time during the period (not less than 28 days) that the draft is on public exhibition may result in enforceable action by the Office of Local Government.</p>

ATTACHMENTS

1. Draft Delivery Program 2022-2026 and Operational Plan 2024-2025
2. Draft Fees and Charges Report 2024-2025
3. Long Term Financial Plan 2025-2034

