

# COUNCIL AGENDA

## ORDINARY COUNCIL MEETING

21 May 2025

BOOK 1



You are hereby notified that an **Ordinary Council Meeting** of Liverpool City Council will be held at the **LIVERPOOL CIVIC TOWER , 50 SCOTT STREET, LIVERPOOL NSW 2170** on **Wednesday, 21 May 2025** commencing at 6:00 PM. Doors to the Chamber will open at 5.50pm.

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 7872.

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

**Mr Jason Breton**  
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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#### 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	Governor Macquarie Drive and Hume Highway Intersection Upgrade Works <i>Reason: Item CONF 01 is confidential pursuant to the provisions of s10A(2)(d i) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>		
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## ORDER OF BUSINESS

CONF 02 Minutes of the Audit, Risk and Improvement Committee meeting held on 28 April 2025

*Reason: Item CONF 02 is confidential pursuant to the provisions of s10A(2)(g) of the Local Government Act because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

CONF 03 Drainage easement within Lot 1 DP 1257931, 62 Kelly Street, Austral

*Reason: Item CONF 03 is confidential pursuant to the provisions of s10A(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

CONF 04 Tender Report - WT3372 Lighthorse Park Early Works (Carpark Construction)

*Reason: Item CONF 04 is confidential pursuant to the provisions of s10A(2)(d i) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

CONF 05 ST3371 - Legal Services Panel Tender

*Reason: Item CONF 05 is confidential pursuant to the provisions of s10A(2)(d i) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

CONF 06 Holsworthy Pool Redevelopment Response

*Reason: Item CONF 06 is confidential pursuant to the provisions of s10A(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

**Close**



## MINUTES OF THE ORDINARY MEETING HELD ON 23 APRIL 2025

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### PRESENT:

Mayor Mannoun  
 Deputy Mayor Harle  
 Councillor Adjei  
 Councillor Ammoun  
 Councillor Dr Green  
 Councillor Harte  
 Councillor Ibrahim  
 Councillor Karnib  
 Councillor Macnaught  
 Councillor Monaghan  
 Councillor Ristevski  
 Mr Jason Breton, Chief Executive Officer  
 Mr Farooq Portelli, Director Corporate Support  
 Ms Tina Bono, Director Community & Lifestyle  
 Ms Lina Kakish, Director Planning & Compliance  
 Ms Michelle Mcilvenny, Director Customer Experience & Business Performance  
 Ms Julie Scott, Acting Director City Futures  
 Mr Peter Scicluna, Acting Director Operations  
 Mr David Galpin, Public Inquiry Lead  
 Ms Suzanne Kendall, Acting General Counsel  
 Mr Vishwa Nadan, Chief Financial Officer  
 Ms Justine Young, Acting Manager Civic and Executive Services  
 Ms Susan Ranieri, Coordinator Council and Executive Services  
 Ms Katrina Harvey, Councillor Executive and Support Officer  
 Ms Gabriella Rojas, Acting Councillor Executive and Support Officer

The meeting commenced at 6.03pm.

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### STATEMENT REGARDING WEBCASTING OF MEETING

The Mayor read the following:

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Minutes of the Ordinary Council Meeting held on Wednesday, 23 April 2025 and confirmed on Wednesday, 21 May 2025

.....  
Chairperson

"In accordance with clause 5.34 of Council's Code of Meeting Practice, I inform the persons attending this meeting that:

- (a) the meeting is being recorded, livestreamed and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements."

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

The prayer of the Council will be read by Pastor Steve Riethmuller from Cartwright Gospel Chapel.

**NATIONAL ANTHEM**

The National Anthem will be played at the meeting.

**COUNCILLORS ATTENDING REMOTELY**

NIL.

**APOLOGIES**

NIL.

**CONDOLENCES**

Former Mayor Gary Lucas  
His Holiness Pope Francis

**ITEM NO:** COND 01  
**SUBJECT:** Condolence Motion for the Late Former Mayor Gary Lucas (read by Mayor Mannoun)

It is with great regret that I announce the death of former Mayor Gary Lucas.

A passionate Chipping Norton resident, Gary used his larakin spirit to help make the community better - whether in Council or out in the community.

Gary truly believed in Liverpool and its people and spent his life fighting for us. In 2008, Deputy Mayor Peter Harle, Gary, and I got elected to Council together right after the Administrator finished up. None had a clue what to do as we were first time Councillors and Gary was the only person who had experience as a Councillor.

His experience was invaluable to us and he taught us many important lessons that have never left me. In particular, he said to us “if you want to make change then put up your hand, use your bloody hand”.

He taught us that we had the power because the community gave it to us on election day and to make sure that we use it for them.

He was also an active and engaged member of the wider community. Mr Lucas was a founding member of both the Chipping Norton Sports Club and the Liverpool Action Group. He held leadership positions with the Liverpool Sub-Branch of the RSL and the Casula Powerhouse Arts Centre Board, and contributed to local sport through his involvement in cricket and soccer clubs. He also played a key role in initiating graffiti removal teams in the city—another example of his practical and lasting contributions to our community.

Our thoughts and prayers are with Beryl and the rest of his family.

He will be missed.

On behalf of Liverpool City Council, I extend our heartfelt condolences to Mr Lucas’s family, friends, and all who had the privilege of knowing or working with him. He will be fondly remembered for his unwavering commitment to public service and the Liverpool community.

Deputy Mayor Harle also read a condolence motion for Former Mayor Gary Lucas

#### **RECOMMENDATION:**

That Council:

1. Accepts this condolence motion
2. At the appropriate time, acknowledge Former Mayor Gary Lucas’s contributions with a suitable memorial.

**COUNCIL DECISION:**

**Motion:**                      **Moved: Mayor Mannoun**                      **Seconded: Cllr Harle**

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

**ITEM NO:** COND 02  
**SUBJECT:** Condolence Motion for the Late His Holiness Pope Francis (read by Mayor Mannoun)

It is with great regret that tonight we pause to mourn the death of His Holiness Pope Francis.

The death of Pope Francis is a profound loss to the Catholic Church and to humanity at large. His time as Pope marked a turning point in a move away from grandeur, and embracing modesty, humility, and closeness to the people. By deliberately setting aside the power and prestige of the role, Pope Francis demonstrated that greatness is found through humility and service.

Francis broke with tradition. He rejected the luxurious papal apartments for a modest room in the Vatican guesthouse. He wore simple white vestments and took more trips in his humble Ford Focus than in the papal limousine. These choices were not mere gestures; they were declarations of his vision for the Church—a Church of the poor, for the poor.

Francis lived the Gospel with quiet authenticity. His embrace of the disabled, his outreach to prisoners, his heartfelt concern for refugees and migrants—all spoke louder than sermons. He led not with authority but with empathy, walking with those on the margins and challenging the Church to be less institutional and more pastoral.

Unlike many of his predecessors, Francis did not seek to rule from above but to accompany from within. His focus was on mercy over doctrine, compassion over condemnation. In his teachings, he encouraged the Church to listen more than it spoke, and to act with courage in the face of injustice.

As we mourn Pope Francis, we celebrate a legacy that will continue to shape the heart of the Church for generations. He demonstrated a leadership that relied on the power of humility, the strength of compassion, and the enduring truth that the greatest among us must be the servant of all. May his soul rest in the peace he so faithfully preached.

#### **RECOMMENDATION:**

That Council:

Accept the condolence motion.

#### **COUNCIL DECISION:**

**Motion:**                      **Moved: Mayor Mannoun**

That the recommendation be adopted.

A one minute silence was then observed for His Holiness Pope Francis and Former Mayor Gary Lucas.

## CONFIRMATION OF MINUTES

**Motion:**                      **Moved: Clr Macnaught**                      **Seconded: Clr Harle**

That the minutes of the Ordinary Meeting held on 26 March 2025 be confirmed as a true record of that meeting.

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





## DECLARATIONS OF INTEREST

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

**Item:** PLAN 01 – Planning Proposal – 1411 The Northern road, Bringelly

**Reason:** Clr Harte knows one of the directors of the applicant in a professional capacity.

Clr Harte left the Chambers for the duration of this item.

Mayor Mannoun declared a non-pecuniary, less than significant interest in the following

**Item:** PLAN 01 – Planning Proposal – 1411 The Northern road, Bringelly

**Reason:** I know the Director who is also President of the World Lebanese Cultural Union and a director of EG Property Group and have engaged with him in both capacities.

Mayor Mannoun remained in the Chambers for the duration of this item.

Director Corporate Support, Mr Portelli declared a non-pecuniary less than significant interest in the following item:

**Item:** CONF 04 – Legal Affairs Report

**Reason:** Mr Portelli's name is mentioned in the Confidential report and the Legal Affairs report.

Mr Portelli remained in the Chambers for the duration of this item.

## RECESS

Mayor Mannoun called a recess of meeting at 6.21pm due to technical difficulties with livestreaming.

## RESUMPTION OF MEETING

Mayor Mannoun resumed the meeting in open session at 6.51pm with all Councillors present.

## **PUBLIC FORUM**

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

1. **Ms Ellen Russell** addressed Council on the following item:  
**Endorsing the Mayoral Roundtable Statement on Social Cohesion.**
  
2. **Mr Michael Andjelkovic** addressed Council on the following item:  
**Community Drop In Sessions.**

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

1. **Dr Shane Geha** to address Council on the following item:  
**Item: PLAN 01 – Planning Proposal – 1411 The northern Road, Bringelly**  
  
Dr Geha withdrew the item from the agenda

## MAYORAL MINUTES

**ITEM:** MAYOR 01  
**SUBJECT:** Partnership with Unity Grammar - Model Global Parliament  
**REPORT OF:** Mayor Mannoun  
**DATE:** 23 April 2025

Tonight, I propose that we provide our support to a unique and exciting opportunity to partner with Unity Grammar on their *Model Global Parliament* - an initiative that speaks to the very heart of civic learning, youth leadership, and community engagement.

Each year, Unity Grammar, in collaboration with the Institute for Global Peace and Sustainable Governance, hosts this educational event, which brings together local students to debate pressing global issues in a simulated parliamentary setting. This year, they have approached the Council to co-host the event right here, in our very own Chambers.

The opportunity before us is more than symbolic. It provides our young people with the tools, platform, and confidence to engage with global challenges, to learn the mechanics of diplomacy and governance, and to see themselves as future leaders—not only of Liverpool, but of the world.

As part of this partnership, I propose that Council assist in promoting the event to local schools, encouraging broad participation, and providing in-kind support valued at \$2,500 which will include the waiving of the Council Chambers hire fee and the promotion of the event as co-hosts.

This project aligns perfectly with our ongoing commitment to inclusive education, community partnerships and the development of the next generation of leaders. It will empower students with a deeper understanding of civic responsibility. It will build stronger relationships between Council, local schools, and the wider community.

I express thanks to Unity Grammar for their initiative, and I encourage my fellow Councilors to support this partnership, so that together we can help bring this wonderful opportunity to life in Liverpool.

I commend this Mayoral Minute to the chamber.

## RECOMMENDATION

That Council:

- ## COUNCIL DECISION

That the recommendation be adopted.

Councillors voted unanimously for this motion.

**MAYORAL MINUTE**

**ITEM:** MAYOR 02  
**SUBJECT:** Recognition of Superintendent Danny Doherty APM on his Retirement  
**REPORT OF:** Mayor Ned Mannoun  
**DATE:** 23 April 2025

I move that Liverpool City Council formally acknowledges and congratulates Superintendent Danny Doherty APM on his retirement from the New South Wales Police Force after 40 years of distinguished service.

Superintendent Doherty commenced his policing career in January 1985, following three years of service in the Australian Army. Throughout his tenure, he held various roles across the state, culminating in his leadership of the Homicide Squad at State Crime Command. His dedication to justice and commitment to community safety have left an indelible mark on law enforcement in New South Wales.

While Superintendent Doherty's career encompassed numerous assignments, his connection to Liverpool is particularly noteworthy. His early years in the force included service at the Liverpool Police Station, where he worked closely with our community and contributed to local policing initiatives.

Superintendent Doherty's career intersected with our own CEO's career as they worked together in the late 80's at 32 Division (Auburn) and later as detectives in the South West Major Crime Squad.

His experiences in Liverpool helped shape his approach to policing, emphasizing community engagement and proactive crime prevention.

Superintendent Doherty's exemplary service has been recognized with the awarding of the Australian Police Medal, reflecting his outstanding contributions to law enforcement. His leadership, integrity, and commitment to public safety have set a standard for officers across the state.

On behalf of Liverpool City Council and our community, I extend our deepest gratitude to Superintendent Danny Doherty for his unwavering dedication and service. We wish him all the best in his retirement and future endeavours.



## MAYORAL MINUTE

**ITEM:** MAYOR 03  
**SUBJECT:** Incorporating NSW Government Planning Circular Guidelines into Council Assessment Procedures  
**REPORT OF:** Mayor Ned Mannoun

### Background

On 7 April 2025, the NSW Government issued a planning circular in response to a persistent issue delaying the delivery of housing across the state: avoidable errors and inconsistencies in development approvals—often as simple as typos or unclear consent conditions—have been triggering unnecessary modification requests, delaying construction and diverting council resources.

The circular introduces a new procedural step requiring councils to provide draft conditions of consent to applicants of residential developments. This allows applicants a seven-day period to review and suggest corrections before a determination is issued. This collaborative, pre-consent review is intended to reduce delays caused by post-approval modifications that stem from minor administrative or technical oversights, thereby improving efficiency and certainty in the planning system.

This issue is particularly relevant to **Liverpool City Council**. As one of the fastest-growing areas in New South Wales and a major contributor to the state's housing supply pipeline, we are regularly tasked with assessing and determining complex and high-volume development applications.

The scale and pace of growth in Liverpool demand a planning system that is not only robust but also agile and responsive. Adopting a practical, applicant-inclusive step like the one outlined in the circular aligns with our commitment to being a modern, pro-housing, pro-community council.

While the state circular applies to developments with 30 or more dwellings, the principles behind it—collaboration, clarity, and pre-emptive resolution of minor issues—are equally valuable across all development types. Extending this approach to **all** DAs, regardless of size, will further streamline Liverpool's assessment processes and foster improved relationships with applicants, builders, and the wider community.



## RECOMMENDATION

That Council:

1. Notes the NSW Government's planning circular issued on 7 April 2025, aimed at reducing delays in the DA process by introducing a pre-consent draft condition review for large developments.
2. Endorses the incorporation of the process outlined in the circular into Liverpool City Council's internal planning procedures for **all** development applications, not just those involving 30 or more dwellings.
3. Requests the CEO to update Council's DA assessment procedures to reflect this change, including a standard practice of issuing draft conditions of consent for a seven-day applicant review and feedback period prior to final determination.
4. Requests a briefing to Council within six months on the implementation of this procedure and its effectiveness in reducing delays and improving assessment outcomes.

## COUNCIL DECISION

**Motion:** **Moved: Mayor Mannoun**

That Council:

1. Notes the NSW Government's planning circular issued on 7 April 2025, aimed at reducing delays in the DA process by introducing a pre-consent draft condition review for large developments.
2. Endorses the incorporation of the process outlined in the circular into Liverpool City Council's internal planning procedures for **all** development applications, not just those involving 30 or more dwellings.
3. Requests the CEO to update Council's DA assessment procedures to reflect this change, including a standard practice of issuing draft conditions of consent for a seven-day applicant review and feedback period prior to final determination.
4. Requests a briefing to Council within six months on the implementation of this procedure and its effectiveness in reducing delays and improving assessment outcomes.
5. Receive a briefing at the next Governance Meeting prior to the implementation.

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

Councillors voted unanimously for this motion.

Clr Harle left the Chamber at 7:15pm.

Clr Harle returned to the Chamber at 7.17pm

## PLANNING & COMPLIANCE REPORTS

**ITEM NO:** PLAN 01

**FILE NO:** 043970.2025

**SUBJECT:** Planning Proposal - 1411 The Northern Road, Bringelly

### COUNCIL DECISION:

**Motion:**

**Moved: Clr Harle**

**Seconded: Clr Macnaught**

1. Notes the advice of the Liverpool Local Planning Panel;
2. Endorses “in principle” the Planning Proposal request to amend Schedule 1 of the *Liverpool Local Environmental Plan 2008 (LLEP 2008)* to permit the use with development consent to facilitate the future development of a ‘service station’ at Lot 6 DP1217784, 1411 The Northern Road, Bringelly;
3. Forwards the Planning Proposal to the Department of Planning, Housing and Infrastructure (DPHI), pursuant to Section 3.33 of the *Environmental Planning and Assessment Act 1979* seeking Gateway Determination;
4. Subject to a Gateway Determination, undertakes public exhibition and community consultation in accordance with the conditions of the Gateway Determination and the Liverpool Community Participation Plan 2022;
5. Subject to a Gateway Determination, endorses the public exhibition of the Draft Planning Agreement (**Attachment 4**) for a minimum of 28 days concurrently with the Planning Proposal pursuant to Clause 204 of the *Environmental Planning and Assessment Regulation 2021* and Section 7.5 of the *Environmental Planning and Assessment Act 1979*;
6. Receives a Post-Exhibition Report on the outcomes of the public exhibition period for both the Planning Proposal and Draft Planning Agreement; and
7. Delegates to the CEO (or delegate) to amend the draft Planning Proposal and attachments for any typographical and other minor errors / amendments if required.

That the recommendation be adopted.

Councillors voted unanimously for this motion.

**Motion:**                      **Moved: Clr Harle**                      **Seconded: Clr Adjei**

- Councillors voted unanimously for this motion.





**ITEM NO:** CORP 02  
**FILE NO:** 116282.2025  
**SUBJECT:** Investment Report March 2025

## COUNCIL DECISION

**Motion:**                      **Moved: Clr Harle**                      **Seconded: Clr Harte**

That the Council receives and notes this report.

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

Councillors voted unanimously for this motion.

## COUNCIL DECISION

That Council:

- Councillors voted unanimously for this motion.









Clr Harte left the Chambers at 7:52pm..  
Clr Harte returned to the Chamber at 7:53pm

## COMMITTEE REPORTS

**ITEM NO:** CTTE 01  
**FILE NO:** 111349.2025  
**SUBJECT:** Minutes of the Tourism and CBD Committee held 4 March 2025

## COUNCIL DECISION

**Motion:**                      **Moved: Cllr Macnaught**                      **Seconded: Cllr Harte**

That Council receives and noted the Minutes of the Tourism and CBD Committee held on 4 March 2025.

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

## QUESTIONS WITH NOTICE

**ITEM NO:** QWN 01

**FILE NO:** 122183.2025

**SUBJECT:** Question with Notice - Clr Karnib - Infrastructure Grants

Please address the following:

1. Has Liverpool City Council returned any money to either the NSW State Government or the Federal Government that it received from infrastructure grants since 1 July 2021?
  - a. If so, how has this occurred?
  - b. If so, why has this occurred?
  - c. If so, what is the exact dollar figure of infrastructure grants that Liverpool Council has applied for and received from both State and Federal Governments?
    - i. From this sum, what is the exact dollar figure that Liverpool Council has returned to:
    - ii. NSW State Government
    - iii. Federal Government
  - d. If this has occurred, what specific projects by title and area in the Liverpool LGA have not been able to commence or complete as a result of this?
2. If not, does Liverpool City Council intend to return back any infrastructure funding from either state or federal governments?
  - a. If so, why?
  - b. If so, what are the financial implications for Liverpool City Council?
  - c. If so, what specific projects by title and area in the Liverpool LGA that had grant funding approved are now not able to commence?
  - d. If so, why has the funding grants received for infrastructure not been returned already?

## Response from Operations

Consultation occurred with Council's Project Delivery, WSIG, Grants and Partnership and Development Engineering teams.

1. Council has not returned any money received from infrastructure grants since 1 July 2021.

2. Council does not intend to return back any infrastructure funding from either state or federal government.

**Note: An updated response will be provided to the 21 May 2025 Council meeting as per memo dated 23<sup>rd</sup> April 2025.**

**ITEM NO:** QWN 02  
**FILE NO:** 125651.2025  
**SUBJECT:** Question with Notice - Clr Ristevski - Approved Limits for Moorebank Intermodals

### **Question**

1. Can Council collate and summarise the cumulative operational parameters and limits set under the relevant concept and staged approvals for the dual Moorebank Intermodals?

### **Response from Planning and Compliance**

Council was not the consent authority for the Moorebank Intermodal Terminal. The application was assessed by the Independent Planning Commission (IPC) who are part of the Department of Planning and Environment (DPHI). Therefore, any queries regarding the parameters considered during the assessment should be directed to the DPHI who are the Consent Authority.

**ITEM NO:** QWN 03  
**FILE NO:** 125751.2025  
**SUBJECT:** Question with Notice - Cllr Ristevski - Road Maintenance Modelling for Liverpool

Noting representation made in the Public Forum on 26 March 2025 regarding OPER 02 and Road Condition. Noting the forward projects of \$100mil plus and the backlog of \$52mil plus. Noting references to a “pavement management system software (SMEC PMS) and rating system”.

Please address the following:

- (a) Can Operations list the date inputs for its pavement management and rating system?
  - i. Identifying them as desktop (digital) or surveyed (inspected & counted) inputs.
- (b) Can Operations advise if forecasting in this system and thus road condition assumptions and analysis are based on strategic models provided by state agencies; or hard traffic counts and pattern recognition?
- (c) If strategic models (SSTM and similar) provided by state agencies are not representative of much higher traffic growth in Liverpool, could that augment the pavement management and rating system, such that real world road condition is worse than the software assumes?
- (d) How often does Council undertake hard traffic counts?
- (e) Can Operations list all hard traffic counts from 2018 to the present by date location?

**Response (provided by Operations and Planning and Compliance)**

**(a) Can Operations list the date inputs for its pavement management and rating system?**

From 1993, Liverpool City Council has been using SMEC Pavement Management System (PMS) software for managing its road pavement network assets and rating system. Currently, National Transport Research Organisation (NTRO) is the new owner and sole supplier of the software in Australia. From this point in time LCC then input updated condition data and information relating to its road network on a cadence of 4-5 years. Each year LCC undertakes condition reports on 25% of its road network and therefore 100% of the road network is completed over a 4-year cycle.

**i. Identifying them as desktop (digital) or surveyed (inspected & counted) inputs.**

Council adopts a combination of desktop and survey methodology to the management of its 991 km road network. As part of this approach, the Council also conducts regular physical site condition surveys of the entire road network once in 4-5 years cycle. Collected data is uploaded, analysed in the Pavement Management System (SMEC PMS) to generate long term works program based on various budgetary scenarios and operational constraints.

**(b) Can Operations advise if forecasting in this system and thus road condition assumptions and analysis are based on strategic models provided by state agencies; or hard traffic counts and pattern recognition?**

The International Study of Highway Development and Management (ISOHDM) is an internationally funded and executed project managed by the ISOHDM Project Secretariat based in Paris. ISOHDM developed a new suite of engineering/economic analysis software known as HDM-4. SMEC-PMS employs the HDM-4 tool to model, analyse, and predict future road deterioration patterns based on various road distress parameters such as structural cracking, rutting, and roughness etc. Council implemented the Pavement Management System (SMEC PMS), which is an integrated and formalised set of procedures, standards, and data for planning, implementing, and performance monitoring road network. This system provides a long-term, holistic view of whole life cycle road management by considering preventative maintenance and timely renewals/rehabilitations to ensure value for money. In addition, hard traffic counts are also conducted to understand traffic volumes that impact road condition.

**(c) If strategic models (SSTM and similar) provided by state agencies are not representative of much higher traffic growth in Liverpool, could that augment the pavement management and rating system, such that real world road condition is worse than the software assumes?**

As outlined above LCC uses both desktop and surveys to determine road conditions. This includes traffic counts to consider the uniqueness of Liverpool LGA.

**(d) How often does Council undertake hard traffic counts?**

Council undertakes hard traffic counts on demand based on the data request from internal stakeholders such as traffic and transport planning unit.

**(e) Can Operations list all hard traffic counts from 2018 to the present by date location?**

Following list outlines all hard traffic counts undertaken internally by Council from 2018 to the present by date location:

1. Ash Rd 2018/12/14



2. Bathurst St 2018/11/30
3. Festival St 2018/02/19
4. Jedda Rd 2018/12/14
5. Moore St 2018/11/30
6. St Johns St 2018/02/19
7. William Buckly Dr 2018/05/09
8. Memorial Ave 2018/12/05
9. Brain Avenue 2020/10/22
10. Casula Power House 2019/10/10
11. Christie St 2019/10/10
12. Feodore Dr 2020/10/22
13. Flynn Ave 2020/10/22
14. Hall Cct 2020/10/22
15. North of Powerhouse Rd 2019/10/10
16. Powerhouse Rd 2019/02/04
17. Regentville Dd 2020/10/22
18. Sixteenth Ave 2020/10/22
19. Weir Cres 2020/10/22
20. Cartwright Ave 2022/09/16
21. Greendale Rd 2020/10/22
22. Kingsford Smith 2020/10/22
23. Railway Serviceway 2022/09/16
24. Western Rd 2022/09/16
25. Kurrajong Rd various locations 2021/06/23
26. Martin Rd various locations 2021/09/22
27. Balanada St 2022/09/09
28. Green Valley Rd various locations 2022/07/25
29. Mannow Ave 2022/12/05
30. Margaret Dawson Dr 2022/12/05
31. Pacific Palm Cct 2022/12/05
32. Stanwell Cres 2022/02/23
33. George St(From Elizabeth St to Campbell St)Outside Church 2024/07/03

- 34. George St(From Elizabeth St to Campbell St)Outside Westfield 2024/07/03
- 35. George St(From Moore to Elizabeth St) 2024/07/02
- 36. George St(From Scott St to Railway St) 2024/07/03
- 37. George Street(from Railway to Moore) 2024/07/02
- 38. Kennedy St 2024/12/17
- 39. Macquarie St various locations 2024/06/17
- 40. Moore St from George to Bigge St 2024/07/03
- 41. Moore St from Moore St to Northumberland St Outside 98A 2024/07/03

Moreover, Council's Traffic and Transport team also collects Traffic data by engaging external consultants for reporting purposes.

**ITEM NO:** QWN 04  
**FILE NO:** 125902.2025  
**SUBJECT:** Question with Notice - Clr Ristevski - Traffic Modelling for Moore Point

Noting Council undertook Public Exhibition of RZ-6/2015 late last year, and that NSW DPHI has now taken over the assessment of this Planning Proposal under its newly established State Significant Rezoning pathway.

Please address the following:

- (a) Can Planning and Compliance advise if Council retained copies of all application and assessment materials?
- (b) Will Planning and Compliance be undertaking a post exhibition report to Council?
- (c) Can Planning and Compliance advise if DPHI will undertake its own exhibition under its new process; or if DPHI will merely undertake its assessment based solely on the submissions lodged with LCC via email and or its eplanning portal?
- (d) Can Planning and Compliance advise if it has thus made a submission to DPHI regarding RZ-6/215 under its newly established State Significant Rezoning pathway?
- (e) Have all necessary Directorates had sufficient time to review all the technical material; particularly for Flooding and Traffic? Has Council retained copies of:
  - Moore Point – Stage 2 Transport Infrastructure Assessment & TMAP (Aurecon)
  - Moore Point – TIWG – Minutes August 2021
  - Moore Point - Transport Infrastructure Staging (TfNSW Briefing) - 13 July 2022 Final
  - Any and All SIDRA modelling sitting behind RZ-6/2015

See Flood advisory panel recommendations- Moore Point\_PP-2022-1602 (pp.26 – 28 of 28) RZ-6/2015 Appendix 21 (pp.22 & 25 of 30) and Appendix 19 (pp.25 – 26 & 65 of 85)

- (f) Has Council reviewed and assessed the above Stage 1 and Stage 2 Assessments?
- (g) Does Council have the necessary internal staff and expertise to access files and understand the SIDRA and AIMSUN Traffic Models for Moore Point and their implications?
- (h) Is Council aware that the intersection upgrades as presented are not fit for purpose and represent a decrease of existing capacity which is already operating at LoS F (failing)?

**Responses to these Questions with Notice will be provided in the 21 May 2025 Council agenda.**

**ITEM NO:** QWN 05  
**FILE NO:** 126072.2025  
**SUBJECT:** Question with Notice - Clr Ristevski - Biobanked Land in Liverpool LGA

Noting Council rating standards are set by IPART NSW except as relates to 'biobanked land'. Noting that Commonwealth Land is exempt from Council rates except where competitive neutrality arrangements, such as "taxation neutrality" and "regulatory neutrality" are "explicitly required for designated Commonwealth Businesses" under the CCNPS (1996). For example, Moorebank Intermodal Company Ltd, now National Intermodal Corporation Ltd and Western Sydney Airport Corporation Ltd.

Please address the following:

- (a) Can Council confirm if land set aside for biodiversity credits or 'bio banked land' is liable to pay local government rates (say based on unimproved value or similar) or are such lots and parcels exempt?
- (b) If exempt, please cite and supply the relevant legislation.
- (c) If not exempt, does Council maintain a registry of such parcels?
- (d) Can Council prepare a list of parcels of 'bio banked land' and the rate applied for each?
- (e) Has Council maintained a list of the specific 'bio banked' parcels created for the purpose of biodiversity offsets by MIC Ltd and WSA Co Ltd necessary to obtain approval for their respective projects?
  - I. Please provide said list and itemise the rates collected for each since their creation.

**Responses to these Questions with Notice will be provided in the 21 May 2025 Council agenda.**

**ITEM NO:** QWN 06  
**FILE NO:** 126131.2025  
**SUBJECT:** Question with Notice - Cllr Ibrahim - Park Cleaning Schedule and Safety Concerns

Can the Council provide details on how often the parks in Liverpool, are cleaned and maintained? Specifically:

1. What is the current cleaning schedule for parks?
2. How often are rubbish bins emptied, and general maintenance carried out?
3. Are there any plans to increase the frequency of cleaning or improve park maintenance in response to community concerns?
4. What measures are currently in place to address syringe disposal in parks?
5. Are there any plans to improve safety and implement additional measures, such as more regular inspections or disposal units?

**Responses to these Questions with Notice will be provided in the 21 May 2025 Council agenda.**

**ITEM NO:** QWN 07  
**FILE NO:** 126143.2025  
**SUBJECT:** Question with Notice - Cllr Ibrahim - Street Rubbish and Cleanliness in Liverpool

Please address the following:

1. Can the council outline the current street cleaning schedule for Liverpool, including residential areas, commercial precincts, and high traffic zones?
2. What measures are currently in place to address the growing issue of litter on our streets?
3. How many reports or complaints has the council received in the past 12 months regarding rubbish and illegal dumping?
4. What actions is the council taking to enforce anti littering laws, and how many fines or penalties have been issued in the past year?
5. Are there any plans to increase rubbish collection services, install additional bins in problem areas, or introduce more community education programs to reduce littering?
6. What measures is the council taking to address illegal dumping, and how effective have these measures been in reducing waste on our streets?
7. Are there plans to improve lighting in Liverpool's parks and public spaces to enhance community safety, particularly at night?

**Responses to these Questions with Notice will be provided in the 21 May 2025 Council agenda.**

**ITEM NO:** QWN 08  
**FILE NO:** 126137.2025  
**SUBJECT:** Question with Notice - Cllr Harle - Council's Strategic Plan

Council's Community Strategic Plan (CSP) sets out the key priorities and long-term aspirations for Liverpool. As is the case when a new council is elected, the next iteration of the CSP is currently being developed to ensure it meets the needs and aspirations of Council and the Liverpool community.

In addition to the CSP, Council holds several other strategies and plans which align with and are complimentary to the CSP. Many of these plans focus on target groups or areas which support Council in its planning and delivery of the many facets of Council operations.

With several new Councillors elected in this current term, and considering the raft of strategies and plans in place, it would be beneficial for Councillors to receive a listing of all the current plans and strategies which complement the CSP. This will allow our Council to be well-informed of the full suite of strategies and plans under which Council operates, and highlight the connection to Council's broader strategic position, key priorities, and long-term aspirations.

Please address the following:

1. Please provide a list of all relevant strategies and/or plans that complement the CSP, including the name, a brief description of their purpose, and validity dates of each.

#### **Response (provided by City Futures)**

A CSP workshop will be held on 13 May 2025 and a list of the strategies as requested will be provided at this workshop.

**ITEM NO:** QWN 09  
**FILE NO:** 113154.2025  
**SUBJECT:** Question with Notice - Cllr Ristevski

1. **Has there been a significant rise in negative sentiment towards the Council across various social media channels?**

**Response (City Futures):** Council measures the performance and sentiment of our social media and website platforms. This process gives valuable insights into how various issues and posts perform and helps Council's team communicate more effectively. For the past six months, the average of negative sentiment towards Council has been 20%. Some months record a higher percentage, and this can be easily attributed. For example, January had 44% negative sentiment, and this is attributed to the confusion over the second yellow recycling bin pick-up in the holiday period. Negative sentiment in February was 37% and was attributed to the negative perceptions about dumped shopping trolleys (even though Council was cleaning them up). In March, it returned to 23%, aligning with the average.

2. **Have posts relating to the Council on the Council's official social media pages had the comments disabled due to the negative nature of the feedback from the community?**

**Response (City Futures):** Most posts on Council's social media leave comments and responses open. Only a small number of official posts are closed to comments based on industry best practice. The social media guidelines are on Council's website and reproduced below for information:

#### **Social Media Guidelines**

*Liverpool City Council's social media channels are designed to provide communication about Council services, initiatives, events, programs and news.*

*Council's primary communication is via Facebook and Instagram with select communications published through LinkedIn, YouTube and Tik Tok.*

*For a full list of Council's communication channels, [please click here](#).*

*We've summarised below what you can expect from us and what we expect from you in the use of Council's social media channels.*

#### **What to expect from us**

- *Social media monitoring: Monday to Friday from 9.00 am to 5.00 pm (excluding public holidays).*
- *Outside of these business hours, our staff do not moderate comments or respond to enquiries.*



- Enquiries or requests of Council should be directed to our Customer Service Team through the following channels:  
Phone: 1300 36 2170  
Email: [lcc@liverpool.nsw.gov.au](mailto:lcc@liverpool.nsw.gov.au)  
[Online](#)

### **Enquiries via social media**

While we try to assist with simple questions or issues, many matters can't be resolved via social media.

You should contact Council online, by phone or in writing if you:

- have an enquiry
- need to request a service
- would like to give us official feedback
- wish to make a complaint
- want to understand more about our [Customer Service and Communication Policy](#).

**For urgent issues or potential hazards, please call 1300 36 2170 (24/7).**

### **Moderation of public comments**

- Social media posts and comments must also adhere to that platforms' own community guidelines, user agreements and policies.
- Liverpool City Council does not accept responsibility for community comments – they are not representative of the opinions of the Council, nor do we make any warranty to their accuracy.
- Official communications such as those related to media releases, election information and announcements, public exhibitions and draft policies will be shared on Council's social media channels with comments turned off. If you wish to share your feedback about these communications, we ask that you do this through our Customer Service channels.
- Our team may hide or remove comments if they are considered to breach privacy or the guidelines listed under What we expect from you.
- We don't participate in Facebook groups or respond to any tagging within these groups.

### **What we expect from you**

We support the Terms of Service and related policies of the social media platforms we participate in and request that visitors to our social media pages do the same. Council's social media channels should be a safe space for everyone.

We encourage open discussion, and in order to create a positive and engaging environment for the community we ask all users to treat each other and our social media moderators with respect.

Users may disagree with an idea or a person's viewpoint; however, we ask you remain respectful when conveying that point of view.

*Posts on Liverpool City Council's social media pages may be deleted or hidden as determined at Council's absolute discretion if they contain:*

- *violent, obscene, offensive, profane, hateful, derogatory, racist, homophobic or sexist language, links or images*
- *insults, threats or harassment of other users*
- *information that may compromise the safety or security of the public*
- *any discussion or promotion of behaviour that is unlawful*
- *comments that threaten or defame any person or organisation*
- *solicitations, advertisements, endorsements or spam*
- *off-topic posts by a single user*
- *repetitive posts copied and pasted or duplicated by single or multiple users*
- *any other inappropriate content or comments as determined by the Council.*

*When interacting with our social pages Council requests you:*

- *exercise courtesy*
- *are respectful to others at all times*
- *do not post personal addresses or phone numbers*
- *acknowledge that the Council cannot check the accuracy of every comment and does not take any responsibility for reliance on comments*

*Users who do not comply with these social media community guidelines will be **blocked** from the page at the absolute discretion of the Council.*

### **Recordkeeping**

*Council may record information posted to any of its social media channels for Council purposes. This includes your public social networking account name.*

### **Disclaimer**

*Although we take care in producing the content for social media, we do not guarantee that the information is accurate, complete or current, and that the data is free from defects.*

*We do not endorse or take responsibility for content posted by third parties. This is also the case if we like or follow a page. Commenting may be turned off on content shared from third parties.*

## **3. Could Council's credibility and effectiveness in communicating essential information be affected during the Public Inquiry?**

### **Response (Corporate Support):**

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

- Response (Corporate Support):**

As noted in answer to questions 1 and 2, positive sentiment is monitored.

**ITEM NO:** QWN 10  
**FILE NO:** 130557.2025  
**SUBJECT:** Question with Notice - Cllr Ristevski - Clarification to responses for item QWN 03 - Financial Information from 26 March 2025 Council Meeting

**Responses to these Questions with Notice will be provided in the 21 May 2025 Council agenda.**

**ITEM NO:** CTTE 02  
**FILE NO:** 133818.2025  
**SUBJECT:** Minutes of the Governance Committee meeting held on 15 April 2025

### **COUNCIL DECISION**

**Motion:** **Moved: Cllr Macnaught** **Seconded: Cllr Dr Green**

1. Receives and notes the Minutes of the Governance Committee meeting held on 15 April 2025; and
2. Endorse the recommendations in the Minutes except for Item 07 – Dissolution of the Liverpool Access Committee and Charter which is to be deferred for further consultation.

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

Councillors voted unanimously for this motion.

### **RECESS**

Mayor Mannoun called a recess of meeting at 8.21pm

### **RESUMPTION OF MEETING**

Mayor Mannoun resumed the meeting in Open Session at 8.40pm with all Councillors present.



## NOTICES OF MOTION

**ITEM NO:** NOM 01  
**FILE NO:** 092793.2025  
**SUBJECT:** Motion to Standardise Representation in Council Advertisements

### Background

Council advertisements have prominently featured the Mayor's image while neglecting to acknowledge the contributions of other councillors. This practice creates a perception that the Mayor operates independently of the Council, undermining our collective responsibility and teamwork.

Councillors are elected representatives of the community, and it is essential that constituents see the Council as a united body, rather than a hierarchy. By adopting this motion, we will ensure that all councillors receive equal recognition in all Council communications, reinforcing our commitment to transparency and collaboration.

### NOTICE OF MOTION (submitted by Cllr Ristevski)

That:

1. Council resolves to implement a policy regarding the use of photographs in Council advertisements and communications. Specifically:
  - (a) All advertisements and official communications featuring images of councillors must either include photographs of all serving councillors or refrain from including any photographs altogether.
  - (b) The inclusion of the Mayor's image in promotional materials should not dominate, as the Mayor does not possess presidential powers and should not be portrayed as the sole representative of the Council.
  - (c) This policy aims to ensure equitable representation of all councillors and to maintain the integrity of our collective governance, acknowledging that decisions and achievements are the result of collaborative efforts.
2. Council to review existing advertising practices and make necessary adjustments within two months of the adoption of this motion.

Mayor Mannoun declared a non-pecuniary, less than significant interest in this matter NOM 01 as this relates to his role as the Mayor of the City of Liverpool and is directly targeted in my role to be able to do his job and has a debt to the mover of the motion.

Mayor Mannoun will remain in the Chambers for the duration of this item and voting.

### **Motion of Dissent**

On the ruling that point 1 is operational.

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

### **Division called** (for the motion moved by Clr Ristevski)

**Vote for:** Clr Monaghan, Clr Ristevski, Clr Dr Green, Clr Karnib, Clr Ibrahim and Clr Harle

**Vote against:** Mayor Mannoun, Clr Macnaught, Clr Adjei, Clr Harte and Clr Ammoun

Clr Macnaught called a Point of Order against Part 1(b)

## **COUNCIL DECISION**

**Motion:** **Moved: Clr Ristevski** **Seconded: Clr Monaghan**

That Council:

1. Resolves to implement a policy regarding the use of photographs in Council advertisements and communications. Specifically:
  - (a) All collateral, promotional material, featuring images of councillors must either include photographs of all serving councillors or refrain from including any photographs altogether.
2. Review existing advertising practices and make necessary adjustments within two months of the adoption of this motion.

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

### **Division called** (for the motion moved by Clr Ristevski)

**Vote for:** Clr Monaghan, Clr Ristevski, Clr Dr Green, Clr Karnib, Clr Ibrahim and Clr Harle

**Vote against:** Mayor Mannoun, Clr Macnaught, Clr Adjei, Clr Harte and Clr Ammoun



Note: Mayor Mannoun states that he believes the motion is unworkable in its wording.

**Foreshadowed motion:**      **Moved: Cllr Adjei**                      **Seconded: Cllr Macnaught**

That this matter be deferred for a workshop and thereafter brought back to a future Council meeting when the Media policy is tabled to Council for endorsement.

This motion is put forward in response to the expressed desires of our residents for increased transparency and accessibility in local governance.

Live streaming the public inquiry hearings would not only enhance transparency but also encourage civic engagement, allowing those who cannot attend in person to participate in the democratic process. This aligns with our commitment to fostering an open and accountable local government.

**NOTICE OF MOTION (submitted by Clr Ristevski)**

## COUNCIL DECISION

**Motion:** **Moved: Clr Ristevski** **Seconded: Clr Karnib**

1. Writes to the Commissioner, Mr Ross Glover, requesting that the public inquiry hearings be live-streamed.
2. Reaffirm the commitment to accommodate as best as possible to ensure that the Council Chamber consisting of technology available to ensure that the inquiry can be live-streamed if permitted and appropriate.

Councillors voted unanimously for this motion.

**Cost Efficiency:** Current contractor rates for security services have proven to be significantly higher than the costs associated with employing security personnel directly. This motion seeks to analyse the financial impact and identify potential savings.

**Community Engagement:** Directly employed security personnel can foster better relationships with the community, enhancing the overall effectiveness of security measures and promoting public trust.

**Flexibility and Responsiveness:** Having a directly employed security team enables the Council to respond more swiftly to emerging security needs and to tailor services to specific local requirements.

By adopting this motion, Council will take a proactive step towards improving security services while ensuring responsible financial management for the betterment of our community.

That Council direct the Acting CEO that a report come back to the next Council meeting to explore the feasibility of employing security personnel directly, rather than continuing to contract security services at premium rates.

**Motion:**                      **Moved: Clr Ristevski**                      **Seconded: Clr Monaghan**

That Council direct the CEO that a report come back to the next budget meeting to explore the budget implications of employing security personnel directly, rather than continuing to contract security services.

On being put to the meeting the motion was declared CARRIED

**Vote for:** Clr Ristevski, Clr Harle, Clr Harte, Clr Karnib, Clr Ibrahim, Clr Macnaught and Clr Adjei.

**Vote against:** Mayor Mannoun and Cllr Ammoun

Cllr Macnaught left the Chamber at 9.46pm.

Cllr Macnaught returned to the Chamber at 9.48pm

**ITEM NO:** NOM 04  
**FILE NO:** 113309.2025  
**SUBJECT:** Motion for Restructuring of the Illegal Waste Rangers Division

### **Background**

Council acknowledges the ongoing challenges related to waste management and illegal dumping within our city. Despite the efforts of our current Illegal Waste Rangers Division, the persistent rubbish issues in Liverpool indicate that a fundamental change in approach is necessary to effectively address these concerns.

**Ineffectiveness of Current Structure:** The current model, which places the Illegal Waste Rangers in an office-based role focused on investigations and fines, has proven inadequate. The increasing volume of litter and illegal dumping suggests that enforcement alone is insufficient to change behaviours or improve overall waste management.

**Community Impact:** The visible presence of waste in our neighbourhoods not only affects the aesthetic of our city but also has negative implications for public health, the environment, and local businesses. Residents have expressed frustration regarding the lack of effective action against littering and illegal dumping.

**Need for Proactive Measures:** To create a cleaner Liverpool, we must shift our focus from solely reactive enforcement to proactive waste management strategies. This requires reassigning the Illegal Waste Rangers to work more closely with waste management services, allowing them to engage directly with the community, educate residents on proper waste disposal, and encourage responsible behaviours.

**Field-Based Operations:\*\*** Deploying Rangers to actively patrol areas prone to illegal dumping, allowing them to address issues in real time and engage with the community.

By restructuring the Illegal Waste Rangers Division and integrating them into the Waste Management Department, we can create a more effective and holistic approach to tackling the rubbish issues plaguing Liverpool. This motion aims to foster a cleaner, healthier, and more sustainable environment for all residents.

### **NOTICE OF MOTION (submitted by Cllr Ristevski)**

That Council agree:

1. That an audit be conducted to show the fines issued by the illegal waste rangers over the following periods:
  - a. 1st June 2018 to 1st March 2019.
  - b. 1st June 2024 to 1st March 2025.

- ## COUNCIL DECISION

**Motion:** **Moved:** Clr Ristevski **Seconded:** Clr Karnib

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

**ITEM NO:** NOM 05  
**FILE NO:** 119205.2025  
**SUBJECT:** Reducing Abandoned Shopping Trolleys through a Subsidised Personal Trolley Trial

### **Background**

Abandoned shopping trolleys are a persistent environmental and amenity concern across the Liverpool Local Government Area (LGA). They contribute to visual pollution, obstruct public spaces and footpaths, block stormwater drains, and are often dumped in bushland and waterways. Despite regulatory compliance and trolley retrieval programs in partnership with retailers, the issue remains widespread and resource-intensive to manage.

In addition to traditional compliance efforts, a practical and socially responsive solution is proposed, providing residents with their own personal two wheeled shopping trolleys. Many residents, particularly pensioners and those without access to private transport, rely on supermarket trolleys to carry groceries home, leading to the unintended consequence of trolleys being taken off-site and later abandoned.

By enabling and encouraging the use of personal two-wheel shopping trolleys, Council can reduce the environmental impacts of abandoned trolleys, improve the local streetscape, and promote responsible behaviour in a supportive and proactive way.

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### **Proposed Program Framework:**

The initiative proposes that Council:

- Investigate and develop a trial program to supply up to 500 personal two-wheeler shopping trolleys to eligible residents at a subsidised rate, with a focus on pensioners and individuals without access to private transport.
- Consider funding options for this initiative, including:
  - A potential amendment to the charter of Council's Environment Levy to enable funding of this environmental program;
  - External funding sources such as applicable grants from the NSW Environment Protection Authority (EPA) or other relevant State programs.
- Ensure the trolleys are of durable quality, including features such as:
  - Lightweight aluminium frames;
  - Rubber-tired metal wheels;
  - Canvas body;
  - Self-supporting upright design.
- Incorporate branding and messaging on the trolleys to reflect Council's support, including the Liverpool City Council logo and a message such as "*Your Environmental Levy at Work.*"
- Prepare a report for Council outlining:

- Implementation strategy for the trial including eligibility criteria, distribution method, and storage/handling;
- Estimated costs, funding sources and revenue from one-off user contributions;
- Community benefits and program evaluation criteria to assess effectiveness and potential for future expansion.

### **Review of the Environmental Levy Program**

The Environmental Levy has been in place for approximately 25 years and has played an important role in funding bush regeneration and environmental restoration works within the Liverpool Local Government Area. As a restricted fund, the Levy must be used solely for the purposes for which it is collected, with a historical focus on bushland management.

While the Levy has delivered significant environmental benefits, a review is now timely to ensure that its objectives remain aligned with the evolving environmental and social needs of the community. Over the past two decades, the nature of environmental challenges facing local governments has broadened. Issues such as illegal dumping in waterways, biodiversity protection in urban settings, and community participation in sustainability have become increasingly prominent.

A review of the Environmental Levy would provide an opportunity to:

- Assess whether the current scope of the Levy meets contemporary environmental priorities;
- Consider expanding the scope to allow innovative and preventative environmental programs, such as initiatives to reduce urban waterways or promote behaviour change;
- Ensure the Levy reflects the changing environmental expectations of residents, including support for vulnerable groups to participate in sustainability;
- Enhance transparency and alignment with Council's broader strategic environmental objectives, including the Community Strategic Plan and Sustainability Action Plan;
- Maintain compliance with relevant legislative and financial governance requirements for restricted funds.

This review would ensure that the Levy continues to deliver meaningful environmental outcomes and remains responsive to the community's current and future needs.

### **NOTICE OF MOTION (submitted by Cllr Harle)**

That Council:

1. Undertake a comprehensive review of Council's Environmental Levy to expand its uses for the greater benefit of the environment.



2. Investigate providing a suitable two-wheel shopping trollies for residents such as pensioners and those who have no easy economical means of taking their shopping home.
3. Provide a report to the May 2025 Governance Committee meeting on the cost-benefit analysis of implementing this proposal, including charging a suitable one-off fee for each trolley.
4. Utilise funds available from the Environmental Levy to implement the scheme, subject to any required amendments to the levy charter.
5. Investigate alternate funding sources such as the State Government and relevant grant programs from the Environmental Protection Agency (EPA).
6. Write to local State Members of Parliament seeking support and potential for subsidising a similar scheme for Councils across New South Wales.

### **COUNCIL DECISION**

**Motion:**

**Moved: Cllr Harle**

**Seconded: Cllr Karnib**

That the recommendation be adopted.

1. Undertake a comprehensive review of Council's Environmental Levy to expand its uses for the greater benefit of the environment.
2. Investigate providing a suitable two-wheel shopping trollies for residents such as pensioners and those who have no easy economical means of taking their shopping home.
3. Provide a report to the May 2025 Governance Committee meeting on the cost-benefit analysis of implementing this proposal, including charging a suitable one-off fee for each trolley.
4. Utilise funds available from the Environmental Levy to implement the scheme, subject to any required amendments to the levy charter.
5. Investigate alternate funding sources such as the State Government and relevant grant programs from the Environmental Protection Agency (EPA).
6. Write to local State Members of Parliament seeking support and potential for subsidising a similar scheme for Councils across New South Wales.
7. Should this be enacted that after twelve months after the program that we reassess to make sure that we have achieved the goals that we set out to do.

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

Councillors voted unanimously for this motion.

**ITEM NO:** NOM 06  
**FILE NO:** 119364.2025  
**SUBJECT:** Legal Fees and Expenses With Regards to Public Inquiry

### **Background**

With Liverpool Council having just generated a \$11 million loss in its recent audited financial statements and current unrestricted cash reserves sitting at near zero, as Councillors we have a fiduciary duty to ensure that ratepayers money is used to its maximum benefit for the community.

The recent court case against the New South Wales government to prevent the public inquiry into Liverpool Council has not been the best usage of ratepayers' money and as such I propose the following:-

### **NOTICE OF MOTION (submitted by Cllr Ristevski)**

That Council agree:

1. A report be given at the earliest possible Council meeting so that ratepayers are aware of the total legal fees and expenses and staff time in terms of dollars. The same report to also include the NSW Government legal fees that ratepayers will need to pay for losing the case.
2. Council's legal team seek advice whether these legal fees can be recovered personally from the Councillors that voted in favour of taking legal action against the New South Wales Government. This report to be tabled at the earliest possible Council meeting.

This item lapsed as there was no mover or seconder.

**ITEM NO:** NOM 07  
**FILE NO:** 122788.2025  
**SUBJECT:** Proposal to Show Waste Management Education Video Before Citizenship Ceremonies

## **Background**

**Community Awareness:** As new citizens are welcomed into our community, it is crucial to instil a sense of responsibility towards maintaining a clean environment. An educational video can effectively communicate the importance of proper waste disposal and recycling practices.

**Reinforcing Values:** Integrating this video into citizenship ceremonies emphasizes the values of sustainability and civic responsibility that are central to our community ethos. It reinforces the idea that every citizen plays a role in preserving our local environment.

**Educational Impact:** A concise, engaging video can inform new citizens about local waste management services, recycling protocols, and initiatives aimed at reducing litter. Providing this information at the outset will empower citizens to contribute positively to our community.

**Visual Engagement:** Utilizing visual media will enhance understanding and retention of information, making it more likely that new citizens will adopt responsible waste management practices.

**Positive Community Involvement:** This initiative aligns with Liverpool Council's goals of promoting community involvement and environmental sustainability. It presents an opportunity to engage new citizens in discussions about local initiatives and encourage them to participate actively in keeping Liverpool clean.

## **Implementation:**

The video should be approximately 5-7 minutes in length, suitable for viewing within the schedule of citizenship ceremonies. Collaboration with the local waste management authority to develop content that is relevant and informative.

## **Conclusion:**

By adopting this motion, Council will take a proactive step towards fostering a culture of environmental responsibility among new citizens. This initiative will not only educate but also inspire a collective effort towards keeping Liverpool clean and vibrant.

- ## COUNCIL DECISION

**Motion:**                      **Moved: Clr Ristevski**                      **Seconded: Clr Monaghan**

1. Recognises the importance of environmental stewardship and community engagement in maintaining the cleanliness and sustainability of Liverpool;
2. For a prepare a report to be presented at the June council meeting containing a suite of community education campaigns suitable for a variety of media and ages that encourages community participation and changes in addressing litter and rubbish disposal that is engaging and positive; and
3. Direct the CEO for Council staff to develop an information sheet on Council services addressing waste and rubbish disposal for distribution to new residents and is also made available to all residents for example at Council service centres, sent out in rates notices or engaging in local real estate agents.

Councillors voted unanimously for this motion.

**ITEM NO:** NOM 08  
**FILE NO:** 125993.2025  
**SUBJECT:** Search Dogs Sydney

### **Background**

When a person is reported missing, every moment counts. The ability for search and rescue agencies to access relevant information swiftly is critical to the success of their efforts. One key resource in such investigations is CCTV footage, which may provide vital clues to a person's last known movements. By working to remove barriers to accessing this footage, particularly when held by Council, we can help support timely and effective responses to missing persons cases.

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

That Council work with Search Dogs Sydney to understand their operational requirements for accessing Council-acquired CCTV footage in missing persons cases, and bring back a report to Council at the earliest opportunity outlining how this access could be facilitated and any associated costs.

### **COUNCIL DECISION**

**Motion:** **Moved: Clr Macnaught** **Seconded: Clr Harte**

That Council:

1. Review the CCTV Policy and table to a future Governance Meeting; and
2. Work with Search Dogs Sydney to understand their operational requirements for accessing Council-acquired CCTV footage in missing persons cases.

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

**Division called:** (for the motion moved by Clr Macnaught)

**Vote for:** Mayor Mannoun, Clr Harle, Clr Ammoun, Clr Macnaught and Clr Adjei

**Vote against:** Clr Harle, Clr Ristevski, Clr Monaghan, Clr Dr Green, Clr Ibrahim and Clr Karnib

**Foreshadowed motion:** **Moved: Clr Monaghan** **Seconded: Clr Karnib**

That Council review the Public Safety Closed Circuit Television (CCTV) Policy and table to a future Governance Meeting.

**Division called** (for the foreshadowed motion moved by Clr Monaghan)

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

Councillors voted unanimously for this motion.

**ITEM NO:** NOM 09  
**FILE NO:** 130931.2025  
**SUBJECT:** Restriction of Donations Outside Liverpool Local Government Area

### **Background**

Considering the recent decision to allocate a \$20,000 donation to Lebanon, which has sparked considerable discontent among ratepayers, it is imperative that we address the priorities of our community. The previous urgency motion brought forth by Liberal Councillor Rachid Ammoun has highlighted the concerns of many residents who feel that their contributions should directly benefit the local area rather than be sent abroad.

**Community Sentiment\*\*:** Recent feedback from ratepayers indicates a strong preference for funds to be utilised within the Liverpool LGA. Many residents feel that their rates should be invested in local projects that enhance community welfare, support local businesses, and address pressing issues within our own neighbourhoods.

**Financial Accountability\*\*:** Allocating council funds to overseas donations raises questions about financial responsibility and prioritisation. The council has a duty to ensure that ratepayers dollars are spent where they can have the most direct and beneficial impact on the community.

**Local Needs\*\*:** Liverpool is home to diverse challenges, including infrastructure issues, rubbish dumping concerns, and community development needs. By focusing our resources locally, we can address these challenges more effectively and foster a stronger, more resilient community.

**Transparency and Trust\*\*:** Committing to local donations will enhance transparency in council decision-making and rebuild trust with ratepayers who feel their voices have been overlooked in recent decisions.

### **NOTICE OF MOTION (submitted by Cllr Ristevski)**

That:

1. Council prohibits any future donations from council funds to overseas entities or causes;
2. Council ensure that all donations are directed exclusively within the Liverpool Local Government Area (LGA) to support local community initiatives, charities, and organisations; and
3. The \$20,000 be returned from the following Councillors for missing Council meetings:

Mayor Mannoun	\$13,908.50	February half meeting and March full meeting
Councillor Adjei	\$1,408.50	February half meeting
Councillor Ammoun	\$1,408.50	February half meeting
Councillor Harte	\$1,408.50	February half meeting
Councillor Macnaught	\$1,408.50	February half meeting

4. Prepare a Councillor Workshop to inform the development of a policy responding to donations related to disaster/s

Mayor Mannoun declared a pecuniary and significant interest in the following item:

Reason: He is named in the motion and the consideration of pay docking or return of money for absences applies to him.

Clr Macnaught declared a pecuniary and significant interest in the following item:

Reason: She is named in the motion and the consideration of pay docking or return of money for absences applies to her.

Clr Harte declared a pecuniary and significant interest in the following item:

Reason: He is named in the motion and the consideration of pay docking or return of money for absences applies to him.

Clr Ammoun declared a pecuniary and significant interest in the following item:

Reason: He is named in the motion and the consideration of pay docking or return of money for absences applies to him.

Clr Adjei declared a pecuniary and significant interest in the following item:

Reason: He is named in the motion and the consideration of pay docking or return of money for absences applies to him.

Mayor Mannoun, Clr Harte Clr Ammoun Clr Adjei left the chamber at 10.33pm

Clr Harle as the Deputy Mayor became the Chairperson at 10.33pm.

Mayor Mannoun returned to the Chamber at 10.41pm and resumed as Chairperson.

Clr Ammoun, Clr Harte Clr Macnaught, Clr Adjei returned to the Chamber at 10.41pm

**Motion:** **Moved:** Cllr Ristevski **Seconded:**

**Motion:**                      **Moved: Mayor Mannoun**      **Seconded: Clr Ammoun**

1. Informs the community of all similar overseas donations made previously and the circumstances they were made; and
2. Direct the CEO for a workshop to consider a Donations Policy.

Chairperson







**ITEM NO:** CONF 03  
**FILE NO:** 106668.2025  
**SUBJECT:** Proposed purchase part 542 Bringelly Road Austral for public recreation

## COUNCIL DECISION

**Motion:**                      **Moved: Cllr Macnaught**                      **Seconded: Cllr Harle**

That the recommendation be adopted.

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

**ITEM NO:** CONF 04  
**FILE NO:** 120764.2025  
**SUBJECT:** Legal Affairs

## COUNCIL DECISION

**Motion:** **Moved:** Clr Harte **Seconded:** Clr Dr Green

That Council:

1. Notes the contents of the report.
2. Request a report outlining the proceedings and outcome of the appeal, to be presented at a future Governance Committee Meeting.

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

**Reason:** Is a friend of the owner.

## COUNCIL DECISION

**Motion:**                      **Moved: Clr Harte**                      **Seconded: Clr Adjei**

Councillors voted unanimously for this motion.

**THE MEETING CLOSED AT 10.58PM BY THE DEPUTY MAYOR.**

Mayor Mannoun returned to the Chamber at 10.58pm.

<Signature>

Name: Ned Mannoun

Title: Mayor

Date: 21 May 2025

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 23 April 2025. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.



## MINUTES OF THE EXTRAORDINARY MEETING HELD ON 13 MAY 2025

### **PRESENT:**

Mayor Mannoun  
 Deputy Mayor Harle  
 Councillor Adjei  
 Councillor Ammoun  
 Councillor Dr Green  
 Councillor Harte  
 Councillor Ibrahim  
 Councillor Karnib  
 Councillor Macnaught  
 Councillor Monaghan  
 Councillor Ristevski  
 Mr Jason Breton, Chief Executive Officer  
 Mr Farooq Portelli, Director Corporate Support  
 Ms Tina Bono, Director Community & Lifestyle  
 Mr Tony Hadchiti, Commercial and Strategic Delivery Manager  
 Ms Michelle Mcilvenny, Director Customer Experience & Business Performance  
 Mr Shayne Mallard, Director City Futures  
 Mr Peter Scicluna, Acting Director Operations  
 Ms Suzanne Kendall, Acting General Counsel  
 Mr Vishwa Nadan, Chief Financial Officer  
 Ms Justine Young, Acting Manager Civic and Executive Services  
 Ms Susan Ranieri, Coordinator Council and Executive Services  
 Ms Katrina Harvey, Councillor Executive and Support Officer

### **OPENING**      6.00pm

#### **STATEMENT REGARDING WEBCASTING OF MEETING**

The Mayor read the following:

"In accordance with clause 5.34 of Council's Code of Meeting Practice, I inform the persons attending this meeting that:

- (c) the meeting is being recorded, livestreamed and made publicly available on the council's website, and

(d) persons attending the meeting should refrain from making any defamatory statements.”

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

The prayer of the Council was read by Ms Justine Young, Acting Manager, Civic and Executive Services.

**NATIONAL ANTHEM**

The National Anthem was played at the meeting.

**COUNCILLORS ATTENDING REMOTELY**

NIL.

**APOLOGIES**

NIL.

**CONDOLENCES**

NIL.

**DECLARATIONS OF INTEREST**

NIL.





**THE MEETING CLOSED AT 6.40pm.**

<Signature>

Name: Ned Mannoun

Title: Mayor

Date: 21 May 2025

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 13 May 2025. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

<b>CEO 01</b>	<b>Donations</b>
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<b>Strategic Objective</b>	Evolving, Prosperous, Innovative Develop the economic capacity of local businesses and industries
<b>File Ref</b>	160440.2025
<b>Report By</b>	Jason Breton - CEO
<b>Approved By</b>	Jason Breton - CEO

## **EXECUTIVE SUMMARY**

A summary of historical data on Council Grants and Funding was requested by Councillors.

## **RECOMMENDATION**

That Council note this Report.

## **REPORT**

Council has provided financial or in-kind donations to help address the needs of those affected by major disasters/humanitarian crises within Australia or overseas across many years.

At the 20 November 2024 Council meeting, a decision to contribute towards humanitarian aid efforts in Lebanon was endorsed.

In an environment of increasing media and some residual aggression from the community towards some Councillors, the CEO provides the below data to contextualize similar donations historically.

The following table displays recorded donations in similar circumstances:

<b>Date</b>	<b>Recipient</b>	<b>Amount</b>
<b>May 2014</b>	Serbia Flood Appeal	\$5,000.00
<b>May 2015</b>	Nepalese Relief	\$2,000.00
<b>March 2016</b>	Fijian Cyclone Appeal	\$5,000.00
<b>September 2016</b>	Victims in Macedonia	\$5,000.00
<b>September 2016</b>	Earthquakes in Italy relief	\$10,000.00
<b>September 2020</b>	Sudanese Relief	\$10,000.00
<b>April 2022</b>	Her Majesty Queen Nanasipau'u's Royal Fund	\$10,000.00
<b>March 2023</b>	Tonga-Hunga Ha'apai Volcano & Tsunami Recovery	\$20,000.00
<b>August 2023</b>	Turkey/Syria Earthquake recovery	\$10,000.00

## **FINANCIAL IMPLICATIONS**

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There are no financial implications relating to this recommendation.

## **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>	Foster neighbourhood pride and a sense of responsibility. Facilitate the development of community leaders.
<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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Nil

<b>PLAN 01</b>	<b>Report Back to Council: 2168 Children's Parliament - Funding Options</b>
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<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
<b>File Ref</b>	155163.2025
<b>Report By</b>	Patrick Bastawrous - Coordinator Traffic and Transport
<b>Approved By</b>	Lina Kakish - Director Planning & Compliance

## **EXECUTIVE SUMMARY**

At its meeting on 20 November 2024 Council resolved to:

1. Receive and note this (2168 Children's Parliament) report.
2. Investigate funding options for the implementation of the following:-
  - i. Improvement of street lighting \$50,000.
  - ii. Speed humps \$150,000
  - iii. Quantity Surveyors report \$30,000.
3. Direct the Acting CEO to prepare a report on the availability of funds for implementing the motion.
4. Commends the 2168 Children's Parliament.

In response to Item 2 (above), Council has investigated, in collaboration with several departments including Planning and Compliance, Traffic and Transport, Recreation Services, and Community Development, options to source funding of the listed items.

The following report details the outcomes of the investigations and funding options.

## **RECOMMENDATION**

That Council:

1. Receives and notes this report; and
2. Adopts the funding source recommended in the report.

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**REPORT**

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**Background**

The 2168 Children's Parliament (the Parliament) is a unique child-centered deliberative democracy initiative. Established in 2016, it aims to raise children's awareness and understanding of their rights and to encourage civic participation by providing a platform for children to develop and voice their opinions and ideas on matters that are important to them. The Parliament is a core activity of the Stronger Children, Stronger Communities Project (SCCP), funded by the Commonwealth Government's Communities 4 Children (C4C) program and administered by Mission Australia - Miller Pathways (Mission Australia).

Annually, the Parliament recruits 44 children 9-12 years of age from eleven primary schools in the 2168 postcode area and Lurnea Primary School and engages children through child-friendly platforms. Drawing participation from one of Liverpool's most socioeconomically disadvantaged and culturally diverse postcodes, the Parliament assists children and families in disadvantaged locations to actively participate in their community and decision-making processes.

Parliamentarians conduct research and collect data from their peers on issues that concern them within their local area. This research informs and guides the Parliamentarians to develop presentations, which are presented to a panel of Ambassadors at Parliament sittings in June and November each year. The panel of Ambassadors includes representatives from:

- Council (the Mayor);
- NSW Department of Education;
- Western Sydney University;
- National Children's Commissioner;
- Advocate for Children and Young People (ACYP); and
- Federal Parliament.

At the August 21 Council meeting, student representatives from the Parliament addressed Councillors and represented concerns raised in the Parliament regarding community safety, maintenance of community facilities, and investment into community infrastructure. Council subsequently resolved to undertake a number of actions in response to the items raised.

At the Parliament 2<sup>nd</sup> Sitting on November 13, 2024, children received a progress report from Council and the Ambassadors regarding their recommendations.

Following the Sitting, Council at its meeting held 20 November 2024 resolved to investigate funding opportunities for the items raised. The below table summarises the options investigated to source funding for the relevant items.

2. Investigate funding options for the implementation of the following:	
Resolution Item	Response
I. The Improvement of street lighting - \$50,000.00	<ul style="list-style-type: none"> <li>Up to \$50,000 can be sourced from the lighting subsidy provided by TfNSW. This will include up to 5 x new poles (approximately \$10K per pole), or up to 250 x New Replacement light bulb (Approximately \$200 each bulb)</li> <li>It should also be noted that any new or replacement lighting infrastructure will result in additional charges to the ongoing Council Electricity Usage Bill.</li> </ul> <p>Costs are not included in the current 24/25 operational and capital budget. These will be allocated as part of the 2025/26 operational budget, once Council notes and receives the TfNSW Lighting Subsidy.</p>
II. Increase speed humps around the local shopping centres;	<ul style="list-style-type: none"> <li>Council has approved, a High Pedestrian Activity Area (HPAA) for the Miller Shops Precinct. This will include but is not limited to: <ul style="list-style-type: none"> <li>Raised thresholds on entry to the local area; and</li> <li>40km/h shared zones on some roads.</li> </ul> <p>The HPAA project was approved for funding by TfNSW under the Federal Government Black Spot Program. Detailed designs have since been approved and works are currently underway to deliver the associated infrastructure.</p> </li> <li>Subject to a funding source being identified, the Traffic Committee has also approved the following items: <ul style="list-style-type: none"> <li>installation of two asphalt speed humps on Sadlier Ave, either side of Celebration Road Heckenberg;</li> <li>Installation of raised thresholds across approaches to the roundabout at the Intersection North Liverpool Rd &amp; Wilson Rd, Green Valley;</li> <li>Modifications to roundabout to improve safety at the intersection of South Liverpool Rd &amp; St Johns Rd, Busby; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Installation of raised thresholds across approaches to the roundabout at the Intersection of South Liverpool Rd &amp; Whitford Rd, Green Valley.</li> </ul> <p>Delivery Cost is expected to be in the vicinity of \$150,000 – \$400,000 subject to a detailed Quantity Survey.</p> <p>Costs are not included in the current 24/25 operational or capital budget. Council will explore opportunities for funding the infrastructure as part of the 25/26 and 26/27 financial years.</p>
III. Quantity Surveyors Report - \$30,000.00	<ul style="list-style-type: none"> <li>• A QS Report (est. \$30,000) will be required to obtain updated assessment of delivery costs closer to the time of delivery.</li> <li>• There is currently no funding opportunity as part of the 2024/25 or 2025/26 Financial Years as all Master Planning Policy Budgets are either expended or forfeited.</li> <li>• Noting that the 2025/26 Annual Budget Review is currently being considered by Council, Council's Planning and Compliance Team will seek the additional funds as part of the September/October 2025 quarterly review associated with 'Traffic Planning and Policy - Professional Services'.</li> </ul>

## **FINANCIAL IMPLICATIONS**

The Funding Options presented in this report are based on estimated costs and may be subject to change dependant on Quantity Surveys and Construction Quotations.

## **CONSIDERATIONS**

<b>Economic</b>	The financial impacts are outlined in the report above.
<b>Environment</b>	Raise community awareness and support action in relation to environmental issues.



<b>Social</b>	Support policies and plans that prevent crime.
<b>Civic Leadership</b>	Foster neighborhood pride and a sense of responsibility. Deliver services that are customer focused.
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	That funding can not be sourced and the infrastructure is subsequently not delivered.

## **ATTACHMENTS**

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Nil

**COM 01**

**Community Facility Hire Policy**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Improve liveability and quality of life for the community by delivering vibrant parks, places and facilities
<b>File Ref</b>	155395.2025
<b>Report By</b>	Craig Lambeth - Manager Community Recreation
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

Council avails its Community Facilities to local organisations, clubs, schools, residents and other entities on a hire basis. These facilities accommodate important activities that support marginalised and targeted community groups, support small, locally based commercial entities and attract significant locally significant external events. Collectively, Councils community facilities are estimated to attract almost 500,000 annual attendances.

The Local Government Act 1993 defines the basis by which Council may enter leases, licences and hire agreement on community land. In most cases Council Community Facilities are located on either Community or Crown land. Council's Community Facilities Generic Plan of Management is intended to ensure that Council is compliant with its obligations under the Act. However, the Community Facilities Generic Plan of Management was last reviewed in 2005 and subsequently has lost pace with the development of both existing and new community facilities.

To improve the experience of hirers and to meet its obligations Council is required to undertake a multi-tiered approach to improve the governance framework of its community facilities:

Phase 1 - Update and Streamline its Policy Framework;

Phase 2 - Review of Fees and Charges; and

Phase 3 - Update its Community Facilities Generic Plan of Management.

Currently there are a number of documents used to define the terms and conditions of hiring a community facility, however, there is no organisational Policy adopted by Council that relates to community facility hire.

This Report seeks to streamline these documents to allow for a more effective, efficient and user-friendly Policy Framework. This is to be achieved through:

- The establishment of a high-level over-arching Policy for Hire of Community Facilities;
- The consolidation of all Terms and Condition to form part of the Booking process;

The current terms and conditions of hire documents and proposed Policies are attached to this Report.

The proposed changes include;

- Redefining the length of the *Permanent Hire Agreement* from two (2) years to a *Perpetual Hire Agreement* of up to five (5) years;
- Redefining the maximum length of a licence agreement from three (3) years to up to five (5) years; and
- Defining how Council will define priority to use where two or more conflicting applications are received.

Council's Fee Reduction Policy allows for a further fee subsidy to be afforded to not-for-profit community groups delivering benevolent services to Liverpool Residents. In 2024/25, the Fee Reduction Policy provided approximately \$129,000 in fee subsidies for use of Council's Community Facilities. An analysis of the subsidies provided indicated that many of the beneficiaries were large not-for-profit entities with (in some cases) annual turnovers of up to \$300m. The proposed Policy changes seek to amend the eligibility criteria to consider an organisation's financial turnover and profitability as criteria for fee reduction where entities of turnover greater than \$5m or an operating surplus of greater than \$250,000 are ineligible for reduction.

## **RECOMMENDATION**

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That Council:

1. Notes the consultation that has been conducted with key stakeholders;
2. Adopts the recommended Community Facilities Hire Policy and the Fee Reduction Policy attached to this Report to replace current Policies including:
  - Commercial Businesses Short-term Hire Procedures (Terms and Conditions)
  - Community Facilities Management Casual Hire (Terms and Conditions)
  - Community Venues Permanent Hire Procedures (Terms and Conditions)
  - Community Facilities 3 year Licence Agreement
  - Change/Cancellation of Permanent Facility Hiring
3. Delegates to the CEO, the development of Conditions of Hire for Community Facilities;
4. Proceed to 28 days public exhibition; and
5. If no further submissions are made delegate, the CEO to finalise the endorsed Policy changes.

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**REPORT**

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**Background**

The provision of Council's Community Venues to the community is a pivotal in connecting the community to programs, services and activities that promote physical, mental and social wellbeing.

Council currently has approximately 35 community facilities available to the community with more than 120 individually bookable spaces. These attract almost 500,000 annual visitations, through more than 60 service providers, and support the needs of some of Councils most marginalised groups.

In its current form, the Council relies on several instruments to provide the governance framework for the hire and management of venue bookings. In the case of its Community Facilities, these include:

- Commercial Businesses Short-term Hire Procedures (Terms and Conditions)
- Community Facilities Management Casual Hire (Terms and Conditions)
- Community Venues Permanent Hire Procedures (Terms and Conditions)
- Community Facilities Licence Agreement
- Community Venues Casual Hire Procedures (Terms and Conditions)
- Change/Cancellation of Casual Facility Hiring Booking Date
- Change/Cancellation of Permanent Facility Hiring

Each of these documents is intended to define the Terms and Conditions of Hire and consider varying occupancy agreements between the Council and the Hirer. These are now consolidated into one Policy framework.

Council adopted a Fee reduction Policy at its April 2019 meeting. The Fee Reduction Policy allows for a fee subsidy additional to the Fee Category reduction that is nominated in its Statement of Revenue Policy. The Fee Reduction Policy be afforded to not-for-profit community groups delivering benevolent services to Liverpool Residents. In 2024/25, the Fee Reduction Policy provided approximately \$129,000 in fee subsidies for use of Councils Community Facilities. An analysis of the subsidies provided indicated that many of the beneficiaries were large not-for-profit entities with (in some cases) annual turnovers of up to \$300m. The proposed Policy changes seeks to amend the eligibility criteria to consider an organisations financial turnover and profitability.

**Hire Procedures**

Council has separate processes for the hire of Community Facilities and Sporting Fields.

In the case of Community Facilities, Council enters one of three (3) agreements:

- 3-year Licence Agreement offering exclusive access to defined areas within a community facility;
- A Permanent hire Agreement offering non-exclusive access to a shared space for up to 2 years; and/or
- A Casual Hire Agreement offering one off access.

Council seeks Expressions of Interest (EOI) from community groups, organisations and individuals every three (3) years for exclusive (licensed) use of its community facilities for a three (3) year period, and every two (2) years for shared spaces hired on a perpetual or regular pattern of use.

Expressions of Interests are considered by Council staff based on a range of criteria that includes:

- The legal status of an organisation
- The nature of the services offered to the community
- The number of residents within the LGA that are serviced by the organisation
- The location of the organisation's operations
- The financial capacity of the organisation

In general terms, organisations delivering services to targeted or marginalised community groups are afforded priority of access.

The feedback from community groups is that the current process is cumbersome in nature.

### **Permissibility**

Council's Community Facilities Generic Plan of Management 2005 (PoM) are the guiding documents that are intended to demonstrate that Council satisfy the obligations contained in the Local Government Act 1993. The PoM's provide a framework for the long-term management of Community Facilities erected on land classified as 'community' land and 'crown' reserves in Liverpool City Council. The Generic Plans of Management contains most of the Council's Community Facilities noting that in some cases, individual PoMs for specific sites have been developed.

The Local Government Act 1993 restricts leases or licenses over community land. Leases or licenses for a period of five (5) years or more have limitations imposed on them with the maximum period that leases or licenses can be granted for is 21 years.

Importantly, PoMs permit Council to enter a licence, lease or other such instrument consistent with the specifications contained within the Local Government Act 1993.

In general terms, and for the purpose of this report, the Plans of Management, while acknowledging the need to update, meet the required statutory obligations. A further Report specifically related to Plans of Management will be provided to Council for consideration.

## **Fee and Charges**

Currently, Council offers a tiered fee structure that affords reduced hire fees to hire fees considerate of the hirers corporate structure, services delivered. The current Category definitions are defined below:

### **Fee Structure Descriptions**

#### **Category A - Private/Commercial/Government Organisations**

Business Activities – For company and/or organisation conducting activities for the purpose of deriving a profit.

Individuals conducting private and/or social functions – Private invitation only activities that are not available to the public or for community benefit.

State and Federal Government agencies including Electoral Office – Political groups and/or government organisations where venue hire is for the purpose of organised political campaigning.

#### **Category B - Community Groups/Organisations/Agencies/ /Micro-Business/Self-Employed**

Community-based groups/organisations/agencies/micro-business/self-employed and agencies that service community members that live, work, or have a connection with Council.

Any community-based group or organisation whose primary objective is to provide and engage in accessible services and activities that benefit the local and broader community.

Self-employed persons who can provide evidence that the service provided meets the needs of the broader community across the Liverpool LGA.

Health and lifestyle activities.

Sporting/lifestyle activities, arts/culture activities

#### **Category C - Funded Community Groups**

This category is for not-for-profit community-based groups and funded organisations and agencies that service community members that live, work, or have a connection with Council. Faith and religious groups groups/organisations providing inclusive community activities/programs.

Health care providers.

Counselling services, disability services, support services, welfare agencies.

Community education/organisations – schools (primary, tertiary education, TAFE, colleges, universities).

Registered charities not for fundraising purposes.

### Category D - Self-Funded (No government support)

Community groups who receive minimal or no funding to run group activities or programs.

Playgroups

Affinity groups – organisations who meet to explore a shared identity such as race, gender, age, religion, and sexual orientation.

Social support groups (self-funded, no government support inclusive) – Social support group that benefits clients by helping to alleviate anxiety, depression, and social isolation situations.

PEERS – evidence based social skills group program for the youth, teens and young (no government funding).

Currently the fee structure provides financial support for organisations that meet the definitions of Category B-D with Category D organisations paying the equivalent of 27.5% of the Category A rate as indicated in the table below.

Category Discounts*	Rate
Category A	100.00%
Category B	66.66%
Category C	55.00%
Category D	27.50%

Council's community facilities generate approximately \$1.2m in annual revenue. Approximately \$927,000 of that is generated through hire fees payable by permanent or perpetual hire agreements.

Council adopted a Fee reduction Policy at its April 2019 meeting. The Fee Reduction Policy allowed eligible community organisation to receive further reductions in hire fees payable to Council for use of community facilities.

In 2024/25 Council will provide approximately \$128,000 in rental reductions for Community Facility hirer fees.

Summary	Category Count	Revenues Due	Fee Reduction	Payable to Council
Category A/B	37	\$ 285,795	\$ -	\$ 285,794.91
Category C	85	\$ 639,503.29	\$ 128,556.69	\$ 510,946.60
Category D	3	\$ 1,860.42	\$ -	\$ 1,860.42
<b>TOTAL</b>	<b>125</b>	<b>\$ 927,159</b>	<b>\$ 128,557</b>	<b>\$ 798,602</b>

Summary	Category Count	Revenues Due	Fee Reduction	Payable to Council
Arts	1	\$ 1,932.00	\$ 1,932.00	\$ -
Children's Services	11	\$ 59,663.96	\$ 16,943.34	\$ 42,720.63
Community Services	9	\$ 113,327.93	\$ 20,058.67	\$ 93,269.27
Cultural Service	4	\$ 15,883.92	\$ -	\$ 15,883.92
Disability Services	16	\$ 183,621.07	\$ 36,454.30	\$ 147,166.76
Education	1	\$ 12,672.63	\$ 6,336.31	\$ 6,336.31
Health/Wellbeing/Counselling	7	\$ 52,622.83	\$ 3,032.87	\$ 49,589.95
Religious Services	32	\$ 234,886.00	\$ 31,552.78	\$ 203,333.23
Seniors	13	\$ 60,332.90	\$ 9,203.71	\$ 51,129.19
Sports/Dance programs	23	\$ 163,179.33	\$ 835.63	\$ 162,343.70
training/Workshop	5	\$ 20,105.60	\$ 2,207.08	\$ 17,898.52
Youth services	1	\$ 8,930.46	\$ -	\$ 8,930.46
<b>TOTAL</b>	<b>123</b>	<b>\$ 927,159</b>	<b>\$ 128,557</b>	<b>\$ 798,602</b>

Analysis of the current fee reduction beneficiaries indicates that 38% (\$46,772) of the fee reductions provided by Council was provided to not-for-profit entities whose financial turnover exceeded \$5m.

**Summary of Policy Changes**

The current policy framework and associated implementation processes required to hire a community facility on a perpetual basis is both cumbersome and complex in nature for its intended purpose. To improve the effective implementation of the governance framework it is recommended that Council adopts a single Community Facility Hire Policy.

In its current form, there is no Policy that currently defines the intended purpose of Council's Community Facilities. There are a cluster of documents identified above that acts to define the terms and conditions of hire of a community facility.

The establishment of a single Community Facilities Hire Policy will define the strategic objectives of the venues and allow an effective framework for implementation and assist in the decision-making process. The cluster of documents that form Council's Conditions of Hire (listed above) have been streamlined and incorporated into the proposed Community Facilities Hire Policy.

A copy of the proposed policy is to be tabled.

At a high level the proposed changes include:

- Establishment of up to 5-year hire agreements for community groups delivering community facing programs and services, and allowing their capacity to future plan their services, either by Lease (exclusive) or Licence (non-exclusive);
- Establishment of a Priority of Use framework that supports local and not-for-profit entities where conflicting applications are received; and
- Recategorising Religious Organisations from a Category C to Category A within the fee framework.

Council further recommends that the Fee reduction Policy be amended to exclude:

- Organisations of any Category whose financial turnover, or turnover of parent organisation exceeds \$5m per annum or organisations whose operating surplus in the previous financial year is greater the \$250,000;
- Organisations who are not based within the Liverpool LGA or who are not delivery the majority of their services within the Liverpool LGA

**Stakeholder Consultation**

A copy of the proposed implementation of the Hire Policy has been sent to all current hirers of sports fields and community facilities seeking feedback via email. Invitations to attend online community forums or provide feedback via an online forum were sent to all current hirers.



On-line forums were conducted via TEAMS on Tuesday 29 October 2024 (community facility users). There were eighteen (18) attendees to these sessions respectively.

In General Terms Council received no negative feedback to the Policy changes. In General Terms it has been accepted that the proposed longer-term agreements for permanent hirers provides stability and allows adequate forward planning.

Feedback with regard to simplifying fees and charges, booking processes and improved service delivery time frames were also noted, although not specifically related to the Policy changes proposed.

Council has not circulated the proposed amendments to the Fee Reduction Policy however an analysis of the impact indicates that, based on the current mix of Hirers, the annual fee reduction would be reduced from \$129,000 to approximately \$75,000 per annum (assuming that all Hirers maintain their current booking).

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<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> <p>Support access and services for people with a disability.</p> <p>Deliver high quality services for children and their families.</p>
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	<p>Local Government Act 1993 (Division 2 – Part 2 – Section 35) and (Division 12 – Part 1 – Section 356)</p> <p>Local Government (General) Regulations 2021 (Division 5 – Part 2 – Section 49)</p> <p>Generic Plan of Management: Community Facilities, 2005</p> <p>Crown Land Management Act 2006</p>

<b>Risk</b>	There is no risk associated with this report.
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## **ATTACHMENTS**

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1. Draft Community Facilities Hire Policy 2025
2. Draft Community Fee Reductions Policy 2025



COMMUNITY FACILITIES PERPETUAL HIRE POLICY

TRIM xxxxxxxxxxx.2024



## 1 PURPOSE/OBJECTIVES

This policy sets out the terms and conditions of hiring Council's Community Venues on a perpetual (recurring) hire agreement.

As part of Council's commitment to our local community, Council supports targeted programs and services that directly improve the wellbeing and quality of life for Liverpool residents, including fair and equitable access to community facilities.

Council aims to maximise use of its Community Facilities to support programs that improve the liveability of the Liverpool community. This will be achieved through the following Guiding Principles:

- Equitable and inclusive access;
- Sustainably maximising usage;
- Transparent and consistent processes; and
- Sustained Community focus.

This Policy aims to:

- Establish guidelines for the use and hire of Community facilities throughout the LGA;
- To provide a framework for Hire Applications for use of Council's community facilities to be received and considered;
- To provide a framework for the Terms and Conditions of Hire for Council owned and managed sports fields and passive parks;
- To define specific facilities that are included in this policy; and
- To define specific facilities not included within this policy.

## 1 SCOPE

This Policy covers all Council community facilities listed in Appendix A of this Policy.

This Policy includes use of community facilities under the following arrangements:

- Perpetual Hire Agreements; and
- Casual Bookings;

## 2 DEFINITIONS

For the purpose of identifying the hiring of Community Venues, the following definitions will be used:

**Booking:** a set date and time made for a Community Venue.

**Casual Hirer:** A hirer who books a Council Venue a maximum of 10 bookings per calendar year.

**Community Organisation:** A not-for-profit (NFP) society, association or club established for community service purposes.

**Community Venue:** A Council-owned facility that can be booked by individuals and organisations for social functions, community programs and other activities.

**Expression of Interest (EOI):** A call to Community Organisations operating within the Liverpool LGA to register interest in hiring a Community Venue as a Perpetual Hirer.

**Perpetual Hirer:** a person or organisation including a Community Organisation who has entered into a Hire Agreement with Council and who hires a Venue regularly throughout the year (more than 10 bookings per calendar year).

**Perpetual Hire Agreement:** a 5 year agreement between Council and the Regular Hirer to use a Community Venue or a Room within a Venue for its functions, programs and other activities following an EOI process.

**Online Booking System:** Council's online electronic system used to manage the bookings for the Community Venues.

**Pin Code:** A series of numbers, between 4 to 6 digits, used to access the Community Venues.

**Room:** A specific area within a Community Venue with designated capacity – may refer to a function room, meeting room or a boardroom.

**Swipe Tag:** An electronic key card used to access the Community Venues.

### 3 FEE STRUCTURE DESCRIPTIONS

Council's fees and charges for the use of community facilities will be adopted annually through Council's Statement of Revenue Policy.

Fees and charges will be concessional based on the following category of Hirers:

#### **Category A – Private/Commercial/Government Organisations**

- Business Activities – For company and/or organisation conducting activities for the purpose of deriving a profit.
- Individuals conducting private and/or social functions – Private invitation-only activities that are not available to the public or for community benefit.
- State and Federal government agencies including Electoral Office – Political groups and/or government organisations where venue hire is for the purpose of organised political campaigning.

#### **Category B – Community Groups/Organisations/Agencies/Micro-Business/Self-Employed**

- Community-based groups/organisations/agencies/micro-business/self-employed and agencies that service community members that live, work, or have a connection with Council.
- Any community-based group or organisation whose primary objective is to provide and engage in accessible services and activities that benefit the local and broader community.
- Self-employed persons who can provide evidence that the service provided meets the needs of the broader community across the Liverpool LGA.
- Health and lifestyle activities.
- Sporting/lifestyle activities, arts/culture activities

#### **Category C – Funded Community Groups**

- This category is for not-for-profit community-based groups and funded organisations and agencies that service community members that live, work, or have a connection with Council.
- Faith and religious groups/organisations providing inclusive community activities/programs.
- Healthcare providers.
- Counselling services, disability services, support services, welfare agencies.
- Community or education/organisations – schools (primary, tertiary education, TAFE, colleges, universities).
- Registered charities not for fundraising purposes.

#### **Category D – Self-funded (no government support)**

- Community groups who receive minimal or no funding to run group activities or programs.
- Playgroups
- Social support groups (self-funded, no government support inclusive) – Social support group that benefits clients by helping to alleviate anxiety, depression, and social isolation situations.

Charges for the use of community facilities will consider the usage patterns reflected in the relevant Hire Agreement, and the fee category applicable to each hirer.

#### **4 FEE REDUCTION**

Council may receive applications for Fee reduction from organisations annually. Applications for fee reductions will be considered in accordance with Councils Fee Reduction policy.

#### **5 PERPETUAL HIRE APPLICATION AND EXPRESSION OF INTEREST**

- 5.1** The right to use the Venue is subject to Council receiving an Expression of Interest (for Perpetual Hire Agreements) of Venue Hire application (for Casual hire Agreements) signed by the proposed Hirer undertaking to comply with these conditions.
- 5.2** The right to use the Venue is subject to availability.
- 5.3** Perpetual Hirers must complete an EOI application each EOI period.
- 5.4** Nothing within the hire Agreement should be interpreted by the Hirer as a right of continuance beyond the end date of the agreement.
- 5.5** Community Organisations seeking a Category B, C or D rate are required to meet the required eligibility criteria specific to that Category and provide documentation that proves the organisation's not for profit status. One of the following documents is required: Copy of Certificate of Incorporation (not-for-profit organisation only), evidence of registration as a charity or any other documentation to support the application. Organisations must be listed on the Australian Charities.
- 5.6** All EOI applications are received and assessed against predetermined eligibility criterion by Council's Community Recreation Department.
- 5.7** All EOI applications are reviewed and where possible negotiations will take place to try to accommodate needs of each group. However, it is not always possible to accommodate all groups.
- 5.8** All decisions of Council are final.

#### **6 INSURANCE/ PUBLIC LIABILITY REQUIREMENTS AND INDEMNITY**

- 6.1** The Perpetual Hirer is required to have public liability insurance for no less than ten million dollars (\$10,000,000). The insurance policy must be endorsed noting the use of Liverpool City Council's Community Venue and the purpose for which the Venue is to be used. The certificate of currency must be signed by or on behalf of the insurer. The insurer must be licensed in Australia in respect of such insurance. Where food or drink may be served it is recommended that the insurance policy carry a products liability extension.
- 6.2** To determine the appropriate level of cover, it is recommended that each Hirer assess their potential liability as more than this amount may be required. A copy of this insurance and product liability if applicable must be provided to a Council Community Recreation Officer upon application.
- 6.3** The Hirer has obligations to exercise reasonable care for the safety of people attending Council's Community Venue during the use of the Venue.
- 6.4** The Hirer shall at all times ensure that any person or persons engaged or employed by the Hirer and conducting any activity within the Venue is fully covered by a Workers Compensation policy, and that the Perpetual Hirer must be able to produce evidence of such cover to Council if requested.
- 6.5** The Hirer agrees to indemnify Council and its contractors and agents from liability for any loss, damage or injury sustained, to their goods or persons, or the goods and persons of those attending the function of the Regular Hirer, that may arise at or through the use of the Venue.
- 6.6** Neither Council nor its representatives shall be liable for any loss or damage sustained by the Hirer or any person, firm or corporation entrusting to or supplying any article or thing to the Hirer by

reason of any such article or thing being lost, damaged or stolen. The Hirer hereby indemnifies Council against any claim by any such person, firm or corporation in respect of such article or thing.

## **7 PAYMENTS**

- 7.1** Perpetual Hirers are required to pay hire fees as set out in Council's adopted Statement of Revenue annually.
- 7.2** Council's fees and charges are subject to change as of 1 July each financial year.
- 7.3** Hirers will receive a monthly invoice payable within 30 days of the date of issue.
- 7.4** Invoices are sent by email to the Hirer's nominated email address. Should this address change, it is the Hirer's responsibility to inform Council in writing.
- 7.5** To ensure that payments are allocated correctly, Council requests all Hirers to quote the invoice number with their payment. Payments can be made as follows:
- By logging into the [Online Bookings System](#) and following the instructions to make a credit card payment.
  - Through BPay - Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. You will need to quote the Biller Code and Reference found on your invoice.
- 7.6** All credit card transactions are subject to a surcharge of 0.5%.
- 7.7** If payment of fees is not received after 90 days, the following action/s will occur:
- All bookings will be suspended effective immediately until payment is received.
  - If payment is not received within 10 working days after suspension of bookings, Council will cancel the Hire Agreement. The overdue account is noted by the Debt Recovery Department and accordingly Council's Debt Recovery Officer will issue an Overdue Account notification.
  - Failure to respond within the required period will ensure a Notice of Demand being issued.
  - If the account remains unpaid, a Statement of Claim will be issued by Council's debt collectors. Legal costs and fees associated with debt recovery will be charged to the debtor and accordingly a notice to vacate will be issued.
  - Failure to respond to the Statement of Claim may result in a Court judgment obtained against the debtor and will not be overturned until all costs (including outstanding amount, associated legal and administrative) are paid. Credit rating will be affected by this judgment.

## **8 CHANGES/ CANCELLATION OF BOOKING**

- 8.1** Upon signing the Hire Agreement, Hirers are committed to utilise the Venue on the dates and times as specified in their Agreement.
- 8.2** Council requires written notification of any proposed changes to the Hire Agreement that will occur on an ongoing basis, including but not limited to the following:
- an additional day of usage;
  - cancellation of day or days of usage;
  - changes to start and or finish times;
  - change of venue.
- 8.3** This notification is required 14 business days prior to the commencement of the proposed change.
- 8.4** Council will assess each request and, subject to availability, will send confirmation via email.
- 8.5** If a Hirer does not access the Venue on the dates and times as stated in their Hire Agreement, fees remain due and payable.
- 8.6** If less than 14 business days written notice is received, the Hirer shall forfeit the hire fee for the cancellation of a date and/or dates.
- 8.7** Any extension of hours or additional day of use must relate to the programs of the Hirer as stated in their Expression of Interest application. Any social events (birthdays, weddings, parties, etc.) do not fall under this category and must be booked as a separate, casual booking through the Online Booking portal.

- 8.8** Council may, at its absolute discretion, vary the conditions of hire on convenience. Such variation may apply to days, times and/or location of hire. Where such changes are required, a period of 21 days advance notice will apply.

## **9 PRIORITY OF USE**

- 9.1** Council is committed to delivering, developing and providing spaces for hire where all community members can access services and information, have something to do, and feel connected to their community free of discrimination and according to need;
- 9.2** Where Council receives conflicting applications for the same facility, Council may, at its absolute discretion, determine which applicant will be permitted right of access. In doing so Council will consider:
- Alignment with Council's strategic objectives;
  - The nature of the activities being undertaken, where programs that support the physical, mental, educational and social wellbeing of local residents are favoured;
  - The commercial status of the organisation, where not for profit and/or self-funded community groups will have priority of access over for-profit entities;
  - Groups and organisations that live, work or have a connection with the Liverpool residents and those that service the local community surrounding the facility will have priority over groups and organisations providing services for people outside of the municipality; and
  - The ability to accommodate programs at alternate sites;

## **10 ACTS AND REGULATIONS**

- 10.1** The Hirer shall conform to the requirements of the following acts and regulations: [Public Health Act 2010](#) (including any Public Health Order), [Fire and Rescue NSW Act 1989](#), [State Emergency and Rescue Management Act 1989](#), [Work Health and Safety Act 2011](#), [Local Government Act 1993](#), and shall be liable for any breaches.
- 10.2** All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of New South Wales must be complied with by the Regular Hirer and the notices given to the proper officers.
- 10.3** Council must also conform to the requirements of all Acts, Regulations, orders and directions from statutory authorities affecting its operations and functions including but not limited to Public Health Orders that may impact on the Hirer's use and occupation of the Venue (e.g. forced closures, social distancing measures, change in occupancy limits). The Perpetual Hirer must not make any claim against Council for any loss or damage arising or incurred because of Council's compliance with such statutory laws and requirements and must cooperate with the directions of Council.

## **11 COPYRIGHT**

- 11.1** The Hirer must not infringe, or allow others to infringe, any copyright, performing right or other protected right involved in any performance or use of the Venue.
- 11.2** The Hirer must obtain from the [Australian Performing Rights Association \(APRA\)](#) or any other appropriate person or organisation all licences or other approvals as required prior to the booking date(s), and provide written evidence of such if required by Council.
- 11.3** In the case of the showing of films, the Hirer must comply with the requirements under the Classification (Publications, Films and Computer Games) Act 1995. Details available at: [http://www.austlii.edu.au/au/legis/cth/consol\\_act/cfacga1995489](http://www.austlii.edu.au/au/legis/cth/consol_act/cfacga1995489).



## **12 AVAILABILITY OF VENUES**

- 12.1** Council's Community Venues are closed from 24 December to 1 January inclusive. Special consideration will be made for Community Organisations whose programs are required to continue through this period (i.e. support groups and religious groups).

## **13 PERMISSION TO OCCUPY**

- 13.1** The Hirer is only entitled to the use of the part or parts of the Community Venue hired on the dates and times set out in the Hire Agreement. Council reserves the right to permit any other portion of the building to be hired for any other purpose at the same time. The hire of a room does not grant exclusive use over shared spaces of the centre (e.g. foyers, outdoor areas, etc.).
- 13.2** The capacity of the Venue must not exceed the number of people attending the Venue. Council Venues are designed to accommodate a limited amount of people. For example: in its size, the Venue amenities, equipment etc and the Work Health and Safety and Fire Safety Regulations.
- 13.3** The Regular Hirer shall not sub-lease the Venue or transfer hire to another group or organisation.
- 13.4** Where there is more than one group within a Venue, Hirers need to be understanding and co-operative with each other.
- 13.5** Areas locked or not available for hire are classified as prohibited areas and are not to be entered or used in any way by the Hirer or the Hirer's guests. Areas that have been designated as prohibited will be advised prior to any application.

## **14 REFUSAL TO GRANT HIRE**

- 14.1** At the discretion of the Coordinator Community Recreation, refusal to grant hire may occur.

## **15 EMERGENCIES AND ELECTIONS**

- 15.1** In case of an emergency, an election (such as State, Federal/Local), urgent maintenance, or specialised Council event/s, that requires use of a Community Venue, bookings may be cancelled by Council. Where possible an alternative Venue will be offered (subject to availability) or full refund of any fees paid. No other compensation will be given.
- 15.2** An emergency includes but is not limited to Natural disasters (hurricanes, floods, hail, etc.).
- 15.3** Where possible, Council will endeavour to give adequate notice, but this may not always be feasible given the nature of the emergency/incident.

## **16 SCHEDULED MAINTENANCE AND PROGRAMMED WORKS**

- 16.1** Council undertakes scheduled maintenance and programmed works on the Community Venues periodically throughout the year. Council will give the Hirer adequate notice in the event this maintenance should affect any booking dates.
- 16.2** In the event that a Community Venue is closed for any works, Council may offer an alternative Venue (subject to availability) or full refund of any fees paid. No other compensation will be given.
- 16.3** In the interest of health and safety, access to a Community Venue is prohibited during the closure period.

## **17 PERPETUAL HIRERS CONDUCT AND RESPONSIBILITIES**

- 17.1** The Perpetual Hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the Venue throughout the whole duration of the period of use.
- 17.2** The Hirer is responsible for the conduct of all patrons/guests during their booking and must ensure that no disorderly or unlawful behaviour is permitted in connection with the use of the Venue, in or around the Venue, parking bays and surrounding areas.
- 17.3** The Hirer, while at the Venue, shall abide by any directives given by Council, and its representatives.

- 17.4** No spitting, obscene or insulting language, disorderly behaviour or damage to property shall be permitted in any part of the Venue.
- 17.5** The Hirer must comply with all relevant legislation and/or direction from Council and Police regarding nearby residential properties, vehicle car parking and wandering of guests onto private land. The Hirer will be responsible for any damage or inconvenience caused to any residents during their booking and/or when vacating the Venue and will be charged accordingly.
- 17.6** If the Venue is located in a residential area, it is expected the Hirer to be aware of and respect the residents in surrounding houses. Noise must be kept to a minimum at all times in the immediate area. The level of noise must not inconvenience surrounding residents and Hirers are to keep facility doors closed during their booking.
- 17.7** Loud music and noises must cease during the following times:
- Midnight to 8am on Friday, Saturday or any day preceding a public holiday
  - 10pm to 8am on any other day
- 17.8** If the Venue shares an entrance with a Council Library and is fitted with sliding doors, these doors are programmed to open and close based on the Library times. Access to these doors outside of these times are done through swipe tags/keys/pin codes, and exit is allowed via a push button inside the centre. The Perpetual Hirer must not tamper with or use an object to prop open the sliding doors as this will damage them.
- 17.9** The Hirer shall not use the address of the Venue as their mailing address.
- 17.10** No pets, animals, insects (including native and/or other) are allowed in or around the facility with the exception of assistance animals as defined by section 9 of the Disability Discrimination Act 1992.
- 17.11** The Hirer must undertake a full assessment of the venue prior to commencement of activities each day to ensure that the venue is fit for intended purpose.

## **18 FIRE SAFETY REGULATIONS/ EVACUATION PLAN**

- 18.1** The Perpetual Hirer is responsible for the safety of guests attending their hired event/function and implementing the below procedure. The Environmental Planning and Assessment Regulation 2000 must be enforced. The Hirer is responsible for/but not limited to, the following:
- Must read and abide by the Emergency Evacuation Plan located on the wall within the Venue hired.
  - Knowledge of the location of all fire exits of the Venue and be capable of directing guests to these fire exits as required.
  - Knowledge of the location of prescribed fire safety installations/equipment provided in the Venue: (instructions for use are detailed on all fire extinguishers).
  - Ensure doors to an evacuation route are not locked and can be opened; and to check that there are clear paths of evacuation from all occupied areas in the Venue at all times.
- 18.2** The Hirer must ensure occupants of the Community Venue can exit directly into open space or another place of safety; (Note: Fire safety exits must be left unimpeded at all times, vehicles must not be parked and other items must not be left outside the fire exit door).
- The Hirer must ensure:
- They are fully aware of any mobility restrictions and other characteristics of the persons attending.
  - That the number of persons in the Community Venue at any one time does not present an unreasonable risk to the safety of any person in the Venue (refer to capacity of Venue).
  - They are aware of and suitably manage the flammability of any items, utensil or piece of equipment introduced into the Venue by the Perpetual Hirer.
  - That they undertake the following in relation to evacuation procedures for the Venue:
    - 1 Inform guests of the evacuation plan located on the wall;

- 2 If required, alerting & communicating with all persons in the Venue as to any fire/emergency and sound an alarm (verbal) to evacuate. Contact Fire Services on "000" immediately or if unable, instruct another person to contact them by mobile phone;
- 3 Direct the evacuation of all persons from the hall including persons with special needs to a designated outdoor assembly area (depending on wind direction, assemble all persons a safe distance from the fire);
- 4 Check whether all persons have been evacuated from the Venue and the number/identity of any persons not accounted for; and
- 5 Meet the fire officers attending the Venue in response to the fire/emergency.

**Emergency Contact Numbers:**

000 - Emergency Services (Police/Fire/Ambulance)

1300 36 2170 – Liverpool City Council (after hours number)

- 18.3 Fire equipment and hoses are provided in Community Venues as a requirement by law for safety measures. Unlawful use of the fire extinguisher or fire hoses is strictly prohibited. The Hirer must advise if the fire extinguishers and hoses have been used in any way. If fire equipment is used in an irresponsible manner, the cost of inspection and replenishing will be deducted from the security bond. Misuse of this equipment will result in discontinued use of Council Venues.
- 18.4 Prohibited Items – including but not limited to: Barbeques, gas bottles, open flames, pyrotechnics, portable stoves or ovens, smoke machines, kerosene or spirit type lamps, spit roasts or kegs, firearms and explosive substances must not be used within the facility or within the surrounding grounds. Failure to comply with the requirements will be regarded as a breach of the Hire Agreement. Candles may only be used if secured in a glass (or similar) e.g. tea lights that will contain the flame if knocked over and which will prevent wax from dripping on tables and floors. No fire of any type may be lit in the surrounding grounds of the Venue.

## 19 FIRST AID

- 19.1 It is the responsibility of the Hirer to provide adequate first aid requirements relative to the activity being undertaken.
- 19.2 Any accidents, injuries and incidents must be reported to Council within one working day of the event occurring. Any accidents, injuries and incidents that results in a person being taken to hospital must be reported immediately to Council.

## 20 KEYS, SWIPE TAGS AND PIN CODES

- 20.1 Council's Community Venues are on a keyless system that requires swipe tag or pin code to access. Keys may still be issued for gates and bin enclosures.
- 20.2 Some Venues have gates with pin code access. A key panel is fixed to other gates and bin enclosures with separate pin codes provided by email.
- 20.3 Hirers must pick up and return keys/swipe tags at times pre-arranged with Councils Booking Officer.
- 20.4 Keys cannot be copied or passed on to other Hirers/users of the Venue.
- 20.5 If the keys are lost and unable to be found within a reasonable time the Hirer will be charged the cost of rekeying the locks for the entire building, as well as new keys for all existing Hirers of the Venue.
- 20.6 Council will issue a maximum of 2 sets of keys/swipe tags per group/ Hirer.
- 20.7 Additional keys/swipe tags will be charged as per Council's fees and charges.
- 20.8 For returning Hirers, all keys/swipe tags and pin codes (if any) must be listed on the EOI application.
- 20.9 The Hirer must not access the Venue outside their confirmed start dates and times. If the Hirer fails to abide by this, they will be in breach of the Hire Agreement and charges will apply.
- 20.10 At the end of the Hirer's Agreement, all keys/swipe tags must be returned to Council within 10 working days after the last booking date. If keys are not returned within this time, they will be considered lost and clause 22.5 will apply.

- 20.11** If a pin code has been issued, the Hirer should exercise caution in supplying the pin code to attendees and third parties. Should access to the Community Venue be breached, the Hirer will be solely responsible for any and all resulting damages.

## **21 AIR CONDITIONING**

- 21.1** Air conditioners can only be used when all windows and doors are closed.
- 21.2** Air conditioning systems must be turned off prior to locking/arming the Venue.
- 21.3** The system will cease operation automatically after 2 hours but to conserve energy the Hirer should turn it off when not required.

## **22 FURNITURE AND EQUIPMENT**

- 22.1** The setting up, stacking and storage of tables, chairs and other equipment is the responsibility of the Hirer. For safety reasons, please refer to instructions in the Venue with regard to stacking chairs, which must be placed in front of cupboards or equipment which others may need to access later. Chairs and tables must be returned to the allocated storage space provided.
- 22.2** Ample number of tables and chairs are provided to the capacity of each Community Venue. Eight chairs to a table is recommended. Furniture or equipment required, other than that already provided, must be supplied by the Regular Hirer at the Regular Hirer's expense and shall be the liability of the Hirer.
- 22.3** Any type of furniture or equipment should be moved by carrying and not by dragging. Trolleys should be used where provided.
- 22.4** Equipment such as chairs and tables must remain in the room hired and not transferred between each room within the Venue.

## **23 DECORATIONS**

- 23.1** No stages, decorations, electric lighting, of any kind or articles of similar nature shall be brought into the building without prior consent of the Coordinator Recreation and Community or their administrative team.
- 23.2** All such articles and property as well as any catering appliances or fittings shall be removed by the Hirer at the end of the booking.
- 23.3** Items included but not limited to drawing pins, nails, screws, hooks or adhesive tape must not be used to affix decorations to walls, operable walls, floors, acoustic panels, timber work or fittings. All decorations are to be removed after the booking (including any blue tack or similar that has been used).
- 23.4** Balloons must be tied down and not allowed to rise to ceilings otherwise removal costs may be incurred. No decorations must be attached to fans or other electrical fittings.
- 23.5** Ladders are not supplied by Council. The Hirer will need to provide a ladder if required for decorating. Standing on tables and chairs is not permitted.
- 23.6** The use of party items including but not limited to confetti, glitters, sprays, poppers, streamers and rice is not permitted.

## **24 SIGNAGE AND MARKETING**

- 24.1** No notice, sign or advertisement of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior consent of the Coordinator Recreation and Community or their administrative team.
- 24.2** No banners, or other marketing material advertising, are permitted without Council consent.
- 24.3** Signs may not be displayed by Hirers except on noticeboards where provided. Any non-complying signs or notices may be removed by Council.
- 24.4** The Hirer must ensure that any marketing or promotional material that contains the name of the Venue and/or Council's name is printed and distributed in a responsible manner, and any

information contained in said material is consistent with these conditions. The Hirer is to seek special approval before using the Council name and logos in any form of marketing.

## **25 ELECTRICAL EQUIPMENT**

- 25.1** All electrical equipment brought in for use at the hired Venue must be in good condition and must have a current Electrical Test Tag (AS 3760).
- 25.2** Power outlets are 10amp and any appliance or combination of appliances must not exceed the rating of the outlet.
- 25.3** Double adaptors, multi plug in power boards and heating appliances are not permitted.
- 25.4** The Hirer is responsible for turning off any electrical requirements in the Venue at the end of their booking, with the exception of the refrigerators.
- 25.5** Some Community Venues are fitted with projectors and screens that can be accessed using keypads and AV ports. Laptops, microphones, HDMI or VGA cables used to connect to the projectors are not provided.
- 25.6** No connection of or interference with the electrical installation, lighting effects or other properties and for the use of any apparatus for broadcasting or otherwise is allowed without prior approval from Council.

## **26 PARKING**

- 26.1** It is the responsibility of the Regular Hirer to ensure vehicles belonging to themselves or the attendees of their booking(s) do not obstruct access to driveways or restrict parking in the street. If the Community Venue has a car park available, this must be used.
- 26.2** Parking of vehicles is not permitted on footpaths or on grassed areas surrounding the Venue. The Hirer will be responsible for any damage or inconvenience caused vacating the Venue and will be charged accordingly.
- 26.3** The Venue and car park must be cleared as soon as the booking is finished. If there is a gate it must be closed and locked at the end of the booking.

## **27 STORAGE**

- 27.1** Storage availability for Hirers is not automatically included in the Hire Agreement and must be discussed with the Coordinator Recreation and Community or their administrative team.
- 27.2** Council reserves the right to review the allocation of storage at any time.
- 27.3** Fees and charges for storage apply.
- 27.4** Storage of goods and equipment in Venue storage cupboards/areas is undertaken at the owner's own risk.
- 27.5** Council does not accept responsibility or liability for theft or damage to items stored in or at the Venue. It is recommended that users seek their own insurance cover for such items.
- 27.6** In the event that permanent hire of the Venue is ceased, the Regular Hirer is required to collect all goods and/or equipment stored at the Venue.
- 27.7** The Hirer is required to return the storage keys as per clause 22.10. Upon return of the key and the removal of the Regular Hirer's goods and/or equipment the Regular Hirer's security bond will be returned.
- 27.8** In the event that the Hirer fails to meet these conditions, Council will:
  - Provide a written notice to the Regular Hirer requesting the removal of the goods and/or equipment by a set date (30 days from the date of the written notice);
  - If the Hirer again defaults on the collection of the goods and/or equipment, Council will dispose of the goods and/or equipment by either general waste disposal or by giving the items to a local charity.
- 27.9** During maintenance/programmed works, Council has the right to request the removal of goods whilst works are being undertaken.

## **28 CLEANING AND LEAVING THE VENUE**

- 28.1** The Hirer is responsible for leaving the Venue in a clean and tidy state, this includes the following:
- Sweep floors and damp mop any spillage. The entire floor must not be mopped as this will damage the floorboards
  - Sweep and mop kitchen and toilets
  - Remove all food and drinks, especially from the refrigerator
  - Wipe down tables, chairs, kitchen benches, ovens and fridges with a damp cloth
  - Neatly stack and return tables and chairs to allotted storage area; where there is no store room or insufficient space in the store room they must be placed neatly against the wall of the room. Furniture must not be dragged across the floor; use trolleys if provided
- 28.2** The Hirer is required to report to Council if the Venue is not found in a clean and tidy state. Photographic evidence is required for proof of unsatisfactory condition of the Venue prior to hire.
- 28.3** Cleaning equipment such as mop, bucket, and broom are provided, with the exception of vacuum cleaners. Where there is carpet in the Venue or its foyer, Hirers are to clean up the best they can. Cleaners will vacuum any carpeted areas.
- 28.4** The Hirer is responsible for leaving the external areas in a clean and tidy state e.g. gardens, lawn areas, car park, driveway etc. must be left in the same condition as prior to the hire of the Venue. The Hirer is responsible for removal and disposal of any rubbish, smoke butts, glass or broken glass left outside.
- 28.5** Any cost incurred by Council in cleaning the internal or external areas of the Venue resulting from the condition in which the Hirer has left the Venue shall be recoverable from the Hirer.
- 28.6** The Hirer is responsible for all their garbage, which must be placed in plastic bags in the large bins provided outside the Venue. If rubbish exceeds the bin capacity then it must be taken with the Hirer. Where no bins are provided and/or bins are full or locked prior to usage, all garbage must be removed by the Hirer. Waste must not be placed on the ground adjacent to the bin.
- 28.7** Hirers will incur a removal fee if they fail to remove their waste as per Liverpool City Council's fees and charges.
- 28.8** The Hirer must ensure that all lights, fans, air-conditioners and cooking appliances are turned off, windows closed and all doors locked and alarm armed prior to leaving the Venue.

## **29 OBSTRUCTIONS**

- 29.1** The Hirer shall comply in every respect with legislation, Codes or Australian Standards with regard to public buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors, or of any part of the building. Any person causing an offence against such regulations shall be removed from the building.

## **30 SMOKING**

- 30.1** No smoking is permitted within any Venue as specified under the Smoke-free Environment Act 2000. It is the responsibility of the Hirer to ensure this condition is strictly enforced. Any cigarette butts in the surrounds of the Venue are to be collected and placed in the garbage bins provided.

## **31 LIQUOR/ ALCOHOL**

- 31.1** If alcohol will be consumed during a booking, the booking must be registered with the NSW Police: [https://www.police.nsw.gov.au/online\\_services/party\\_safety/register\\_my\\_party](https://www.police.nsw.gov.au/online_services/party_safety/register_my_party). Once registered the confirmation must be forwarded to [managementf@liverpool.nsw.gov.au](mailto:managementf@liverpool.nsw.gov.au).
- 31.2** In accordance with the Liquor Act 2007, alcohol must be consumed in a responsible manner at all times. Alcohol must not be sold on the Venue at any time.

## **32 FUNDRAISING AND TRADE**

- 32.1** The Charitable Fundraising Act 1991 requires that an organisation intending to fundraise for charitable purposes must hold a license to fundraise. This is obtainable from NSW Fair Trading - phone 9895 0011 or visit <http://www.fairtrading.nsw.gov.au>. One of the following documents is

required: copy of the Certificate of Incorporation from the Department of Fair Trading or an Authority to Fundraise from the organisation.

- 32.2** Selling of merchandise may be permitted for charitable and fundraising purposes – prior permission must be obtained from Council. Selling of merchandise for profit-making purposes is not permitted.

### **33 GAMBLING**

- 33.1** No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the Venue, with the exception that this clause shall not prevent the Regular Hirer using the Venue for games (where monetary exchanges) Bingo or equivalent, providing relevant permits have been obtained in accordance with Unlawful Gambling Act 1998 No 113.

### **34 PROGRAMS INVOLVING CHILDREN**

- 34.1** Where groups operate programs that involve children and young people, the Regular Hirer must comply with all obligations under Children and Young Persons (Care and Protection) Act 1998 and the Child Protection (Working with Children) Act 2012 and ensure that these legislations guide their operations.

### **35 CAMPING**

- 35.1** Camping is prohibited at all Community Venues. The Venue amenities (e.g. shower) where available, are for use as change rooms for Regular Hirers.

### **36 THEFT AND LOST ITEMS**

- 36.1** All personal property, goods and equipment brought in by the Regular Hirer must be removed from the Venue no later than the time specified on the Hire Agreement. No items are permitted to be left set up overnight.
- 36.2** The Hirer is responsible for the care and control of their own property or personal effects and loss or damage to such items is not covered by Councils insurance policy. Council is not liable for lost, stolen or damaged items (refer to clause 6.7).

### **37 DAMAGES/ BREAKAGES**

- 37.1** The floors, walls, curtains or any other part of the Venue or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.
- 37.2** The Hirer shall accept full financial responsibility for damage to Council property except for normal wear and tear.
- 37.3** If a building fault occurs during the hire period (e.g. water, sewerage or electricity), the Hirer should contact Council immediately on 1300 36 2170 (after hours service).
- 37.4** All breakages and any damage must be reported to Council's Customer Service Centre on 1300 36 2170 as soon as possible. The Hirer is responsible for the full replacement cost of any damages or breakages to the Venue, its fittings and contents, and the surrounding grounds or any additional cleaning that is required.

### **38 BREACH OF HIRE TERMS AND CONDITIONS**

- 38.1** Failure to comply with the requirements set out in these terms and conditions of hire will be regarded as a breach of the Hire Agreement. Council has the right to recover any amount due in respect of such breach and/or to cancel all or any future bookings or agreement.
- 38.2** The Hirer is responsible to pay for any of the costs incurred as a consequence of their use of the Venue. These charges are Goods & Services Tax (GST) inclusive.
- 38.3** Payment of an invoice relating to a breach is required 14 days from the date of issue. Failure to make payment within this period may result in Council referring the matter to Council's Debt Recovery Officer



### **39 DISPUTES**

- 39.1** In the event of any dispute or difference arising during the hire period, or as to the interpretation of these conditions, or of any matter or thing contained therein, the decisions regarding disputes will be made by the Internal Ombudsman (or delegate) and are final and conclusive.
- 39.2** Disputes must be referred to Council in writing to: Liverpool City Council, Locked Bag 7064, Liverpool BC NSW 1871 or to emailed to [communityrecreation@liverpool.nsw.gov.au](mailto:communityrecreation@liverpool.nsw.gov.au).

### **40 AFTER HOURS CONTACT NUMBERS**

- 40.1** Council's after-hours number is 1300 36 2170. This should be used in the event of an emergency or access issues only.
- 40.2** If the after-hours number is called for any reason other than the above, costs associated with the call will be charged to the Hirer regardless of whether someone is required to attend the Venue.
- 40.3** If the Venue is not clean or there is any minor damage to the Venue, or there is any other problem, please report this to Council's Customer Service Centre on 1300 36 2170 during business hours.

### **41 VARIATIONS**

- 41.1** Council may vary these conditions at any time in its absolute discretion, with or without notice to current or prospective Hirers

### **42 FORCE MAJEURE**

- 42.1** Neither Council nor the Hirer shall be liable for any failure to carry out an obligation under these conditions or Hire Agreement if the failure was caused by circumstances beyond its reasonable control including but not limited to acts of God, inclement weather, fire, tempest, flood, tsunami, accident, interruptions to energy supplied, strike, riot, civil commotion or war, whether declared or not, viral events such as outbreaks, epidemics and pandemics (e.g. COVID-19) and the effects thereof (including but not limited to supply chain disruption, government sanctioned shutdown and restrictions, government imposed or recommended lockdowns or social distancing measures, disruption to working days and hours and disruption to or shortages of labour resources) (Force Majeure Event).
- 42.2** Each party shall do all things reasonably necessary to mitigate the effect of the Force Majeure Event on the performance of its obligations under these conditions or the Hire Agreement.
- 42.3** Notwithstanding any other provision in these conditions or the Hire Agreement, the obligations of Council or the Hirer are suspended so long as the Force Majeure Event continues to affect such obligation or obligations. For the avoidance of doubt, unless otherwise agreed by Council, all other obligations continue in full force and effect.
- 42.4** If a Force Majeure Event affecting a party is likely to or does continue for a period of 90 days or more, Council may terminate the Hire Agreement with immediate or later effect by giving notice to the Regular Hirer.

### **43 GOVERNING LAW AND JURISDICTION**

- 43.1** These terms are governed by and is to be construed in accordance with the laws in force in the State of New South Wales.

### **THIS PROCEDURE HAS BEEN DEVELOPED IN CONSULTATION WITH**

Community & Lifestyle business units

### **REFERENCES**

- [Our Home Liverpool 2027 – Community Strategic Plan](#)
- [Community Facilities Strategy – A Blueprint for a Modern Network of Community Facilities](#)



**AUTHORISED BY**

Chief Executive Office

**EFFECTIVE FROM**

xxxxxxx

**DEPARTMENT RESPONSIBLE**

Community Recreation

**REVIEW DATE**

xxxxxxx

**THIS PROCEDURE HAS BEEN DEVELOPED IN CONSULTATION WITH**

Community Lifestyle business units

**VERSIONS**

Version	Amended by	Changes made	Date	TRIM Number
1	Community Facilities Management	Create procedure	June 2006	043818.200
2	Community Facilities Management	Update	July 2012	175419.2012
3	Community Facilities Management	Update	April 2020	040995.2018
4	Community Facilities Management	Update to add Force Majeure clause	June 2020	165344.2020
5	Community Facilities Management	Update procedure for online bookings system and keyless access implementation	June 2023	174095.2023
6	Community Recreation	Update	June 2023	

**LIVERPOOL  
CITY  
COUNCIL**

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**COMMUNITY VENUES FEE REDUCTIONS POLICY**

Adopted:

TRIM: 121414.2024



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**1. LEGISLATIVE REQUIREMENTS**

*Local Government Act 1993, Section 356*

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**2. PURPOSE/OBJECTIVES**

Council owned facilities and resources are made available for hire including community centres, meeting rooms, event/function venues, parks, and sports fields.

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Council aims to make these facilities as accessible and affordable to as many members of the community as possible.

The Community Fee Reduction Program is developed to aid community groups and organisations delivering community support services, events, functions, meetings, and community gatherings by reducing the hiring costs of Council's facilities.

**3. PRIORITIES**

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This program will support organisations and individuals that:

- a) Facilitate inclusive support services to the community;
- b) Can demonstrate they are meeting an identified community need as set out in Council's Community Strategic Plan and/or other relevant policies;
- c) Meet the priorities and eligibility requirements as listed in this policy;
- d) Hire Council's community centres, meeting rooms, event/function venues, parks, and sports fields only.

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**4. PROGRAM ELIGIBILITY AND CONDITIONS**

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To be eligible for the Community Fee Reduction Program applicants must be:

- a) Be an organisation that is based in Liverpool and/or providing services activities and/or programs within the local government area;
- b) Incorporated and not-for-profit or under auspice of an incorporated organisation and not for profit organisation;
- c) A non-funded community group or a registered charity providing services, including programs, activities, or outcomes specifically to marginalised or vulnerable members of the community;
- d) Not afforded any other Council subsidies, by way of Grants, Donations or other financial support for the deliver the defined programs;
- e) Have an annual financial turnover of less than \$5,000,000; and
- f) Have an annual operating surplus (based on the audited financial statements of the previous financial year) of greater than \$250,000.

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Applications will not be accepted for fee reductions for:

- a) Regular seasonal sporting activities carried out by sporting clubs or associations;
- b) Religious services or activities delivered by Religious Organisations;

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- c) Commercial, sole traders, and profit-making organisations;
- d) Organisations not based within the Liverpool LGA or delivering the majority of its services within the LGA;
- e) Fundraising events, however, they may be supported if they are considered of a high priority for the benefit of the community. This will be determined on a case by case basis in line with other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community;
- f) Political parties;
- g) Schools and tertiary institutions;
- h) State or Federal government agencies and departments, excluding applications from NSW Police or Fire & Rescue NSW during emergency situations.
- i) Retrospective applications including any application for a refund of any fee or charge;
- j) To recover cost of utilities and services not limited to electricity, water, gas, waste and cleaning, or security bonds;
- k) Organisations whose annual financial turnover, or who are subsidiary of a parent, organisation, exceeds \$5,000,000; and
- l) Organisations with a financial surplus (based on the audited financial statements of the previous financial year) of greater than \$250,000

Applications will be assessed by the relevant Council Business Unit responsible for the eligible facilities. Approval to reduce Council fees does not imply Council's endorsement of the applicant's event or project or the applicant's philosophy or objectives.

## 5. FEE REDUCTION PROGRAMS

### 5.1 Community Venues

The Fee Reduction program will support initiatives and projects that can contribute to one or more of the following outcomes;

- a) Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, social wellbeing, reduced isolation and increased participation in community activities;
- b) Increased services and initiatives provided by eligible organisations to residents, workers and visitors that contribute to the social, physical or mental wellbeing of the community, economic and environmental health of the Liverpool LGA; and
- c) Enhanced financial sustainability for local organisations or community groups with limited funding sources providing support services to the community.

#### 5.1.1 Available Funding

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Applications can be made for reductions of up to \$10,000 per organisation per community facility or up to 75% of the venue higher cost, whichever is the greater. All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website. Council has the discretion to provide a further reduction of the applicable fee to applicants where Council considers the project or activity to be a high priority and benefits the broader community.

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All approved applications granted a fee reduction will be liable to pay costs associated with their bookings such as bonds, key deposits and security call outs.

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### 5.1.2 Program Timeframe

<b>Casual Bookings</b>	For one-off bookings such as functions or events. Fee reduction applications must be submitted 4 to 6 weeks prior to the function date for fee reductions assessment of \$2,000 or less in value. Applications are accepted all year round.
<b>Perpetual Hirers And/or Licensed Hirers</b>	Applications must be submitted along with an Expression of Interest to Hire a Community Facility, Sport or recreational Facility or spaces within Casula Powerhouse Arts Centre.

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### 5.1.3 Assessment criteria

To be considered for a fee reduction, applicants must submit an application form for fee reduction with the following information:

- Be an eligible organisation (refer Item 4)
- Organisation Name;
- Current Public Liability Insurance with coverage of \$10,000,000;
- ABN/ACN or a copy of the organisations constitution;
- Outline of Organisation Structure including a list of authorised persons such as Directors/ Nominated Office Bearers;
- Outline of proposed events, programs or activities;
- Outline of how marginalised members of the community will benefit from the services described (include supporting evidence); and
- A copy of the most recent audited financial statements of the organisation (note that financial statements must relate to the parent organisation. Applicants who are not able to demonstrate financial records will not be eligible); and.
- Be registered on the ACNC website

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### 5.1.4 Fee Reduction

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Council will provide the following scale of fee reductions:

<u>Annual Turnover</u>	<u>% Fee Reduction</u>
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<\$2,000,000	75%
\$2,000,001-\$4,000,000	50%
\$4,000,0001 - \$5,000,000	25%
\$5,000,000+	0%

Applications for Fee Reduction will be limited to a maximum of \$10,000 per organisation per community facility or up to 75% of the venue higher cost, whichever is the greater.

## 5.2 Available Funding

Applications can be submitted for reductions between 20%-80% for venue hire fees only. Staffing costs must be paid as quoted. Fee reductions of up to 100% may be granted occasionally to funded/non-funded, not-for-profit organisations, community groups or individuals where Council considers the project or activity to be a high priority for the community. This will be determined on a case-by-case basis in line with other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community.

Applications will only be accepted if a valid booking or tentative hold has been made with Casula Powerhouse Arts Centre.

All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website. Council has the discretion to provide a further reduction of the applicable fee to applicants where Council considers project or activity to be a high priority and benefits the broader community.

## 5.2 Program Timeframe

Applications are accepted all year.

## 5.2 Assessment criteria

To be considered for a fee reduction, applicants should clearly describe the proposed project and how it will meet the following criteria:

- Provide evidence of current Public Liability Insurance, Certificate of Incorporation, not-for-profit, non-funded charity incorporation and authentication of organisation;
- The facility is booked prior to submission of fee reduction application;
- Application is received within program timeframe;
- Demonstrate the capacity to deliver the project or activity;
- Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan;
- The anticipated number of individuals that will participate in and benefit from the proposed project;

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Deleted: 5.2 Park, Sports, and Recreation¶

¶ Initiatives and projects that contribute to one or more of the following outcomes:¶

¶ Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, sporting participation or skill development:¶

¶ Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the Liverpool LGA; and¶

¶ Enhanced financial sustainability for local organisations providing support services to the community.¶

5.2.2 Available Funding¶

¶ Applications can be submitted for reductions of up to 100% where Council considers the¶ project or activity to be a high priority for the community. This will be determined on a case-by-case basis in line with other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community.¶

¶ All reduced rates are based on the published rate of hire set out in the Statement of¶ Revenue Policy available on Council's website.¶

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- Demonstrate Program/Project benefits to the broader community;
- Demonstrate community engagement with one or more cultural communities, especially within an arts and cultural framework;
- Link to outcomes related to arts and culture, including, but not limited to: performance, visual arts, community events, cultural events or educational events;
- Evidence of financial hardship; and
- Evidence of collaborations and partnership to maximise the use of existing community resources and to avoid duplication.

#### 5.4 Available Funding

Applications can be made by nonprofit organisations for a graded fee reduction. For organisations within the Liverpool LGA a reduction of up to 75% is available and for organisations from outside the LGA a reduction of up to 50% is available. Fee reductions of up to 100% may be granted occasionally to funded/non-funded, not-for-profit organisations or community groups when Council considers the activity is of high value to the community. Use of room facilities is included in the room fees.

Applications are accepted following a booking of the rooms. All other fees including bonds, early access or late closing fees remain unaltered.

All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website.

#### 5.4

**AUTHORISED BY**  
Council Resolution

**EFFECTIVE FROM**  
2024

**DEPARTMENT RESPONSIBLE**  
Community and Lifestyle

**REVIEW DATE**  
The policy will be reviewed by Council every two years.

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	26 April 2019	121414.2024

THIS POLICY WAS DEVELOPED AFTER CONSULTATION WITH

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¶ Initiatives and projects can contribute to one or more of the following outcomes:¶

¶ Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, social wellbeing, reduced isolation and increased participation in community activities¶

¶ Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the Liverpool LGA¶

¶ Enhanced financial sustainability for local organisations with limited funding sources providing support services to the community¶

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¶ Applications are accepted all year.¶

¶

#### 5.4.3 Assessment criteria¶

To be considered for a fee reduction, applicants should clearly describe the proposed project and how it will meet the following criteria:¶

¶

Provide evidence of current Public Liability Insurance,

Certificate of Incorporation, not-for-profit, non-funded

charity incorporation and authentication of organisation;¶

The facility is booked prior to submission of fee

reduction application;¶

Application is received within program timeframe;¶

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Community and Lifestyle, Community Recreation, Corporate Services (Governance, Legal and Procurement), Infrastructure and Environment

**REFERENCES**

Australian Institute of Grants Management: Grant making Manifesto (2011)

Liverpool City Council: Council's Community Strategic Plan

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Social Justice Policy and Ethical Governance, Conflicts of Interest Policy

DRAFT

**COM 02****Policy Review - Code of Meeting Practice Policy**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	094779.2025
<b>Report By</b>	M'Leigh Brunetta - Manager Civic & Executive Services
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

The Model Code of Meeting Practice (the Model Code) provides a uniform set of meeting rules for Councils throughout NSW to help ensure more accessible, orderly, effective and efficient meetings. The Model Code is defined by the Office of Local Government and applies to all meetings of Councils, including committees of Council (where all committee members are Councillors).

The Model Code defines that Council must adopt a code of meeting practice within 12 months of the local government elections and further specifies that before adopting a new code, it must first place the draft of the code on public exhibition for at least 28 days.

**RECOMMENDATION**

That Council:

1. Notes, extensive consultation has been conducted in the preparation of the draft Model Code of Meeting Practice Policy; and
2. Endorses the Model Code of Meeting Practice Policy as final.

**REPORT**

At the 16 October 2024 Council Meeting, Council initiated to complete a review of the Code of Meeting Practice Policy and report back to Council as a priority. An internal and external review of the Code of Meeting Practice was subsequently conducted.

Recommended amendments to the draft Code of Meeting Practice were tabled at the Governance Meeting 13 November 2024.

In addition, the report *Policy Review - Code of Meeting Practice* was tabled at the 26 November 2024 Council meeting COM07 (deferred), 10 December 2024 Council meeting COM04 (deferred) and Governance Meeting 26 January 2025. Consultation continued with Council throughout this period.

On 26 February 2025 Council meeting COM05, Council resolved to proceed to Public Exhibition for 28 days which has been conducted. Feedback was received to Council and applied where appropriate for final consideration.

## **FINANCIAL IMPLICATIONS**

There are no financial considerations required for this report.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	<p>Raise awareness in the community of the available services and facilities.</p> <p>Promote community harmony and address discrimination.</p> <p>Support access and services for people with a disability.</p> <p>Deliver high quality services for children and their families.</p>
<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>Deliver services that are customer focused.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p>

<b>Legislative</b>	<p>Local Government Act 1993 (LGA)</p> <p>Local Government (General) Regulation 2021 (LGGR)</p> <p><i>Model Code of Meeting Practice for Local Councils in NSW</i>, published in the Gazette on 29 October 2021</p> <p>The NSW Government has prescribed a model code of meeting practice pursuant to section 360 of the LGA and section 232 of the LGGR.</p> <p>Council is required to adopt a code of meeting practice that incorporates the mandatory provisions of the model code (LGA, section 360(3)). Council must adopt the code of meeting practice within 12 months after an ordinary election of councillors. The code of meeting practice may incorporate non-mandatory provisions and other provisions. The code of meeting practice must not be inconsistent with the mandatory provisions of the model code (LGA, section 360(4)).</p> <p>Council must conduct its meetings in accordance with the code of meeting practice, as must committees of which all the members are councillors (LGA, section 360(5)).</p> <p>Before adopting a code of meeting practice, Council must prepare a draft code and place it on public exhibition (LGA, section 361). Council must consider submissions received and may amend the non-mandatory provisions of the draft code or adopt the code (LGA, section 362). Council may amend its code by adopting a code, in which case the requirements of public exhibition apply (LGA, section 363).</p>
<b>Risk</b>	The risk is deemed to be low.

## **ATTACHMENTS**

1. FINAL DRAFT - Code of Meeting Practice Policy\_May 2025 (Under separate cover)

**COM 03****Council Grants Donations and Sponsorship  
Report**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
<b>File Ref</b>	150087.2025
<b>Report By</b>	Javeria Hoda - Community Development Worker Funding & Support
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

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

This report provides a recommendation for endorsement of funding totalling **\$7,658** from the Sustainable Environment Grant.

**RECOMMENDATION**

That Council:

1. Endorses the funding recommendation of **\$7,658** (GST exclusive) under the **Sustainable Environment Grant Program** for the following project:

<b>Applicant</b>	<b>Project</b>	<b>Recommended</b>
Liverpool Girls High School	School Garden	\$3,029
Search Dogs Sydney	Searching for Cleaner Air	\$4,629

## **REPORT**

### **Sustainable Environment Grant Program**

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

<b>Applicant</b>	Liverpool Girls High School		
<b>Project</b>	School Garden		
<b>Amount Requested</b>	\$3,029	<b>Total Project Cost</b>	\$3,029
<b>Location</b>	Forbes St, Liverpool NSW 2170	<b>Date</b>	May 2025 to May 2027
<b>About the Applicant</b>	Liverpool Girls High School is located in the heart of Liverpool CBD. The school is seeking opportunities to deliver programs for students to learn essential life skills around waste minimisation, environmental improvement, and sustainable living.		
<b>Description</b>	<p><b>Objective:</b> The school garden project at Liverpool Girls High School aims to create a nurturing and educational environment that enhances student development, particularly for those in the Diverse Learning Support Unit and from low socioeconomic backgrounds. This initiative focuses on six key areas:</p> <ul style="list-style-type: none"> <li>• Educational Integration;</li> <li>• Promoting Healthy Eating;</li> <li>• Supporting Mental Health and Wellbeing;</li> <li>• Personal Learning Pathways for Aboriginal and Torres Strait Islander Students; and</li> <li>• Waste Minimisation and Sustainable Water Use and Fostering Sustainability and Environmental Stewardship.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Enhanced student wellbeing and mental health through a calming, hands-on learning environment that supports emotional regulation, especially for students in the Diverse Learning Support Unit and those from disadvantaged backgrounds; and</li> <li>• Improved educational engagement and practical learning by integrating the garden into the school curriculum, promoting real-world learning in sustainability, healthy eating, and cultural understanding.</li> </ul>		

<b>Funding Allocation</b>	Grant funding of \$3,029 will be allocated as follows: <ul style="list-style-type: none"> <li>• \$1,245 towards vertical garden materials; and</li> <li>• \$1,784 towards gardening equipment and planting materials</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li>• School students and broader school community.</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$3,029</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Sustainable Water Use, Environmental Improvement, Sustainable Living</i>.</p> <p><b>Expected program outcomes 7.4.1 a), b), d) and e).</b></p>

<b>Applicant</b>	Search Dogs Sydney		
<b>Project</b>	Searching for Cleaner Air		
<b>Amount Requested</b>	\$4,629	<b>Total Project Cost</b>	\$4,629
<b>Location</b>	14 Garling Ave, West Hoxton NSW 2171	<b>Date</b>	May 2025
<b>About the Applicant</b>	Search Dogs Sydney Inc (SDSI) is a local volunteer organisation delivering emergency response and training programs from its Rossmore facility. SDSI provides 24-hour support 365 days a year to NSW Police, emergency management agencies such as SES. The group extends its support to vulnerable community members and their families through Search & Rescue and Recovery operations across NSW. SDSI is a specialist team that trains canines and technicians with cutting-edge technology to enhance our search and rescue operations in any environment or terrain. The organisation delivers training programs in partnership with Australian Civil Air Patrol (AusCAP) and Citizens Band Radio Emergency Response Team (C.R.E.S.T).		
<b>Description</b>	<p><b>Objective:</b></p> <p>The purchase and installation of a solar battery storage to replace the existing diesel battery will ensure reliable, off-grid power for up to three days during periods of low sunlight, thereby eliminating dependence on a diesel generator. This upgrade will significantly reduce carbon emissions and environmental pollutants, improving conditions for search-and-rescue dogs and volunteers. By transitioning to a cleaner, more sustainable energy source, SDSI will improve their ability to conduct year-round training and operations with partners</p>		

**COMMUNITY & LIFESTYLE REPORT**

	<p>such as AusCAP and CREST, while supporting a carbon-neutral, environmentally responsible facility that benefits both our volunteers and the broader community.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>Increased operational capacity and training opportunities—enabling uninterrupted, sustainable power for extended periods, which supports more frequent training sessions with volunteers and partner organisations like AusCAP and CREST.</li> <li>Improved environmental conditions and waste minimisation associated with diesel generator maintenance. The solar battery storage will rely almost entirely on renewable energy, supporting a cleaner, low-waste operational model that improves air quality and reduces environmental degradation in the surrounding area</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li>Search and rescue organisations and broader community</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$4,629</b></p> <p>The project aligns with the Community Strategic Plan Objective 1 - <i>Healthy, Inclusive, Engaging</i>, Objective 2 - <i>Livable, Sustainable, Resilient</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Environmental Improvement</i>.</p> <p><b>Expected program outcomes 7.4.1 a), b), d) and e).</b></p>

**FINANCIAL IMPLICATIONS**

Costs associated with this recommendation have been included in Council's budget for the current year and long-term financial plan. A full breakdown of operating budget is included below.

<b>COMMUNITY SPONSORSHIP</b>			
Budget	Balance	<i>Recommendation for funding in this report</i>	<b>Remaining</b>
\$150,000	\$0	<i>Nil</i>	<b>\$0</b>
<b>COMMUNITY GRANTS</b>			
Budget	Balance	<i>Recommendation funding in this report</i>	<b>Remaining</b>
\$152,000	\$0	<i>Nil</i>	<b>\$0</b>
<b>MATCHING GRANTS</b>			
Budget	Balance	<i>Recommendation for funding in this report</i>	<b>Remaining</b>
\$100,000	\$0	<i>Nil</i>	<b>\$0</b>
<b>COMBINED FUNDING BALANCE</b>			



**COMMUNITY & LIFESTYLE REPORT**

Combined Budget	Combined Balance	Total recommendation for funding for Community Sponsorship, Community Grants and Matching Grants	Remaining Balance
\$402,000	\$0	Nil	\$0
<b>SUSTAINABLE ENVIRONMENT GRANTS</b> Budget of \$75,000 is allocated from the Environmental Levy, received through Council Rates. Unspent funds cannot be absorbed into Community Grants, Sponsorship, or Councils General Reserve.			
Budget	Balance	Recommendation for funding in this report	Remaining Balance
\$75,000	\$50,050	\$7,658	\$42,392

**CONSIDERATIONS**

<b>Economic</b>	The financial impacts are outlined in the report above.
<b>Environment</b>	Raise community awareness and support action in relation to environmental issues.
<b>Social</b>	Support community organisations, groups, and volunteers to deliver coordinated services to the community.
<b>Civic Leadership</b>	Foster neighborhood pride and a sense of responsibility. Operate a well-developed governance system that demonstrates accountability, transparency, and ethical conduct.
<b>Legislative</b>	Local Government Act 1993, including sections 24 and 356. The council may by resolution contribute money or otherwise grant financial assistance to people for the purpose of exercising its functions. Council's grant programs are targeted to ensure a lawful and consistent approach to its contributions and financial assistance. Key functions that are supported are Council's functions of providing goods, services, and facilities, and conducting activities, appropriate to the current and future needs within the Liverpool local community and of the wider public, subject to the Local Government Act, the regulations, and any other law.
<b>Risk</b>	There is no risk associated with this report.

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**ATTACHMENTS**

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1. Grants Donations & Sponsorship Report Confidential Addendum 21 May 2025  
(Under separate cover) - **Confidential**

**COM 04**

**Changes to Hire of Playing Surfaces Policy**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Improve liveability and quality of life for the community by delivering vibrant parks, places and facilities
<b>File Ref</b>	155263.2025
<b>Report By</b>	Craig Lambeth - Manager Community Recreation
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

Liverpool City Council has more than 50 individual sporting venues that accommodate more than 130 individually bookable fields spaces.

Council avails these venues to local sporting clubs, Schools, Organisations and other entities on a hire basis. These venues accommodate important sport, leisure and recreational activities for the community and play an important role in developing physical, mental and social wellbeing of the Liverpool community.

In general terms, Council's sporting facilities are typically located on land classified as community land. The Local Government Act 1993 defines the basis by which Council may enter leases, licences and other agreements on community land. A Plan of Management (either generic or site specific) defines how Council will manage the use of community land and define both permissible use and the how Council will enter into its various hire agreements for sporting fields.

Council's Hire of Playing Surfaces Policy intends to define the conditions of use of its sporting venues. The current Policy was adopted by Council in 2015. A review of the 2015 Policy has been undertaken by Council officers in consultation with representatives from existing sports field hirers. The proposed changes included:

1. Changes to Hire definitions to better align with the definitions in the Local Government Act 1993;
2. Changes to seasonal hire definitions to include pre-season and finals seasons;
3. A definition of how conflicting applications will be managed;
4. A definition of grounds maintenance responsibilities;
5. Amendment to the hire periods from season by season to a seasonal 5-year agreements; and

6. Amendments to ensure that any commercial activities delivered either directly or by sub-leasing agreements not defined as permissible use in the Hire Agreement require specific approval from Council.

Items 1-5 (above) were presented at the Council meeting held 20 November 2024. At that meeting Council resolved that:

***“That this item be deferred until there is stakeholder engagement.”***

Council Officers have since undertaken further consultation with sporting groups to obtain feedback on the proposed Policy changes, a summary of which is contained within this Report. In most regards, respondents have indicated a reasonable level of support for the proposed changes.

Council should also note that the proposed Policy changes oblige Hirers to disclose any commercial arrangements with third parties. The Policy amendments propose that, where these agreements are not defined as *Permissible Use* in individual Hire Agreements, the Hirer must seek specific permission from Council. An additional Fee may be payable under such circumstances.

Council is obliged to place the proposed changes to the Policy on Public Exhibition for a period of 28 days for further feedback and public comment.

## RECOMMENDATION

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That Council:

1. Notes the extensive consultation that has been conducted with key stakeholders;
2. Approves the changes to the ‘Hire of Playing Surfaces Policy’;
3. Proceeds to 28 days Public Exhibition; and
4. If no further submissions are made delegate, the CEO to finalise the endorsed Policy.

## REPORT

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### Background

Council avails these venues to local sporting clubs, Schools, Organisations and other entities on a hire basis. These venues accommodate important sport, leisure and recreational activities for the community and play an important role in developing physical, mental and social

wellbeing of the Liverpool community. Council's sporting venues currently accommodate an estimated 800,000 annual visitations to structured and organised activities.

Typically sporting facilities are located on land either owned by Council, or on Crown land that is managed by Council, is classified as community land and zoned either RE1 or RE2. Chapter 6, Part 2, Division 2, Section 35 of the Local Government Act 1993 (The Act) defines that use of community land should be in accordance with a Plan of Management (PoM) applying to the land and other provisions contained elsewhere in The Act. In the case of sporting facilities, a Generic Plan of Management applies to sports fields in general. In some cases, individual sites have their own standalone PoM and this is generally defined by either site-specific requirements or crown lands agreements.

The Act further specifies (Chapter 6, Part 2, Division 2, Section 46-47B) the basis on which Council may enter into leases, licenses or other estates on Community land. In broad terms, the Act defines that it may enter into a lease, license or short-term hire agreement for a purpose prescribed in the Plan of Management.

Council currently has a mix of hire agreements for its sporting facilities that includes as:

- Licence Agreements Exclusive use by a club
- Seasonal Hire Agreements Shared use of a venue by a number of parties
- Casual Hire Agreement sporadic/irregular bookings

Council's Hire of Playing Surfaces Policy intends to define the conditions of use of its sporting venues. The current Policy was adopted by Council in 2015. A Review of the Policy was undertaken in 2019 with no changes made.

Council Officers have undertaken further review of the current policy and recommend a number of changes to provide better clarity on its operational and governance effectiveness.

A Report was presented to Council at the November 2024 meeting recommending changes to the Hire of Playing Surfaces Policy. At that meeting Council resolved that:

***“That this item be deferred until there is stakeholder engagement”.***

Council Officers have since undertaken consultation with sporting groups to obtain feedback on the proposed Policy changes, a summary of which is contained within this Report.

Council should also note that in undertaking the review of the Hire of Playing Surfaces Policy, it has become evident that many Hirers have entered into commercial agreements with third-party entities on a sub-leasing basis. These arrangements typically deliver sports performance programs on a fee for service basis and are inconsistent with the broad definition of community sports activity. In some cases, Academy programs are charging premium fees for commercial cash cows for which there are individual for-profit beneficiaries.

The Policy amendments propose that, where these agreements are not defined as *Permissible Use* in individual Hire Agreements, the Hirer must seek specific permission from Council. An additional Fee may be payable under such circumstances.

### **Proposed Policy Changes**

There are extensive changes to the updated Hire of Playing Surfaces Policy. As such the policy has been rewritten in its entirety. The changes are intended to:

- Support sporting Clubs by providing certainty of ongoing sportsground use (subject to provisions within the Local Government Act);
- Provide certainty on operational processes and services provided by Council to support sports field use; and
- Ensure that the Policy meets the necessary Governance requirements.

The following identifies the key Policy changes:

1. Changes to the Hire Agreements to reflect the definitions within the Local Government Act. Chapter 6, Part 2, Division 2, Section 46 of The Act defines that Council may enter a lease licence or other estate for a period of up to 20 years.

The proposed Policy changes define the options for venue hire as:

- Short-term Hire - Applies to the use of community land on a one-off basis, for less than 21 consecutive days or intermittently for 52 days throughout a twelve-month period. For example, a Hirer may seek to utilise a sports field for a single day to run a sports activity;
- Licence – shared use of a sports field on an ongoing and/or perpetual basis that exceeds the limitations of short-term hire. For example, a Hirer may seek to utilise a facility on a seasonal basis for several days per week, but other community groups are permitted use outside of the booked days/times; or
- Lease – exclusive use of a sports field to a sports club that holds maintenance and upkeep responsibilities and allows sub-leasing.

This varies from the current structure that allows for:

- Casual Bookings – ad hoc bookings but does not limit to the number of bookings to align to specifications contained within the Act that limits short-term hire bookings to 21 consecutive days or 42 sporadic days throughout a twelve-month period;
- Seasonal Hire – that requires bookings by the club to be done prior to every sports season; or
- Licence Hirers – that may provide either exclusive or shared use and is not consistent with the definitions of leasing and licencing with the Local Government Act.

2. Definition of seasons has been amended to define a summer and winter “finals” season where priority of access is defined. The Policy defines how Council will prioritise access where there are conflicting requests for field access during the period where summer and winter seasons cross-ver. The proposed Policy defines that clubs participating in end of season finals will have first right of access during their seasons finals period.

The existing Policy is not clear on how Council will allow access to Sporting facilities where an overlap between pre-season and finals seasons exists.

3. Defines the application processes, eligibility criteria and assessment process. The Policy further defines how Council will assess conflicting applications. Council should note a bias to preserving the continued use by a sports club where possible.

The current Policy does not define how Council will assess and adjudicate conflicting applications.

4. Defines the circumstances whereby, a lessee can sublease the facility consistent with Chater 6, Part 2, Division 2, Section 47C of the Local Government Act. Where a lessee enters into subleasing agreements, the approved fees and charges defined in Councils Statement of Revenue Policy for field hire should be applied.

The current Policy does not allow subleasing in any form.

5. The proposed Policy defines the grounds maintenance plans to be undertaken by Council. Where a Hirer seeks grounds maintenance additional to the eservices defined, a fee for service approved by Council may apply. The agreed service standards will be defined in the relevant hire agreement.

The existing Policy does not define service obligations to be delivered by Council

6. The proposed Policy allows for lease agreements of up to five (5) years, and seasonal licence agreements for up to five (5) consecutive years.

The current Policy allows for Licence Agreements (Lease Agreements) for up to 5 years and seasonal hire agreements for a 6-month period.

7. The Policy amendments propose that, where sub-leasing or commercial activities are delivered by Clubs under a sub-lease agreement that are not defined as *Permissible Use* in individual Hire Agreements, the Hirer must seek specific permission from Council. An additional Fee may be payable under such circumstances.

**Stakeholder Consultation**

Council officers have undertaken the following process to obtain initial feedback on the proposed changes prior to going to Public Exhibition:

- A copy of the proposed changes was sent to all sports field hirers on 10 October 2024 seeking feedback and comment on the proposed changes;
- An online meeting was conducted via teams on 22 October 2024 to present the report and provide an opportunity for feedback and questions. 12 sports club representatives attended this meeting;
- Sports Clubs were contacted to seek their feedback via email and/or phone throughout March 2025 with results recorded via Survey Monkey. 41 responses were received; and
- The feedback data indicates general levels of support for the proposed changes noting respondents concerns regarding the allocation of sporting fields where pre-season and finals seasons overlap. This has been amended and addressed in the attached Policy to provide a fair and reasonable allocation of fields during the preseason and finals periods.

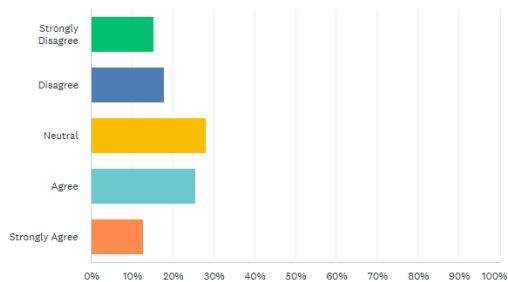


The feedback data indicates general levels of support for the proposed changes noting respondents concerns regarding the allocation of sporting fields where pre-season and finals seasons overlap. A copy of the survey results is indicated below: Figure 1 Changes to Seasonal Definitions

Q5

How do you feel about this proposed change to the policy?

Answered: 39 Skipped: 2



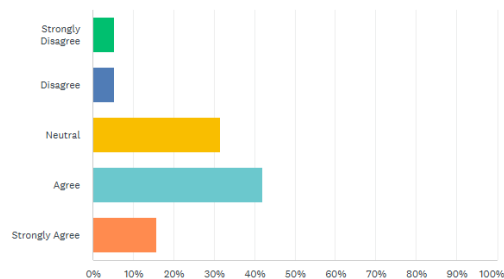
ANSWER CHOICES	RESPONSES
Strongly Disagree	15.38% 6
Disagree	17.95% 7
Neutral	28.21% 11
Agree	25.64% 10
Strongly Agree	12.82% 5
<b>TOTAL</b>	<b>39</b>

Figure 2 - Changes to Priority of Use

Q7

How do you feel about this proposed change to the policy?

Answered: 38 Skipped: 3



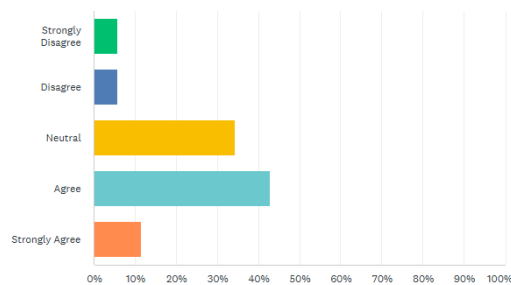
ANSWER CHOICES	RESPONSES
Strongly Disagree	5.26% 2
Disagree	5.26% 2
Neutral	31.58% 12
Agree	42.11% 16
Strongly Agree	15.79% 6
<b>TOTAL</b>	<b>38</b>

Figure 3 - Changes to Leasing, Licencing and Short-term Hire

Q9

How do you feel about this proposed change to the policy?

Answered: 35 Skipped: 6



ANSWER CHOICES	RESPONSES
Strongly Disagree	5.71% 2
Disagree	5.71% 2
Neutral	34.29% 12
Agree	42.86% 15
Strongly Agree	11.43% 4
<b>TOTAL</b>	<b>35</b>

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<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> <p>Promote community harmony and address discrimination.</p> <p>Support access and services for people with a disability.</p> <p>Deliver high quality services for children and their families.</p>
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	<p>Local Government Act 1993 (Division 2 – Part 2 – Section 35) and (Division 12 – Part 1 – Section 356)</p> <p>Local Government (General) Regulations 2021 (Division 5 – Part 2 – Section 49)</p> <p>Generic Plan of Management: Community Facilities, 2005</p> <p>Crown Land Management Act 2006</p>
<b>Risk</b>	There is no risk associated with this report.

## **ATTACHMENTS**

1. Draft Hire of Playing Surfaces Policy - 2025 (Under separate cover)

**CORP 01****Review of the Code of Conduct and Code of Conduct Procedures.**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	029103.2025
<b>Report By</b>	David Day - Head of Governance
<b>Approved By</b>	Farooq Portelli - Director Corporate Support

**EXECUTIVE SUMMARY**

Council's current Code of Conduct and Code of Conduct Procedures were adopted by resolution of the Council on 31 August 2022. The Local Government Act 1993 provides that:

- councils must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct (or is consistent with the Model Code of Conduct),
- councils must, within 12 months of each ordinary election, review their adopted Code of Conduct and make such adjustments as it considers appropriate (section 440(7)).
- the adopted Code of Conduct may include provisions that supplement the Model Code, but they must not be inconsistent with them (section 440AAA).
- councils must adopt Code of Conduct Procedures for the administration of the Code of Conduct that incorporate the provisions of the Model Code of Conduct Procedures (section 440AA). The Code of Conduct Procedures may include provisions that supplement the Model Code of Conduct Procedures but must not be inconsistent with them.

**RECOMMENDATION**

That Council:

1. Adopt the Draft Code of Conduct and Draft Code of Conduct Procedures.
2. Authorise the CEO to make minor typographical and non-material amendments to the Policies including updates to the attachments and forms.

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## REPORT

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On 5 September 2024, the Office of Local Government (OLG) advised that it was reviewing the Councillor Conduct Framework and released *The Councillor conduct and meeting practices – a discussion paper*. OLG proposes changes, which include removing the current two-step process for investigating alleged breaches of the Code of Conduct and a better definition and response to alleged Councillor misbehavior.

Submissions on the OLG discussion paper closed on 15 November 2024 and no further updates have been provided by the OLG at the time of this report. Given there is no certainty that the discussion paper will result in any changes within 12 months of the previous general election, it is proposed to continue with the current review to comply with section 440(7) of the Local Government Act 1993.

Council's Code of Conduct and Code of Conduct Procedures have been reviewed against the existing Model Codes. Council's documents are not exactly the same as the Model Codes, but they are consistent and compliant.

Changes have been made to Council's Code of Conduct to correct errors and out of date text. Attention is drawn to the following proposed changes and differences identified between Council's Code of Conduct and the Model Code of Conduct:

- Wording has been updated to because it is out of date or to correct a typographical error.
- Council's Code has an additional advisory note at page 4 regarding application of the Code to contractors, volunteers etc. This is consistent with the Model Code and is not proposed to be changed.
- Council's Code includes cryptocurrency in the definition of a cash like gift in paragraph 6.13 at page 4. This is consistent with the Model Code and is not proposed to be changed.
- Council's Code references the CEO throughout the document rather than the General Manager. It has been made clear in the definitions that Council's CEO carries out the functions of the General Manager. This is consistent with the Model Code and it is proposed to retain the language.
- Council's Code identifies at paragraph 6.8 to 6.11 that a gift of more than \$50 is not a token gift. Whilst the Model Code has been updated to \$100, the OLG has advised Council's that they have the option to retain the value at \$50. It is proposed to retain the \$50 threshold.
- Paragraph 6.2(a) provides that items with a value of less than \$10 are not gifts or benefits for the purposes of the Code of Conduct. It appears that this was inadvertently omitted from Council's current version of the Code and it is proposed to insert the missing text.

The same exercise has been conducted in relation to the Model Code of Conduct Procedures and attention is drawn to the following:

- Wording has been updated to because it is out of date or to correct a typographical error.
- Council's Code has an additional advisory note at page 3 regarding application of the Code to contractors, volunteers etc. This is consistent with the Model Code and is not proposed to be changed.
- It is proposed to delete the word "period" from paragraph 7.8 (c) at page 24 of Council's Code as it is not included in the Model Code and appears to have been included in error.
- It is proposed to delete paragraph 8.20 at page 33 of Council's Code as the text was removed from the 2020 version of the Model Code.
- Council's Code references the CEO throughout the document rather than the General Manager. It is proposed to amend the definition of CEO to make clear that Council's CEO carries out the functions of the General Manager. This is consistent with the Model Code and it is proposed to retain the language.

## **CONSULTATION**

The review of the Draft Code of Conduct and Code of Conduct Procedures has been undertaken in consultation with staff and Unions.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to the development and implementation of the Draft Code of Conduct and Code of Conduct Procedures and will be undertaken by the Legal and Governance team within existing budgets.

## **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>	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
<b>Legislative</b>	Local Government Act 1993 Local Government (General) Regulation 2021

	<p>Office of Local Government (OLG) Model Code of Conduct for Local Councils in NSW</p> <p>Office of Local Government (OLG) Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</p> <p>Relevant provisions are outlined in the body of the report.</p>
<b>Risk</b>	<p>The risk is deemed to be Low as Council's Draft Code of Conduct and Code of Conduct Procedures are consistent with the Model Codes published by the Office of Local Government (OLG).</p>

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## **ATTACHMENTS**

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1. Draft Code of Conduct Procedures (Under separate cover)
2. Draft Code of Conduct (Under separate cover)

**CORP 02**

**MOU 03 Governance and Oversight**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	125150.2025
<b>Report By</b>	Farooq Portelli - Director Corporate Support
<b>Approved By</b>	Farooq Portelli - Director Corporate Support

**EXECUTIVE SUMMARY**

Council at its meeting held on Wednesday 24 July 2024 moved a Motion of Urgency (MOU 03), the subject matter of which being 'Governance and Oversight'. Council sought advice from the Office of Local Government (OLG) as to whether a policy of oversight sought as a result of its resolution was appropriate. Council has been unsuccessful in obtaining the requested advice despite multiple attempts to do so.

**RECOMMENDATION**

That Council receive and note the report.

**REPORT**

Council at its meeting held on Wednesday 24 July 2024 moved a Motion of Urgency (MOU 03), the subject matter of which being 'Governance and Oversight'. Council sought advice from the Office of Local Government (OLG) as to whether a policy of oversight sought was appropriate.

An extract of the Motion of urgency detailing the specific information sought is provided in Attachment. Details of the information are detailed in motion 1(a) to 1(f).

Motion 2 specifically seeks the advice from the OLG in relation to matters referred in 1(a) to 1(f).

The information was sent to the OLG via email on 10 September 2024. A follow up call was made by me at 2:50pm on 16 September 2024 to confirm receipt. Another call was made at 4:27pm on 15 October 2024 wherein I was advised that a reply was completed and awaiting approval from the Deputy Secretary Local Government. I was also advised that "given the

circumstances between Council and the Office of Local Government”, all such approvals required the Deputy Secretary approval.

A further follow up call was made at 1:20pm on 20 November 2024 wherein I was advised that the matter was with the Deputy Secretary to review and authorise before a response would be provided.

Further contact was again made at 10:50am on 11 December 2024 wherein I was advised that the Deputy Secretary had just returned from leave and he was awaiting review and approval of the response.

An email was sent at 12:40pm on 21 January 2025 only to receive an out of office reply.

The last contact with the OLG was recently made at 2:50pm on 5 May 2025 wherein I was advised that the draft response was still with the Deputy Secretary and that a timeframe could not be given as to when the response will be forthcoming.

In summary, Council has to date been unsuccessful in obtaining the requested advice despite multiple attempts to do so.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Civic Leadership</b>	Provide information about Council’s services, roles and decision making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
<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. Item: MOU 03 - Governance and Oversight from the 24 July 2024 Council meeting



**MOTION OF URGENCY**

**ITEM:** **MOU 03**  
**SUBJECT:** **Governance and oversight**

Clr Macnaught requested Mayor Mannoun accept a Motion of Urgency.

Clr Macnaught stated that the opportunity for continuous improvement should be embraced every time it presents itself and this is one of them.

In accordance with Clause 9.3 of Council's Code of Meeting Practice, Mayor Mannoun, ruled the above matter as urgent and as such it was dealt with at this meeting as shown below:

**COUNCIL DECISION**

**Motion:** **Moved: Clr Macnaught** **Seconded: Mayor Mannoun**

That:

1. Council directs the CEO to create a policy that reports on the following oversight measures each quarter:
  - a. Payouts of amounts to employees and on what basis those payments were made.
  - b. Understanding of how payments were calculated.
  - c. A procedure for how Mayor and Councillors are consulted with regards to the appointment and dismissal of senior staff in accordance with s337 of the Local Government Act 1993.
  - d. A report on how positions and proposed salaries are to be market tested.
  - e. Appointment of an independent third party to provide a quarterly audit and report to the Audit, Risk and Improvement Committee (ARIC) as well as to the Governing body on the above matters.
  - f. A Procedure for the appointment and performance review of the CEO, with alignment to the Office of Local Government (OLG) Guidebook oversight of General Managers/CEOs.
2. Council seek advice from the OLG whether a policy for oversight as stated is appropriate for the Governing Body to consider on a quarterly basis and if it is not, then to not proceed.
3. The intent is that this should function comparatively to the Clause 4.6 Variation Quarterly Report.

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

**18**

Councillors voted unanimously for this motion.

Note: Cllr Karnib was an apology for this meeting and Cllr Kaliyanda had retired from the meeting when this item was voted on.

**CORP 03****Investment Report April 2025**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
<b>File Ref</b>	146562.2025
<b>Report By</b>	Vishwa Nadan - Chief Financial Officer
<b>Approved By</b>	Farooq Portelli - Director Corporate Support

**EXECUTIVE SUMMARY**

This report presents Council's investment portfolio and its performance at 30 April 2025. Key highlights include:

- Council held investments with a market value of \$393 million (see **Attachment 1** for details).
- The Reserve Bank of Australia (RBA)'s official cash rate remains at 4.10 per cent.
- The portfolio yield (for the year to April 2025) was 5 basis points above the benchmark (AusBond Bank Bill Index)

	AusBond Bank Bill Index (ABBI)
Benchmark	4.46%
Portfolio yield	4.51%
<b>Performance above benchmark</b>	<b>0.05%</b>

- Council's investment portfolio is performing slightly better than ABBI benchmark. Council still has \$19.35m in low-yielding (returning less than 2%) investments and not maturing till 2026. These investments will continue to impact on Council's overall portfolio performance.
- Year-to-date, Council's investment income was \$3.65 million higher than the original budget. This is due to a combination of increase in market interest rates and unrealised gain in fair value of Floating Rate Notes (FRNs).
- Year-to-date, Council's investment in mortgage-backed securities (MBSs) is valued at \$361 thousand below face value. Council's investment advisor continues to review Council's investment in MBSs and recommends Council continue to hold its investments in the Class A and Class C securities. There is significant uncertainty associated with these investments, however presently Council's investment advisor

**CORPORATE SUPPORT REPORT**

believes there is, on balance, more upside opportunity than downside risk. This is subject to ongoing regular review. MBSs are no longer rated.

- Council's investments and reporting obligations fully complied with the requirements of section 625 of the *Local Government Act 1993* and section 212 of the *Local Government (General) Regulation 2021*.
- Council's portfolio also fully complied with limits set out in its current Investment Policy, noting the exception applicable to MBSs (as investment in them pre-dates the current Investment Policy).
- Council is committed to NSW TCorp's balanced investment framework and held 19.5 per cent of its portfolio in ADIs rated BBB and below.
- Reserve balances were as follows (see **Attachment 2** for details):

	Opening balance 1 July 2024	Actual Balances 30 April 2025	Projected balances to 30 June 2025
Externally restricted	\$353.2m	\$386.9m	\$339.1m
Internally restricted	\$6.9m	\$6.4m	\$32.2m
Unrestricted (General)	-	-	\$11.4m
<b>Total</b>	<b>\$360.1m</b>	<b>\$393.3m</b>	<b>\$382.7m</b>

**RECOMMENDATION**

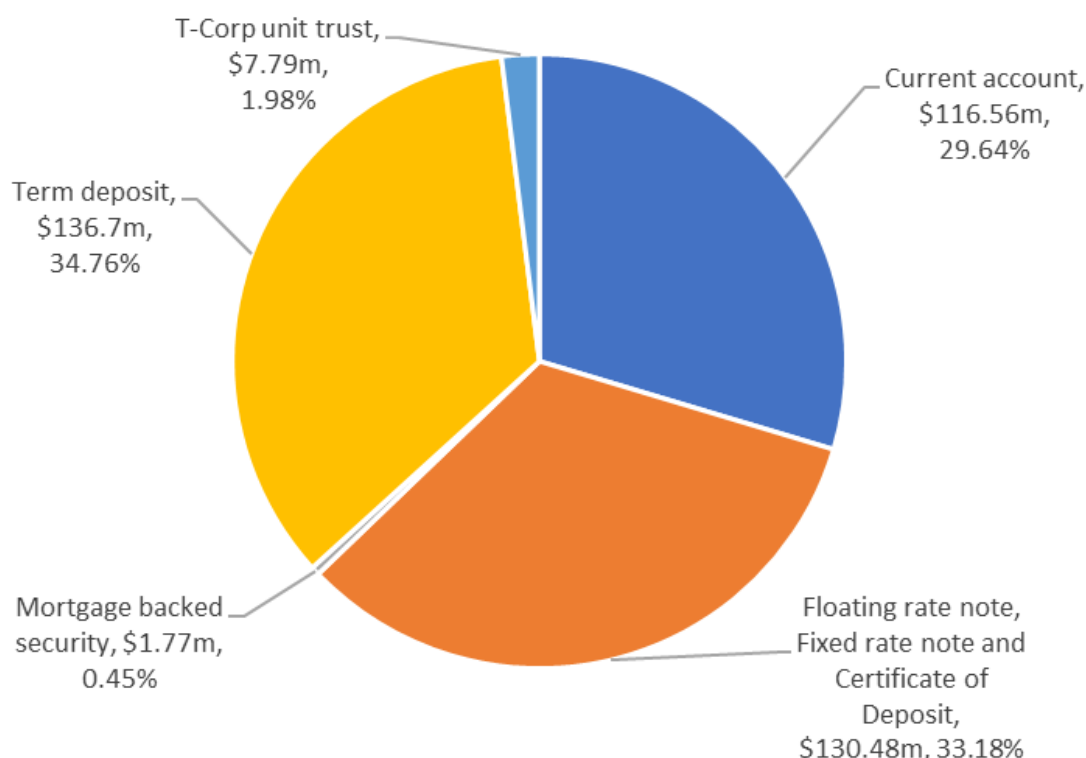
That the Council receives and notes this report.

**REPORT**

Section 212 of the *Local Government (General) Regulation 2021* 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 April 2025, Council held investments with a market value of \$393 million. Council's investment register detailing all its investments is provided as an attachment to this report. In summary, Council's portfolio consisted of investments in:



The ratio of market value compared to face value of various debt securities is shown in the table below.

Asset class	Apr-25	Mar-25	Jun-24
Senior debts (FRNs ,TCDs & FRBs)*	99.68%	99.75%	98.79%
MBS (Reverse mortgage-backed securities)	83.06%	83.21%	83.07%
T-Corp unit trusts	127.15%	126.55%	118.80%

**\*Definition of terms**

- *FRN - Floating Rate Note - returns an aggregate of a fixed margin and a variable benchmark (usually the Bank Bill Swap Rate).*
- *FRB - Fixed Rate Bond – returns a fixed coupon (interest) rate and is tradeable before maturity.*
- *TCD - Transferrable Certificate of Deposit - security issued with the same characteristics as a term deposit, however it can be sold back (transferred) into the market prior to maturity. A floating TCD pays a coupon linked to a variable benchmark (90-day Bank Bill Swap Rate).*

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 19.5 per cent of its portfolio in ADIs rated BBB and below.

### **Mortgaged-backed securities**

Council's investment advisor regularly reviews investments in grandfathered mortgage-backed securities (MBSs) and continues to recommend "hold" position on investments in Class A and both Class C securities.

There is significant uncertainty associated with these investments, however presently the investment advisors believe there is, on balance, more upside opportunity than downside

risk. Notwithstanding this recommendation, Council's investment advisor has assessed that both Class C securities are likely to eventually default. However, Council will continue to receive interest up until default which is likely to be many years in the future. Fitch Rating Agency has decided to withdraw its rating on MBSs and as a result, Council's investments in these securities are now classed as non-rated. Year-to-date, Council's investment in MBSs is valued at \$361 thousand below face value.

### **Portfolio maturity profile**

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

Complies to Investment policy	Term to maturity	Total	% Holdings	Term to maturity policy limit minimum	Term to maturity policy limit maximum
	Current account	116,556,571	29.64%		
	Term deposits < 1 year	100,700,000	25.60%		
	T-Corp unit trust	7,788,366	1.98%		
	Tradeable securities	130,484,510	33.18%		
✓	<b>Portfolio % &lt; 1 year ( Short term liquidity)</b>	<b>355,529,446</b>	<b>90.40%</b>	<b>30%</b>	<b>100%</b>
✓	Term deposit > 1 year < 3 years	36,000,000	9.15%	0%	70%
✓	Grand fathered securities	1,771,210	0.45%	N/A	N/A
✓	<b>Portfolio % (Medium term liquidity)</b>	<b>37,771,210</b>	<b>9.60%</b>		
	<b>Total portfolio</b>	<b>393,300,656</b>	<b>100.00%</b>		

### Counterparty policy limit compliance

Complies to Investment policy	Issuer	Security rating	Market value	% Total value	Maximum Institutional policy limit % holdings
✓	AMP Bank Ltd	BBB+	32,899,020	8.36%	15%
✓	ANZ Banking Group Ltd	AA-	13,730,602	3.49%	35%
✓	Auswide Bank	BBB	10,700,000	2.72%	15%
✓	Bendigo & Adelaide Bank Ltd	A-	3,497,740	0.89%	25%
✓	Bank Australia	BBB+	1,362,475	0.35%	15%
✓	Bank of Queensland Ltd	A-	12,710,972	3.23%	25%
✓	Commonwealth Bank of Australia Ltd	AA-	115,907,501	29.47%	35%
✓	Emerald Reverse Mortgage Trust ( Class A)	Unrated	587,972	0.15%	5%
✓	Emerald Reverse Mortgage Trust ( Class C)	Unrated	1,183,238	0.30%	5%
✓	G&C Mutual Bank	BBB+	3,000,000	0.76%	15%
✓	Great Southern Bank	BBB+	1,846,328	0.47%	15%
✓	ING Bank	A	43,052,390	10.95%	25%
✓	Macquarie Bank	A+	9,097,745	2.31%	25%
✓	MyState Bank	BBB	6,000,000	1.53%	15%
✓	Mizuho Bank	A	3,512,429	0.89%	25%
✓	National Australia Bank Ltd	AA-	29,200,868	7.42%	35%
✓	Newcastle Greater Mutual Group Ltd	BBB+	3,798,148	0.97%	15%
✓	Northern Territory Treasury	AA-	10,000,000	2.54%	35%
✓	NSW Treasury Corporation	Unrated	7,788,366	1.98%	5%
✓	Rabobank Australia Limited	A	33,514,252	8.52%	25%
✓	RACQ Bank	BBB+	1,505,481	0.38%	15%
✓	Scotia Bank	A-	8,508,357	2.16%	25%
✓	State Bank of India, Sydney Branch	BBB-	5,000,000	1.27%	15%
✓	Sumitomo Mitsui Banking	A	4,007,904	1.02%	25%
✓	Suncorp Bank	AA-	14,875,169	3.78%	35%
✓	Teachers Mutual Bank	BBB+	1,004,977	0.26%	15%
✓	UBS AG	A+	4,520,066	1.15%	25%
✓	Westpac Banking Corporation Ltd	AA-	10,488,656	2.67%	35%
	<b>Portfolio Total</b>		<b>393,300,656</b>	<b>100%</b>	

### Credit rating policy limit compliance

Complies to Investment policy	Credit rating	Market value	% Portfolio	Maximum policy limit
✓	AAA Category	1,733,231	0.44%	100%
✓	AA Category	194,202,796	49.38%	100%
✓	A Category	120,688,625	30.69%	60%
✓	BBB Category	67,116,429	17.06%	45%
✓	Unrated	9,559,575	2.43%	10%
	<b>Total Portfolio</b>	<b>393,300,656</b>	<b>100.00%</b>	

### Compliance with Investment policy – In summary

Legislative requirements	✓	Fully compliant, noting exception applicable to grandfathered mortgaged-backed investments.
Portfolio credit rating limit	✓	Fully compliant
Institutional exposure limits	✓	Fully compliant
Overall portfolio credit limits	✓	Fully compliant
Term to maturity limits	✓	Fully compliant

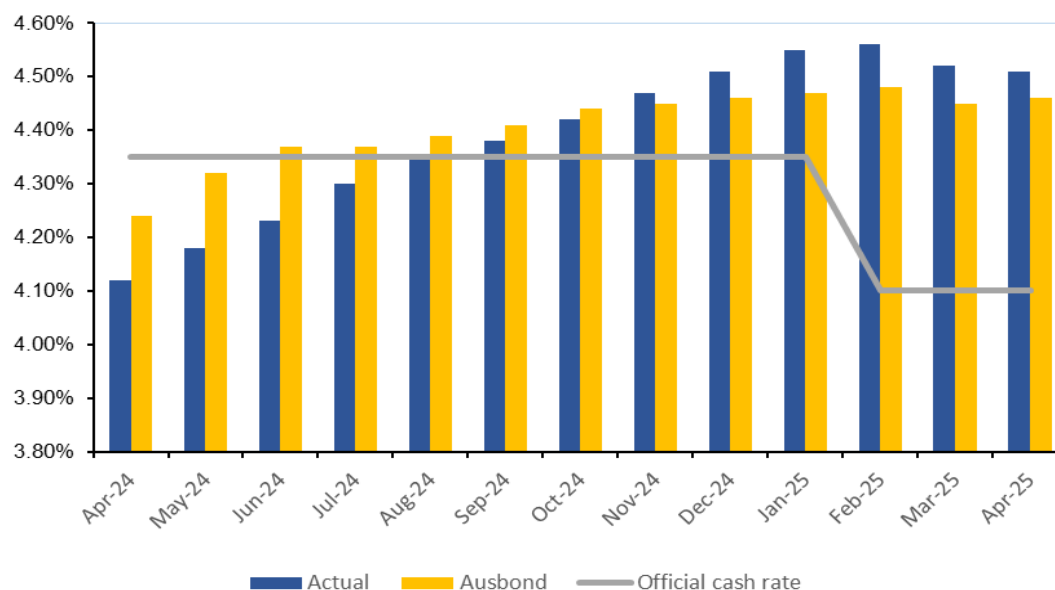
### Portfolio performance against relevant market benchmark

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.

Council's investment portfolio is performing slightly better than ABBI benchmark. Council still has \$19.35m in low-yielding (returning less than 2%) investments and not maturing till 2026. These investments will continue to impact on Council's overall portfolio performance.

The portfolio yield for the year to April 2025 was above the ABBI index by 5 basis points (portfolio yield: 4.51%; ABBI: 4.46%).

Comparative yields for the previous months are charted below:

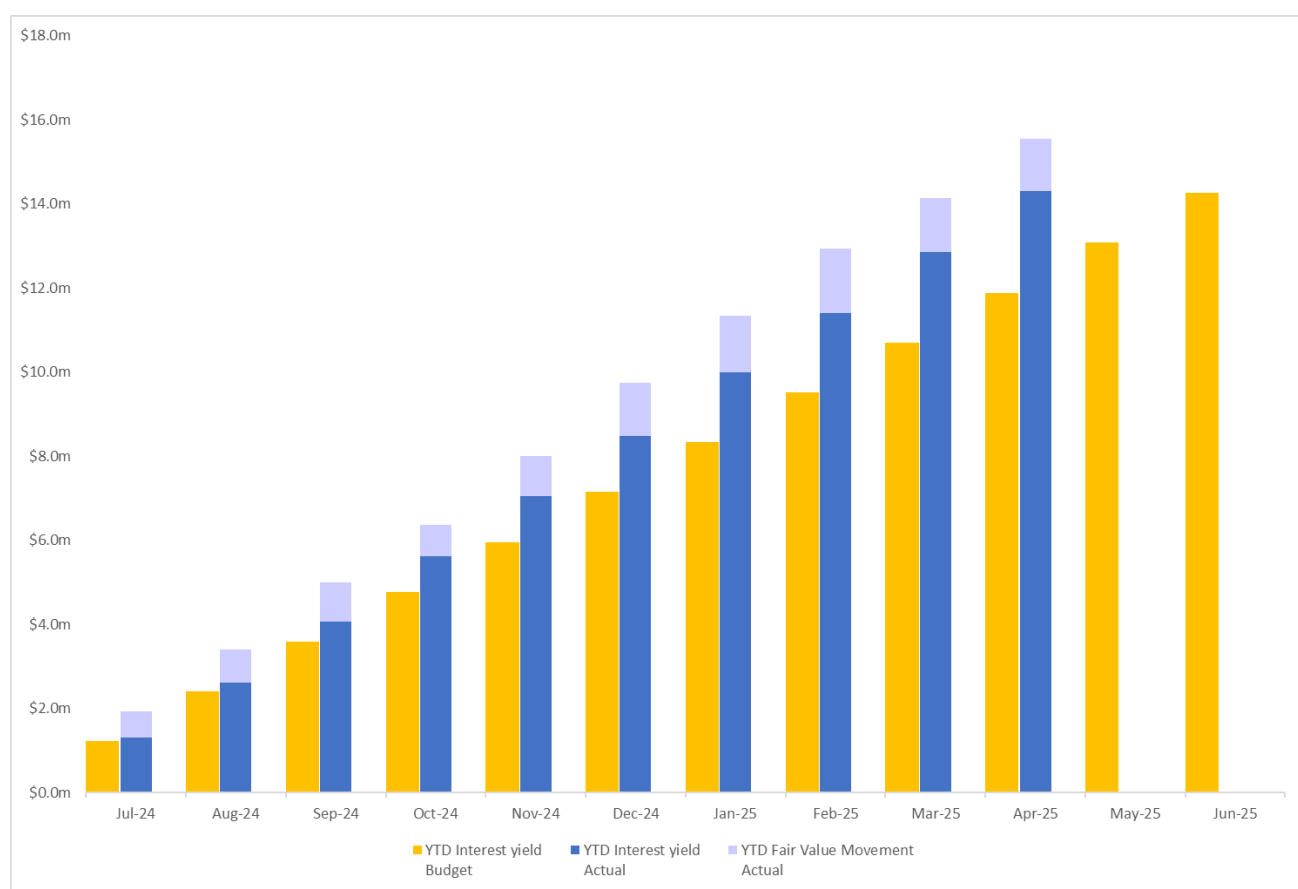




### Performance of portfolio returns against budget

Year-to-date, Council's investment income was \$3.65m higher than the original budget. This is due to a combination of increase in market interest rate and unrealised gain in fair value of Floating Rate Notes (FRNs).

	YTD Budget	YTD Actuals	Budget Variance
Interest yield on cash holdings	\$11.89m	\$14.31m	\$2.42m
Fair value market movement	\$0.00m	\$1.23m	\$1.23m
<b>Total</b>	<b>\$11.89m</b>	<b>\$15.54m</b>	<b>\$3.65m</b>



### Economic outlook – Reserve Bank of Australia

The Reserve Bank of Australia kept the official cash rate at 4.10 per cent in its meeting on 1 April 2025.

### 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*

**CORPORATE SUPPORT REPORT**

*Government Act 1993*, section 212 of the *Local Government (General) Regulation 2021* and Council's Investment Policy at the time of their placement. The previous investments are covered by the grandfathering clauses of the current investment guidelines issued by the Minister for Local Government.

**CONSIDERATIONS**

<b>Economic</b>	Council's investment income was \$3.65 million higher than the original budget at 30 April 2025.
<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>	<p>Local Government Act 1993, section 625</p> <p>Local Government (General) Regulation 2021, section 212</p> <p>Council is empowered by section 625 of the Local Government Act 1993 to invest money that is not, for the time being, required by Council for any other purpose. Council may invest money in a form of investment notified by order of the Minister.</p> <p>The Minister has published the Local Government Act 1993 – Investment Order which specifies the forms of investment that a council may make. It makes clear that Council must have an investment policy and invest in accordance with that policy. Council is required to invest prudently and must consider:</p> <ul style="list-style-type: none"> <li>• the risk of capital or income loss or depreciation,</li> <li>• the likely income return and the timing of income return,</li> <li>• the length of the term of the proposed investment,</li> <li>• the liquidity and marketability of the proposed investment,</li> <li>• the likelihood of inflation affecting the value of the proposed investment, and</li> <li>• the costs of making the proposed investment.</li> </ul> <p>The responsible accounting officer must provide Council with a written report setting out details of money invested at its ordinary meetings (but only at one meeting in a month): section 212 of the Local Government (General) Regulation 2021. The report must include a certificate as to whether the investment has been made in</p>

**CORPORATE SUPPORT REPORT**

	accordance with the Act, the regulations and Council's investment policies.
<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**

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1. Investment Portfolio - April 2025
2. Schedule of Reserves - April 2025



## Portfolio Valuation As At 30 April 2025

Fixed Interest Security	Maturity Date	Rating	Current	Market Value	Total	Yield
<b>Current Account</b>						
CBA Business Saver		AA-	93,330,800.44	93,330,800.44	23.73%	4.10%
CBA General Account		AA-	1,692,249.49	1,692,249.49	0.43%	0.00%
AMP Business Saver		BBB	2,127,616.76	2,127,616.76	0.54%	2.50%
AMP Notice Account		BBB	19,373,507.94	19,373,507.94	4.93%	4.75%
Macquarie Bank Accelerator Account		A+	30,751.71	30,751.71	0.01%	4.40%
Macquarie Bank Account		A+	1,644.35	1,644.35	0.00%	2.45%
			116,556,570.69	116,556,570.69	29.64%	
<b>Fixed Rate Bond</b>						
Commonwealth Bank	14/01/2027	AA-	5,000,000.00	4,872,405.00	1.24%	2.40%
Bank of Queensland	29/10/2025	BBB+	4,000,000.00	3,990,472.00	1.01%	4.00%
Bank of Queensland	27/10/2026	BBB+	4,750,000.00	4,604,198.75	1.17%	2.10%
UBS AG	26/02/2026	A+	2,550,000.00	2,486,647.80	0.63%	1.10%
ING Direct	19/08/2026	A	1,800,000.00	1,733,230.80	0.44%	1.10%
Macquarie Bank	14/09/2026	A+	4,200,000.00	4,250,219.40	1.08%	4.95%
NAB	25/02/2027	AA-	4,500,000.00	4,414,914.00	1.12%	2.90%
Scotia Bank	21/03/2030	A-	4,000,000.00	4,048,416.00	1.03%	5.23%
Suncorp	25/01/2027	AA-	4,500,000.00	4,380,804.00	1.11%	2.50%
			35,300,000.00	34,781,307.75	8.84%	
<b>Floating Rate Note</b>						
AMP Bank	13/09/2027	BBB+	3,400,000.00	3,397,895.40	0.86%	5.39%
ANZ Bank	31/03/2028	AA-	2,500,000.00	2,521,302.50	0.64%	5.19%
ANZ Bank	11/09/2028	AA-	4,200,000.00	4,216,829.40	1.07%	5.04%
ANZ Bank	05/02/2029	AA-	1,000,000.00	1,004,224.00	0.26%	5.18%
ANZ Bank	18/02/2030	AA-	3,000,000.00	2,988,246.00	0.76%	4.98%
Bank Australia	21/02/2028	BBB	1,350,000.00	1,362,475.35	0.35%	5.84%
Bank of Queensland	30/04/2029	A-	4,100,000.00	4,116,301.60	1.05%	5.15%
Bendigo and Adelaide	14/05/2027	A-	1,700,000.00	1,703,904.90	0.43%	5.18%
Bendigo and Adelaide	24/10/2028	A-	1,800,000.00	1,793,835.00	0.46%	4.88%
Commonwealth Bank	17/08/2028	AA-	3,500,000.00	3,517,269.00	0.89%	5.12%
Commonwealth Bank	09/01/2030	AA-	2,500,000.00	2,494,777.50	0.63%	4.91%
Great Southern Bank	01/11/2027	BBB+	1,850,000.00	1,846,327.75	0.47%	5.26%
ING Bank	22/03/2027	A+	2,000,000.00	2,008,878.00	0.51%	5.07%
ING Bank	20/08/2029	A+	6,300,000.00	6,310,281.60	1.60%	5.17%
Macquarie Bank	14/09/2026	A+	4,800,000.00	4,815,129.60	1.22%	4.97%
Mizuho Bank	18/01/2027	A	3,500,000.00	3,512,428.50	0.89%	4.83%
NAB	22/03/2029	AA-	3,500,000.00	3,506,800.50	0.89%	5.02%
NAB	14/11/2029	AA-	2,600,000.00	2,593,968.00	0.66%	5.00%
NAB	18/03/2030	AA-	4,700,000.00	4,685,185.60	1.19%	4.94%
Newcastle Greater Mutual Group Ltd	14/02/2029	BBB	600,000.00	612,055.20	0.16%	6.03%
Newcastle Greater Mutual Group Ltd	21/01/2030	BBB+	3,200,000.00	3,186,092.80	0.81%	5.20%
Rabobank Australia Branch	27/01/2027	A+	2,700,000.00	2,700,569.70	0.69%	4.63%
Rabobank Australia Branch	19/01/2028	A+	1,500,000.00	1,514,040.00	0.38%	5.13%
Rabobank Australia Branch	26/02/2029	A	3,000,000.00	3,008,259.00	0.76%	5.15%
Rabobank Australia Branch	20/02/2030	A	1,300,000.00	1,291,383.60	0.33%	5.00%
RACQ Bank	24/02/2026	BBB+	1,500,000.00	1,505,481.00	0.38%	5.63%
Scotia Bank	21/03/2030	A-	4,500,000.00	4,459,941.00	1.13%	5.51%
Suncorp	19/03/2029	AA-	2,500,000.00	2,500,555.00	0.64%	5.10%

Suncorp	27/09/2029	AA-	5,000,000.00	4,993,810.00	1.27%	5.03%
Sumitomo Mitsui Banking	20/01/2027	A	4,000,000.00	4,007,904.00	1.02%	4.73%
Teachers Mutual Bank	21/06/2027	BBB+	1,000,000.00	1,004,977.00	0.26%	5.41%
UBS AG	24/11/2028	A+	2,000,000.00	2,033,418.00	0.52%	5.58%
Westpac	21/01/2030	AA-	4,500,000.00	4,488,655.50	1.14%	4.79%
			95,600,000.00	95,703,202.00	24.33%	

**Mortgage Backed Security**

EmeraldMBS2006-1A	21/08/2051	Unrated	632,372.58	587,972.44	0.15%	4.59%
EmeraldMBS2006-1C	21/08/2056	Unrated	1,000,000.00	807,809.00	0.21%	5.34%
EmeraldMBS2007-1C	23/07/2057	Unrated	500,000.00	375,428.50	0.10%	4.90%
			2,132,372.58	1,771,209.94	0.45%	

**Term Deposit**

AMP	10/09/2025	BBB+	3,000,000.00	3,000,000.00	0.76%	5.10%
AMP	22/10/2025	BBB+	5,000,000.00	5,000,000.00	1.27%	5.05%
ANZ	26/10/2026	AA-	3,000,000.00	3,000,000.00	0.76%	5.35%
Auswide Bank	12/06/2025	BBB	4,000,000.00	4,000,000.00	1.02%	5.15%
Auswide Bank	10/12/2025	BBB	6,700,000.00	6,700,000.00	1.70%	5.10%
Commonwealth Bank	27/11/2025	AA-	10,000,000.00	10,000,000.00	2.54%	4.60%
ING Bank	05/08/2025	A	3,000,000.00	3,000,000.00	0.76%	5.30%
ING Bank	01/09/2025	A	3,000,000.00	3,000,000.00	0.76%	5.37%
ING Bank	24/09/2025	A	5,000,000.00	5,000,000.00	1.27%	5.20%
ING Bank	15/01/2026	A	5,000,000.00	5,000,000.00	1.27%	5.04%
ING Bank	25/09/2026	A	5,000,000.00	5,000,000.00	1.27%	5.15%
ING Bank	14/10/2026	A	3,000,000.00	3,000,000.00	0.76%	4.79%
ING Bank	14/10/2027	A	3,000,000.00	3,000,000.00	0.76%	4.77%
ING Bank	10/10/2028	A	3,000,000.00	3,000,000.00	0.76%	5.30%
ING Bank	20/11/2028	A	3,000,000.00	3,000,000.00	0.76%	5.40%
G & C Mutual Bank	17/09/2025	BBB	3,000,000.00	3,000,000.00	0.76%	5.20%
MyState Bank	10/12/2025	BBB	6,000,000.00	6,000,000.00	1.53%	5.10%
NAB	27/05/2025	AA-	3,000,000.00	3,000,000.00	0.76%	5.05%
NAB	20/06/2025	AA-	3,000,000.00	3,000,000.00	0.76%	4.95%
NAB	29/07/2025	AA-	3,000,000.00	3,000,000.00	0.76%	5.30%
NAB	08/09/2025	AA-	5,000,000.00	5,000,000.00	1.27%	1.10%
Northern Territory Treasury	15/12/2025	AA-	5,000,000.00	5,000,000.00	1.27%	1.20%
Northern Territory Treasury	15/12/2026	AA-	5,000,000.00	5,000,000.00	1.27%	1.50%
Rabobank Australia Limited	29/05/2025	A	5,000,000.00	5,000,000.00	1.27%	5.33%
Rabobank Australia Limited	18/07/2025	A	3,000,000.00	3,000,000.00	0.76%	5.33%
Rabobank Australia Limited	27/08/2025	A	3,000,000.00	3,000,000.00	0.76%	4.90%
Rabobank Australia Limited	27/08/2026	A	3,000,000.00	3,000,000.00	0.76%	4.50%
Rabobank Australia Limited	18/02/2028	A	3,000,000.00	3,000,000.00	0.76%	5.06%
Rabobank Australia Limited	18/02/2028	A	5,000,000.00	5,000,000.00	1.27%	4.80%
Rabobank Australia Limited	20/02/2029	A	3,000,000.00	3,000,000.00	0.76%	5.19%
State Bank of India	11/03/2026	BBB-	5,000,000.00	5,000,000.00	1.27%	5.00%
Suncorp Bank	17/07/2025	AA-	3,000,000.00	3,000,000.00	0.76%	5.06%
Westpac	27/10/2025	AA-	3,000,000.00	3,000,000.00	0.76%	5.37%
Westpac	19/01/2026	AA-	3,000,000.00	3,000,000.00	0.76%	5.05%
			136,700,000.00	136,700,000.00	34.76%	
<b>Total</b>			386,288,943.27	385,512,290.38	98.02%	

**T-Corp**

NSWTC IM Long Term Growth Fund	Unrated	6,125,337.88	7,788,365.56	1.98%	
		6,125,337.88	7,788,365.56	1.98%	
<b>Total</b>		386,288,943.27	385,512,290.38	98.02%	
<b>Portfolio Total</b>		392,414,281.15	393,300,655.94	100.00%	

**Liverpool City Council**  
**Cash Reserves: Actual vs Projected**

	<b>1 July 2024 Actual Opening Balance</b>	<b>30 April 2025 Actual Closing Balance</b>	<b>30 June 2025 Projected Closing Balance</b>
<b>Externally Restricted</b>			
S7.11 Contributions	276,762,833	314,449,014	275,920,348
City Development Fund	(586,980)	0	683,849
Domestic Waste Reserve	(1,332,628)	744,778	196,266
Environment Levy	6,534,668	7,181,831	5,824,836
Stormwater Reserve	1,135,927	1,800,334	125,373
Edmondson Park Reserve	2,992,324	0	0
Contribution Reserve	3,170,431	3,170,431	3,068,931
Grants Reserve	7,505,797	9,553,605	6,722,729
Grants Reserve - Operating	318,924	318,924	318,924
Deferred Grants Reserve - Capital	41,235,666	37,784,679	37,784,679
Deferred Grants Reserve - Operating	1,797,393	1,359,493	1,359,493
Western Sydney Infrastructure Grants Program	13,716,336	10,536,139	7,043,078
<b>Total Externally Restricted</b>	<b>353,250,691</b>	<b>386,899,228</b>	<b>339,048,506</b>
<b>Internally Restricted</b>			
Employee Leave Entitlement Reserve	4,672,000	(0)	4,672,000
Insurance Reserve	491,267	(0)	1,796,043
Parking Strategy Reserve	350,345	0	1,132,709
General Property Reserve	176,734	(0)	176,734
Loan Reserve	0	6,401,429	12,216,500
Hammondville Pool and Precinct Reserve	0	0	7,967,907
Carnes Hill Stage 2 Precinct Development Reserve	1,166,823	(0)	4,265,833
<b>Total Internally Restricted</b>	<b>6,857,168</b>	<b>6,401,428</b>	<b>32,227,725</b>
<b>Total Restricted</b>	<b>360,107,859</b>	<b>393,300,656</b>	<b>371,276,231</b>
<b>Unrestricted general reserves</b>	<b>0</b>	<b>0</b>	<b>11,456,239</b>
<b>Total Cash and Investments</b>	<b>360,107,859</b>	<b>393,300,656</b>	<b>382,732,470</b>

## CTTE 01

**Minutes of the Liverpool Local Traffic Committee  
held 19 March 2025**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Promote and advocate for an integrated transport network with improved transport options and connectivity
<b>File Ref</b>	124814.2025
<b>Report By</b>	Patrick Bastawrous - Coordinator Traffic and Transport
<b>Approved By</b>	Lina Kakish - Director Planning & Compliance

**EXECUTIVE SUMMARY**

This report presents the recommendations from the Liverpool Local Traffic Committee meeting held on 19 March 2025. At the meeting, the Committee considered 5 Agenda Items and 2 General Business Items.

Council is requested to adopt the recommendations of the Committee meeting. A copy of the meeting minutes along with the Agenda and Attachment Booklet are included in **Attachments 1 and 2**.

**RECOMMENDATION**

That Council adopts the following Committee recommendations:

1. Receives and notes the Minutes of the Liverpool Local Traffic Committee Meeting held on 19 March 2025.
2. Endorse the recommendations in the Minutes.

**REPORT**

The Minutes of the Liverpool Local Traffic Committee held on 19 March 2025 are attached for the information of Council.

The minutes contain the following actions or Committee recommendations:

**ITEM NO:** AI 01  
**SUBJECT:** 215 Badgerys Creek Road, Bradfield - Stage 2A - Signage and Line Marking Plan

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council approves the signage and line marking plan for 215 Badgerys Creek Road, Bradfield; Stage 2A – Signage and Line marking plans as indicated in the Attachment Booklet.

**ITEM NO:** AI 02  
**SUBJECT:** Proposed extension of median island - Sergeant Street and General Boulevard, Edmondson Park

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council approves the extension of the existing concrete median island and removal of existing bollards at the intersection of Sergeant Street and General Boulevard, Edmondson Park.

**ITEM NO:** AI 03  
**SUBJECT:** Roundabout Modification - Buchan Avenue and Jardine Drive, Edmondson Park

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council approves the installation of raised platform / thresholds at all approaches of the roundabout at Buchan Avenue and Jardine Drive intersection including installation of blisters and modification of central island as indicated in the Attachment Booklet.

**ITEM NO:** AI 04  
**SUBJECT:** Devonshire Road, Kemps Creek/Rossmore and King Street, Rossmore - Edge Line and Curve Improvements

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council approves the line marking and signage plans, including proposed audio tactile edge line marking, installation of curve alignment markers, and improving road shoulder conditions at the existing curves along Devonshire Road and King Street, as indicated in the Attachment Booklet.



**ITEM NO:** AI 05  
**SUBJECT:** Items Approved Under Delegated Authority

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council notes:

1. Delegated Authority applications approved by Council staff under the TfNSW 'Instrument of Delegation and Authorisation' over the two-month period between January and March 2025.
2. Council to investigate the installation of parking restrictions to improve road safety for left turn movements out of Niland Way into Mackellar Street, Casula.

**GENERAL BUSINESS ITEMS**

As indicated above, the Committee considered 6 General Business Items. Comments on the General Business Items with recommended actions are as follows:

**ITEM NO:** GBI 01  
**SUBJECT:** WSIGP (Western Sydney Infrastructure Grants Program) Streetscape Projects Progress Update

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council notes the Liverpool Traffic Committee has reviewed the presentation and provided comments and feedback as appropriate.

**ITEM NO:** GBI 02  
**SUBJECT:** Maryvale Avenue, Lurnea – Proposed Left Turn restriction into Hoxton Park Road

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council provides an update of the implementation of the left turn restriction from Hoxton Park Road into Maryvale Avenue, to the next LTC Meeting.

## **FINANCIAL IMPLICATIONS**

The actions contained in the minutes will be funded as outlined in the table below.

<b>Item</b>	<b>Description</b>	<b>Funding, Indicative Cost and Timing</b>
1	215 Badgerys Creek Road, Bradfield - Stage 2A - Signage and Line Marking Plan	<b>Funding</b> – Developer Funded <b>Indicative Cost to Council</b> – NIL <b>Timing</b> – Subject to Occupation Certificate
2	Proposed extension of median island - Sergeant Street and General Boulevard, Edmondson Park	<b>Funding</b> – Subject to Council's Capital Budget Program <b>Indicative Cost to Council</b> – \$70,000 <b>Timing</b> – Subject to funding allocation
3	Roundabout Modification - Buchan Avenue and Jardine Drive, Edmondson Park	<b>Funding</b> – Council's Capital Budget Program <b>Indicative Cost to Council</b> – \$80,000 <b>Timing</b> – Subject to funding allocation
4	Devonshire Road, Kemps Creek/Rossmore and King Street, Rossmore - Edge Line and Curve Improvements	<b>Funding</b> – Council's Operational Budget Program <b>Indicative Cost to Council</b> – \$50,000 <b>Timing</b> – Subject to funding allocation
5	Items approved under delegated authority	<b>Funding</b> – Council's Operational Budget Program <b>Indicative Cost to Council</b> – \$20,000 <b>Timing</b> – Subject to funding allocation

## **CONSIDERATIONS**

<b>Economic</b>	Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.  Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.
<b>Environment</b>	Promote an integrated and user friendly public transport service. Support the delivery of a range of transport options.
<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>	NSW Roads Act 1993 and Traffic Management Act.
<b>Risk</b>	The risk is deemed to be Low.

**ATTACHMENTS**

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1. Liverpool Local Traffic Committee 2025-03-19 - Agenda and Attachment Booklet (Under separate cover)
2. Liverpool Local Traffic Committee 2025-03-19 - Minutes (Under separate cover)

**CTTE 02****Community Safety & Crime Prevention Advisory  
Committee Meeting Minutes for 6 March 2025**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
<b>File Ref</b>	128499.2025
<b>Report By</b>	Jacqueline Newsome - Coordinator Community Development
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Community Safety & Crime Prevention Advisory Committee Meeting held on 6 March 2025.

**RECOMMENDATION**

That Council receives and notes the Minutes of the Community Safety & Crime Prevention Advisory Committee Meeting held on 6 March 2025.

**REPORT**

The Minutes of the Community Safety & Crime Prevention Advisory Committee meeting held on 6 March 2025 are attached for the information of Council.

**FINANCIAL IMPLICATIONS**

None of the actions contained in the minutes will have a 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.
<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 6 March 2025



This meeting was recorded for minute taking purposes

## MINUTES OF THE COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE MEETING 7 March 2025

### COUNCILLORS:

Councillor Dr Betty Green

Liverpool City Council (**Chairperson**)

### COMMITTEE MEMBERS:

Det. Insp. Timothy Liddiard  
Jaqueline Druart  
Claudia Escarate  
Jonathan Goodall  
Joanne Fitzpatrick  
Sarah Mead

Liverpool City Police Area Command  
MTC Australia  
Core Services  
Hume Housing  
Anglicare  
Bonnie Services Limited

### COUNCIL ATTENDEES:

Cynthia Death  
Jaqueline Newsome

Community Development Worker - Safety & Wellbeing  
Coordinator, Community Development

### APOLOGIES:

Mayor Ned Mannoun  
Chantelle Woodbridge  
Toula Athanasiou  
Andrew Miles

Liverpool City Council  
Hume Housing  
Liverpool City Council  
South Western Sydney LHD



## OPEN

Meeting opened at 10:05 am.

### 1. WELCOME, ATTENDANCE AND APOLOGIES

Councillor Dr Betty Green opened the meeting and conducted the Acknowledgement of Country.

### 2. DECLARATIONS OF INTEREST

Nil.

### 3. CONFIRMATION OF PREVIOUS MINUTES - Nil

### 4. GUEST SPEAKER – ‘Miller Community Household Survey’ presented by Andrew Reid, Research Officer - South Western Sydney Local Health District | NSW Health

Andrew Reid provided a presentation on *Miller Community Household Survey Results*:

- Research funded by NSW Department of Communities and Justice (Housing NSW), SWSLHD Primary and Community Health, Liverpool City Council (auspiced by the Bill Crews Charitable Trust) and UNSW Research Centre for Primary Health Care and Equity;
- Cross-sectional study on a randomised sample of 600 households between November 2022 and July 2023;
- Target group were Miller residents living in socially disadvantaged locations characterised by socio-economic disadvantage, social exclusion, higher crime rates and poorer physical environments;
- Methods used were by face-to-face door knocking by survey interviewers providing a weblink and QR code to online version of the survey on UNSW Qualtrics;
- Participant data:
  - Respondents were mostly female (62% of respondents) aged 45 years and older;
  - 50% Born overseas;



- 13% were Aboriginal or Torres Strait Islander;
- 43% had lived at their current address for more than 15 years;
- 58% were not in the labour force (most on a pension);
- 28% had left school without any qualifications;
- 51% of respondents lived in Social housing, 30% owned or mortgage home and 19% private rental; and
- 59% had a household computer with internet access.
- Participants reported the following issues and concerns:
  - Speeding Traffic (46.4%);
  - Drinking in public spaces (42.9%); and
  - Assault (23.1%), Burglary (24.7%) and Domestic Violence (25.6%).
- About 59% felt unsafe walking down their street after dark; 26% felt unsafe in their homes at night;
- 54% felt Miller did not have a reputation as a safe place;
- Most divisive issues and concerns reported:
  - Drug and alcohol problems (41.8%);
  - Mental Health Issues (36.6%); and
  - Generational Differences (19.4%).
- Least divisive issues and concerns reported:
  - Religious beliefs (63.1%);
  - Ethnic backgrounds (60.9%); and
  - Differences between old and new residents (57.8%).

For further information regarding the report, contact Andrew Reid, Research Officer

Centre for Health Equity Training, Research & Evaluation (CHETRE)

Email: [Andrew.Reid@health.nsw.gov.au](mailto:Andrew.Reid@health.nsw.gov.au) or [Andrew.Reid@unsw.edu.au](mailto:Andrew.Reid@unsw.edu.au)

## 5. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil





## 6. GENERAL BUSINESS

### 6.1 Liverpool City Police Area Command report

Det. Insp. Timothy Liddiard provided an update on local crime statistics:

- Domestic Violence has been significantly higher. Police responded to 97 domestic violence incidents in just one week;
- DV continues to be a significant issue for Liverpool PAC. The domestic violence prevention unit is based at Green Valley Police station. Operation AMROCK is targeting domestic violence offenders;
- There has been a good reduction in crime in relation to property theft despite a little spike over the Christmas period. Crime Prevention Officers conducted a significant number of safety audits in response and as well as conducted several operations to target offenders in relation to those offences;
- There has been a high number of vehicles stolen from public streets. Investigations are underway. Last month Police continued to work with Traffic and Highway Patrol and have arrested offenders;
- During the month of February, there was a small spike in relation to robbery offences resulting from opportunity thefts which included people in public places targeted with personal items stolen from such as mobile phones. Out of those robbery offences 50% have been prosecuted;
- Further crime trends and stats based on specific suburbs can be accessed on BOSCAR website; and
- Residents can report any criminal activity directly to Police via Crime Stoppers online, at their local police station or call 000 in an emergency. If crime is reported to Police consistently, Police will target these areas.

### 6.2 Councillors Report

Councillor Dr Betty Green shared the following update:

- An audit of sporting fields found that there were 29 sports fields that didn't have AED defibrillators. Council is working with providers to ensure that those defibrillators are installed on these sports field;
- CEO Recruitment: Recruitment for a new CEO continues and hopefully in the next quarter we will have a new CEO appointed;
- Special Entertainment Precincts: Approved a trial in Macquarie Street and surrounding areas, with a future trial in Edmondson Park. This is part of the NSW Government Vibrancy Reforms and will encourage live music and small scale cultural music events without a DA;



- Special Events: 'Blessed Nights' is now underway started on 27 February over four weeks until the 23rd of March; and
- International Women's Day events are happening in the Liverpool area: The 'Giving Voice' project celebrating the history of Liverpool Women's Health Centre's 50th anniversary on Saturday 8 March at 2:00pm held at Yellamundie Library gallery.

### 6.3 Councils Community Development Worker – Safety & Wellbeing update

- Liquor License Community Toolkit Webinar - a new initiative designed to support local communities in reducing alcohol-related harm through active participation in liquor license application processes. The toolkit discusses the important steps that communities can take when responding to liquor license applications. The webinar will be held on Thursday 6 March 2025 from 2pm to 3pm. For more information, contact Olive Tangiahoe at [olive.tongiahoe@odysseyhouse.com.au](mailto:olive.tongiahoe@odysseyhouse.com.au);
- Registrations are now open for South West Sydney Public Health Network's (SWSPHN) 'Breaking Barriers: Help Shape the Future of Alcohol and Other Drugs Support' workshop to be held on Thursday, 10 April from 6.30pm to 9pm at Rydges, Bankstown;
- Domestic Violence Conference – 'Through Children's Eyes: Changing the Family & Domestic Violence Story' will be held on Thursday 20 March from 9am - 5pm; and
- The next 'Coffee with a Cop' event will be held on Wednesday 26 March at Liverpool Westfield. Event flyer will be shared on Liverpool Council Facebook.

### 6.4 Road Safety update (provided by email):

Council's Child Car Seat Checking Event was held on Friday 21 February 2025. The event took place at Liverpool Catholic Club, Level 1- carpark. This event is held every two months and is free for Liverpool residents.

Summary of child car seat checking event:

- Cars checked – 39;
- Child car seats checked – 49;
- Child car seats that were fitted correctly – 3;
- Problem adjustment – 23;
- New installation – 17; and
- Turnaround and position changes – 6.

Most common problems identified were:

- Seatbelts loose;



- Harness- height adjustment; and
- Installation incorrect or required a Gated Buckle.

84% percent of restraints required some form of adjustment.

Council's Facebook page reflects the highest engagement channel for bookings, followed by residents attending Council's previous child car seat checking events and word of mouth.

The next Child Car Seat Checking Event will be held on Friday 11 April 2025 and will be promoted via Council's social media platforms.

## 7. INFORMATION SHARE

- Jaqueline Druart from MTC Australia shared that their centre delivers employment, training and youth programs to Liverpool community to help individuals gain skills for employment and entrepreneurship;
- Claudia Escarate from Core Services shared that Core are hosting Harmony Day celebrations at Miller Square on Wednesday the 19th of March from 10:30am to 1:30pm. There will also be a 2168 Network Hub group attending Miller Hub Square on a regular basis to provide pop up services such as Centrelink, tenancy advocacy, legal services, drug and alcohol support and more;
- Sarah Mead from Bonnie Services shared that Candlelight vigil was held last month at Casula Powerhouse Arts Centre and was highly successful; and
- 1800 RESPECT is currently looking for participants who have used the service. They will be paid with a \$50 voucher for their feedback and input into the service. Bonnie's is currently running a group is focusing on the relationship between mother and child. The group activity will include building a memory box mothers for their children.

## CLOSE

Meeting closed at 11:05 am

Next meeting – Thursday 5 June from 10am to 12noon.

**CTTE 03**

**Minutes of the Liverpool Sports Committee  
meeting held 5 March 2025**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
<b>File Ref</b>	137100.2025
<b>Report By</b>	Craig Lambeth - Manager Community Recreation
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

This report is tabled to present the Minutes of the Liverpool Sports Committee meeting held on 5 March 2025.

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Liverpool Sports Committee meeting held on 5 March 2025.
2. Recognises and thanks Sports Committee members for volunteering to participate in the Liverpool Sports Committee.
3. Instruct the CEO to disburse the Sporting Grants and Donations as recommended by the Sports Committee.

**REPORT**

The Minutes of the Liverpool Sports Committee meeting held on 5 March are attached for the information of Council.

Actions include:

- Processing eight (6) approved Sporting Donations to support local athletes.

**FINANCIAL IMPLICATIONS**

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An allocation of \$30,000 within Sporting Donations is within the Council operating budget.

**CONSIDERATIONS**

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<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.
<b>Risk</b>	There are no risk considerations.

**ATTACHMENTS**

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1. Liverpool Sports Committee Minutes of meeting held 5 March 2025



## Minutes

### MINUTES OF LIVERPOOL SPORTS COMMITTEE

Held

Wednesday 5 March 2025

6.00pm

#### 1. WELCOME, ATTENDANCE, APOLOGIES AND OPENING

Welcome to all members.

Confirmation of Quorum - 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.

#### 2. ATTENDEES AND APOLOGIES

##### COMMITTEE MEMBERS PRESENT:

Peter Velloff	Liverpool City Archers, representing Archery
Tony Jackson	Southern Districts Softball Association, representing Softball
Daniel Di Lucca	Tennis First, representing Tennis
Craig Hardman	Prestons Robins Little Athletics, representing Athletics
Fiona Heath	Moorebank Royal Baseball, representing Baseball
Monica Nastasi	Werriwa Dog Training Club, representing Dog Training
Melissa King	Liverpool Netball Association, representing Netball
Keith Mealey	NSW Remote Control Racing Car Club, representing RC Clubs
Nathan Gilbert	Moorebank Hockey, representing Hockey
Jeanette Bartam	Liverpool PSSA, representing DET school sport
Brian Martin	NSW Barefoot Waterski Club, representing Club <100 members
Tanya Smith	Golf NSW, representing Golf
Gerry Knights	South West Sydney Academy of Sport
John Vukasin	Southern Districts Soccer Football Association, representing Football (Soccer)

##### OTHER ATTENDEES:

Chris Corby	Coordinator Recreation Community, Liverpool City Council
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##### APOLOGIES:

Greg Blaxland	Liverpool Basketball Association, representing Basketball
Alex Simmons	Belgravia Leisure, representing leisure centre operations
Jake Brightwell	NSW Rugby League, representing Rugby League
Sharjeel Siddiqui	Fairfield Liverpool Cricket Association, representing Cricket
Nick Baglin	AFL NSW/ACT, representing AFL



## Minutes

### 3. GENERAL BUSINESS

#### 3.1. Vale Ron Hughes

Council's Coordinator of Recreation Community, Chris Corby, raised a Motion of Condolence for long serving Liverpool Sports Committee member, Ron Hughes.

Ron Hughes passed away on 31 December 2024 after a battle with cancer. Ron served on the Sports Committee for 26 years and was an integral part of Sports Committee meetings.

Ron was well regarded in football circles, especially in the Southern Districts Soccer Football Association (SDSFA) and gave many tireless years of service to the sport and the community. Involved with the Liverpool Rangers club for over 27 years, Ron held various positions which included the club's Publicity Officer as well as the Club Registrar for over 25 years.

Ron was on the committee of the SDSFA for 26 years and during that time held positions on the Liverpool District Women's soccer committee and Liverpool Sports Committee. In 1988, Ron became the Association's Publicity Officer and in 1994 was elected Association Secretary. During this time Ron also served on the Board of the former Sydney Branch for 3 years as Secretary and Vice President and as delegate and Board Member with the former NSW Amateur Soccer Federation for 2 years prior to unification and then as delegate to Soccer NSW Council of Associations and Football NSW.

Ron worked tirelessly to develop a more inclusive culture throughout football in the district and his determination and passion in supporting the football family included those from disadvantaged and culturally diverse backgrounds. Ron was also an official photographer for the Australian and British Soccer Weekly for some years and combined his love of football and photography which also saw him spend countless hours at grounds taking photos of junior games and passing the photos onto clubs for their players at no cost to the parents.

Ron was awarded Life Membership at SDSFA in 1993 and of Liverpool Rangers Football Club in 2000. He was awarded the Liverpool Bi-Centenary Community Award in 2009 and was recognised by Football NSW with a State Award in 2004.

One of Ron's proudest achievements was being awarded Football NSW's prestigious George Churchward Medal for his outstanding contribution and dedication to the game of football in 2012, such was the respect the code had for one of the most likeable characters in Sydney football.



## Minutes

Resolution: *That the Sports Committee notes the information presented by Council's Coordinator of Recreation Community; and honours a moment of silence to honour Ron Hughes.*

On being put to the meeting, the motion was declared carried.

### 3.2. Sporting Grants and Donations

Council seeks to enhance the use of public funds through well-managed grant processes. Grant programs are linked to the Council's goals and provide an integrated approach to growing Liverpool socially, culturally, economically and environmentally.

Council allows for the following amounts to support the sporting grants and donations program each year:

- Sporting Grants: \$40,000
- Sporting Donations: \$30,000

#### **Sporting Grants**

The following applications were assessed:

#### **Chipping Norton Junior Rugby League Incorporated**

Funding to construct an awning extending from the clubhouse and canteen. This awning will provide essential shelter for players, families, and supporters during the winter months, offering protection from rain and harsh weather while enhancing the overall experience of attending games and training sessions.

The Liverpool Sports Committee voted to postpone the endorsement of this grant, noting Landowners consent has not yet been provided.





## Minutes

### Sporting Donations

The following applications were assessed:

Applicant	Sport	Amount
Jayden Schipp	Open Water Swimming	<b>\$400.00</b>
Tyrese Saunders	Softball	<b>\$400.00</b>
Tea Mucenski	Soccer	<b>\$800.00</b>
Noah Greer	Hockey	<b>\$400.00</b>
Nathan Nietes	Taekwondo	<b>\$400.00</b>
Eli Horsfield	Basketball	<b>\$400.00</b>
<b>TOTAL</b>		<b>\$2,800</b>

Resolution: *That the Sports Committee supports the Sporting Donation applications, meeting the specified criteria.*

On being put to the meeting, the motion was declared carried.

### 3.3. South West Sydney Academy of Sport Update

Gerry Knights (Chief Executive Officer South West Sydney Academy of Sport) provided the Liverpool Sports Committee with an update on the SWSAS.

The South West Sydney Academy of Sport (SWSAS) was established in 1997 by the NSW Department of Sport and Recreation becoming an autonomously governed body in 2002. SWSAS services the South West Sydney region which includes the Local Government Areas of Liverpool, Camden, Campbelltown and Wollondilly.

Locally SWSAS has delivered a range of opportunities to local sportspersons and athletes that includes talent identification and representative trial programs, Coach and athlete development sessions, strength and conditioning activities. Importantly SWSAS also delivers these sessions in an adaptive sports stream and has developed an indigenous pathway program.

In 2023/2024, the Academy sports program serviced 316 athletes, and a further 65 coaches, support staff members, and associated volunteers. During this period the Academy achieved a 63% female participation rate across its coach and support staff ranks.



## Minutes

The Liverpool LGA residents represented 23% of the program participants with 73 athletes participating in the program. Council notes that in the past 4 years, Liverpool has seen a 20% growth in athletes supported by the Academy, which is slightly above the Academy growth of 17% during this period from its neighbouring LGA. Through this time the number of sports supported by its development pathway has growth from 13 sports in 2020/21, to 22 sports in 2023/24.

Resolution: *That the Sports Committee notes the information presented by Gerry Knights (CEO SWSAS).*

On being put to the meeting, the motion was declared carried.

### 3.4. Expression of Interest Process

Council's Coordinator of Community Recreation, Chris Corby, provided a briefing on the upcoming Expression of Interest Process.

Liverpool City Council is obliged, under the stipulations contained the Local Government Act 1993, to ensure a fair and transparent process, available to all eligible organisation, for the ongoing occupancy of its community facilities. This process applies where Council enters into permanent and ongoing hire of its facilities, on both an exclusive and non-exclusive basis.

Council is subsequently set to conduct a call for Expressions of Interest (EOI) for the use of all community facilities and sports fields. The objective is to award licence agreements for a period of five (5) years, based on an initial three (3) year term with an additional two (2) year term (at Council's option), spanning the period from 2025 to 2029. This initiative aims to ensure that community groups, sporting clubs and other organisations have security of a long-term tenure.

To allow sufficient time to consult on the proposed changes, Council will extend all current hire arrangements and licences for community facilities and sports fields until at least 30 June 2025. At this stage Council expects to commence its EOI process for occupancy of its community facilities and sporting grounds in January 2025.

Resolution: *That the Sports Committee notes the information presented by Council's Coordinator of Community Recreation.*

On being put to the meeting, the motion was declared carried.



## Minutes

### 3.5. Review of Sports Committee Charter

Council's Coordinator of Community Recreation, Chris Corby, provided a briefing on the current review of the Sports Committee Charter. Council is currently undertaking a review the Sports Committee Charter, last reviewed in August 2017.

The Sports Committee have been provided a copy of the proposed updates to the Charter and have been asked to provide feedback.

Resolution: *That the Sports Committee notes the information presented by Council's Coordinator of Recreation Community.*

On being put to the meeting, the motion was declared carried.

### 3.6. Confirmation of future meetings

Upon feedback from the Sports Committee Council has resolved to change future meeting times to 6pm. Future meeting dates are as follows:

**4 June 2025** – Civic Place (Council admin building, 50 Scott Street Liverpool)  
**3 September 2025** – TBA  
**3 December 2025** – TBA

Resolution: That the information be received and noted.

On being put to the meeting, the motion was declared carried.

## 4. CLOSE

Meeting Close at 8.15pm.

**CTTE 04**

**Minutes of the Aboriginal Consultative  
Committee on 6 March 2025**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
<b>File Ref</b>	142157.2025
<b>Report By</b>	Michael Anderson - Community Development Worker First Nations
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Aboriginal Consultative Committee Meeting held on 6 March 2025.

**RECOMMENDATION**

That Council receives and notes the Minutes of the Aboriginal Consultative Committee Meeting held on 6 March 2025.

**REPORT**

The Minutes of the Aboriginal Consultative Committee held on 6 March 2025 are attached for the information of Council.

The minutes contain the following action:

- Committee members to register their interest in participating in the Steering Committee with the Major Events team.

**FINANCIAL IMPLICATIONS**

None of the actions contained in the minutes will have a financial impact on Council.

**CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
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<b>Environment</b>	There are no environmental and sustainability considerations.
<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>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p> <p>Promote community harmony and address discrimination.</p>
<b>Civic Leadership</b>	<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>
<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. Minutes of the Aboriginal Consultative Committee meeting held on 6 March 2025



## MINUTES FROM THE ABORIGINAL CONSULTATIVE COMMITTEE MEETING

6 March 2025

### COUNCILLORS:

Councillor Dr Betty Green

Liverpool City Council (Chairperson)

### COMMITTEE MEMBERS:

Kerriane Garrard  
Christine Nickel  
Ruth Maginness  
Kathy Musico  
Steve Ingram  
Stephen Dobell-Brown

Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Aboriginal Community Member  
Community Member

### COUNCIL ATTENDEES:

Michael Anderson  
Jacqueline Newsome  
Layla Caltabiano  
Natasha Checinski

Community Development Worker (First Nations)  
Coordinator Community Development  
Events Assistant Producer  
Strategic Events Lead

### APOLOGIES:

Emma Eldridge

Aboriginal Community Member



## OPEN

Meeting opened at 6:00 pm.

### 1. WELCOME, ACKNOWLEDGEMENT AND APOLOGIES

Councillor Dr Betty Green welcomed everyone and opened the meeting. Uncle Steve Ingram provided the Acknowledgement to Country.

Emma Eldridge was noted as an apology for this meeting.

### 2. DECLARATIONS OF INTEREST

Nil

### 3. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting were accepted as a true record of that meeting by Aunty Kathy Musico and seconded by Ruth Aunty Magginess.

### 4. GUEST SPEAKERS: Liverpool Council Major Events Team

#### 4.1 NAIDOC Week 2025

Layla Caltabiano and Natasha Checinski presented to the Committee on the plans for the upcoming NAIDOC Week celebrations:

- NAIDOC Week will be celebrated at Edwin Wheeler Reserve, Sadlier, on Wednesday 9 July;
- The event will be a Family Fun Day, including information stalls, entertainment and activities for children; and
- Committee members are invited to be part of a Steering Committee which will plan and guide the direction of the event. Any members who wish to be involved should liaise with the Major Events team directly. Contact details will be provided.

**ACTION:** Committee members to register their interest in participating in the Steering Committee with the Major Events team.

### 5. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

### 6. GENERAL BUSINESS

#### 6.1 Reconciliation Action Plan

Committee members were advised that Council is awaiting final design updates of the document before resubmitting to Reconciliation Australia for final approval.



## 6.2 Sorry Day – Liverpool Regional Museum

Council's annual Sorry Day commemorative event will be held at the Liverpool Regional Museum on Monday 26 May. Committee members discussed elements of the event including the flag raising ceremony and recommendations for guest speakers.

## 6.3 First Nations Cultural Protocols

Liverpool's First Nations Cultural Protocols document is due for review. This document provides guidance to Council staff on how to interact with and appropriately acknowledge First Nations culture in their work. Committee members were provided with a copy of the current document and asked to submit any feedback or recommended changes via email.

## 6.4 First Nations staff recruitment

Council is pleased to announce the addition of two new identified positions as part of its Operations directorate. These roles are both for outdoor staff. Recruitment is currently underway. Committee members were requested to share this opportunity with the community.

## 6.5 Revision of the Aboriginal Consultative Committee Charter and Structure

Jacqueline Newsome, Coordinator Community Development, led a discussion on the need to revise the Charter and structure of this Committee. It was proposed that the structure be revised to include more organisational representation from local First Nations organisations and businesses, such as the relevant Land Councils. This revision will include a change in meeting venue and times, with the intention to move meetings to the daytime to support greater organisational participation. Future meetings of this Committee will be held at Liverpool Civic Place during business hours.

# 7 COUNCILLOR'S REPORT

Councillor Dr Betty Green provided the following update:

- Council has conducted an audit of defibrillators at sporting fields. 29 venues were identified as not having defibrillators installed. Council is seeking quotes from suppliers to have these installed at all sites, pending the outcome of funding applications;
- Liverpool will seek to trial at Special Entertainment Precinct (SEV) in the CBD. This initiative is part of the NSW Government's Vibrancy Reforms and will encourage live music, small scale cultural and music events and extended trading hours at key venues without the need to seek DA approval. The trial will run from July 2025 – December 2026 in Macquarie Mall, Macquarie Street, George Street and Scott Street;
- Recruitment for the new Chief Executive Officer (CEO) is underway and is expected to be completed by the end of April;
- The Most Blessed Nights food market festival commences this week in Macquarie Mall. This event will run every Thursday, Friday and Saturday night for four weeks from 27 February – 23 March, and then return over the Easter Long Weekend; and





- Council supported a number of International Womens Day events through its Small Grants Program including the launch of “Giving Voice: Celebrating the History of the Liverpool Womens Health Centre”, an exhibition at the Yellamundie Library Gallery.

#### **CLOSE**

**Meeting closed at 8pm.**

**CTTE 05**

**Meeting Notes of the Liverpool Youth Council  
meeting held Wednesday 9 April 2025**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
<b>File Ref</b>	151146.2025
<b>Report By</b>	Derek Tweed - Community Development Worker (Youth)
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Meeting Notes of the Liverpool Youth Council Meeting held on Wednesday 9 April 2025.

**RECOMMENDATION**

That Council receives and notes the Meeting Notes of the Liverpool Youth Council Meeting held on Wednesday 9 April 2025.

**REPORT**

The Meeting Notes of the Liverpool Youth Council held on Wednesday 9 April 2025 are attached for the information of Council.

**FINANCIAL IMPLICATIONS**

None of the actions contained in the minutes will have a 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>	<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>Provide information about Council's services, roles and decision making processes.</p>
<b>Legislative</b>	<p>There are no legislative considerations relating to this report.</p>
<b>Risk</b>	<p>There is no risk associated with this report.</p>

## **ATTACHMENTS**

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1. Meeting Notes Liverpool Youth Council 9 April 2025



## Meeting Notes

### MEETING NOTES OF LIVERPOOL YOUTH COUNCIL MEETING

9 April 2025

#### COUNCILLORS:

Councillor Fiona Macnaught

Liverpool City Council

#### COMMITTEE MEMBERS:

Tamisha Matara  
Zeina Sawalhi  
Emily Organa  
Shaila Narayan

Youth Councillor  
Youth Liaison Representative  
Youth Councillor  
Youth Councillor

#### COUNCIL ATTENDEES:

Derek Tweed

Liverpool City Council

#### APOLOGIES:

David Sweet  
Faiza Alhaboub  
Ethan Chang  
Fariha Dean

Youth Councillor  
Treasurer  
Secretary (**Minutes**)  
President (**Chairperson**)



## Meeting Notes

### 1. WELCOME, ATTENDANCE AND APOLOGIES

Youth Councillor Tamisha Matara volunteered to be the Acting President for this meeting as regular President Fariha Dean was an apology.

Acting President Tamisha Matara then opened the meeting at 6.05pm and welcomed everyone to the April meeting for the Liverpool Youth Council.

### 2. DECLARATIONS OF INTEREST

Nil.

### 3. YOUTH WEEK 2025

Youth Week 2025 is scheduled to run from Wednesday 9 April – Thursday 17 April. The Liverpool Youth Council plan and deliver Youth Week activities from their existing budget allocation each year.

At the February Youth Council meeting members held a vote on the activities and it was decided to deliver two Youth Week activities:

1. **Liverpool League** - A soccer/football competition which will also include information stalls from local youth support services; and
2. **Liverpool Speak Out** - A Poetry Slam event to be held at Casula Powerhouse Arts Centre.

Thanks to all the Youth Council members who have positively contributed to the planning of these activities.

Promotional flyers have been printed, and advertising is underway. Social media promotions will begin shortly to maximise exposure for the events and to encourage registration and participation.

**Moved:** Zeina Sawalhi

**Seconded:** Emily Organa

**MOTION:** That the information be received and noted.

On being put to the meeting, the motion was declared carried.



## Meeting Notes

#### 4. CONFIRMATION OF PREVIOUS MINUTES

The meeting notes from the meeting held on 11 February 2025 were confirmed as a true record of that meeting.

**Moved:** Zeina Sawalhi

**Seconded:** Shaila Narayan

**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

Nil

#### 6. CORRESPONDENCE

Nil

#### 7. COUNCILLOR UPDATE

Councillor Fiona Macnaught provided the following updates from the Council Meeting held 26 March 2025:

- Council will roll out the Food Organics Garden Organics (FOGO) program locally with the promotional tagline – FOGO is a GOGO. FOGO provides many benefits to the community. An educational and awareness raising program will also be conducted to assist in preparing residents for the program commencement;
- Local organisation Miracle Babies are celebrating their 20<sup>th</sup> Anniversary of supporting families with premature and sick newborns and their families; and
- Recruitment for the permanent Chief Executive Officer for Council is underway. It is anticipated that the successful candidate will be announced at the April Council meeting.

**Moved:** Shaila Narayan

**Seconded:** Emily Organa

**MOTION:** That the information be received and noted.

On being put to the meeting, the motion was declared carried.



## Meeting Notes

### 8. YOUTH WORKERS UPDATE

#### 8.1 Liverpool Youth Council 2025 – 2027 Recruitment

- Recruitment to form the new Youth Council began in March 2025 and will remain open until Sunday 20 April;
- Current members in their first term are eligible to apply for a second term;
- Applications will be sought in March – April 2025. Following this, interviews will be conducted and a recommendation made to Council for final endorsement of the 12 young people who will form the next Youth Council; and
- The new Youth Council will begin in July 2025.

#### 8.2 Liverpool School Student Representative Forum

The Leadership Forums returned this year on Tuesday 8 April after a successful beginning in 2024.

Council hosted 17 local high schools at the Council Chambers for the Leadership Forum which also coincided with the beginning of Youth Week 2025.

**Moved:** Emily Organa

**Seconded:** Zeina Sawalhi

**MOTION:** That the information be received and noted.

On being put to the meeting, the motion was declared carried.

### 9. TREASURERS REPORT

The current expenditure for the Youth Council 2024-25 financial year is \$3,872 with a remaining balance of \$6,128.

**Moved:** Shaila Narayan

**Seconded:** Emily Organa

**MOTION:** That the information be received and noted.

On being put to the meeting, the motion was declared carried.

### 10. YOUTH LIAISON REPORT

Nil



## Meeting Notes

### 11. MEDIA REPRESENTATIVE'S REPORT

Deputy Media Representative Tamisha Matara has recently collaborated with Council's Communications Team to produce three short videos including:

- Promote activities for Youth Week in Liverpool (9 – 17 April 2025);
- Promote and encourage applications for the Liverpool Youth Council term 2025-2027 which are open until Sunday 20 April 2025; and
- Tamisha's firsthand experiences in being a member of the Liverpool Youth Council.

The three videos will be available on Council's social media pages soon.

**Moved:** Zeina Sawalhi

**Seconded:** Emily Organa

**MOTION:** That the information be received and noted.

On being put to the meeting, the motion was declared carried.

### 12. GENERAL BUSINESS

Nil

### 13. CLOSE

The meeting closed at 7:50pm.

The next Liverpool Youth Council meeting will be held on Tuesday 10 June 2025 6:00pm – 7:45pm

The June meeting will be the final meeting for this current term of Liverpool Youth Council 2023 – 2025.



**CTTE 06**

**Civic Advisory Committee Meeting Minutes held  
on 1 April 2025**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Embrace the city's heritage and history
<b>File Ref</b>	158946.2025
<b>Report By</b>	Katrina Harvey - Councillor Executive and Support Officer
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

This report is tabled to present the Minutes of the Civic Advisory Committee Meeting held on Tuesday 1 April 2025.

**RECOMMENDATION**

That Council receives and notes the Minutes of the Civic Advisory Committee Meeting held on 1 April 2025.

**REPORT**

The Minutes of the Civic Advisory Committee Meeting held on Tuesday 1 April 2025 are attached for the information of Council.

The minutes of the 1 April 2025 meeting contain the following actions or Committee recommendations:

**Item 5 – Civic Advisory Charter and Policy**

**Action:**

The Civic Advisory Committee moved to accept the Civic Awards policy with further work to be completed on the Charter.

**Item 6 – Update on Status of resolutions from previous meeting**

**6.1 John Edmondson VC Statue**

**Action:**

- Following the written update, the Committee requested circulation of a question taken on notice (QTON) to get a further update on where Council is at with the VPA of Edmondson Park.

**6.2 Upgrade of existing sign at Berryman Reserve – Warwick Farm**

**Action:**

- The Committee recommended that the cost to upgrade the existing Berryman Reserve (brown) sign be incorporated into the financial budget for 2025/26.

**Item 8 – General Business**

**8.5 Liverpool Civic Tower – Liverpool City Council logo**

**Action:**

- For exploration and consideration of the Council logo with cost and other elements to be brought back for consideration.

Status will be provided at the next Civic Advisory meeting.

**FINANCIAL IMPLICATIONS**

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None of the actions contained in the minutes will have an allocated budget in the proposed 25/26 budget.

## **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>	<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>
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	The risk is deemed to be low and is within Council's risk appetite

## **ATTACHMENTS**

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1. Civic Advisory Committee Meeting Minutes held on 1 April 2025



## MINUTES FROM CIVIC ADVISORY COMMITTEE MEETING 1 APRIL 2025

### COUNCILLORS:

Deputy Mayor Peter Harle  
Councillor Fiona Macnaught

Chairperson  
Councillor

### COMMITTEE MEMBERS:

Stephen Dobell-Brown  
Bob Brassell  
June Young  
Beryl Lucas  
Mazhar Hadid OAM

Former Councillor  
Former Civic Officer  
Community Member  
Liverpool Quota Inc.  
Former Councillor

### COUNCIL ATTENDEES:

Tina Bono  
M'Leigh Brunetta  
Justine Young  
Katrina Harvey

Director – Community and Lifestyle  
Manager – Civic and Executive Services  
Acting Manager - Civic and Executive Services  
Council and Executive Services Officer

### APOLOGIES:

Councillor Dr Betty Green  
Colin Harrington  
Alf Vella  
Ellie Robertson  
Scott McGrath

Councillor  
Former Mayor  
Former Councillor  
(Online) Community Member  
General Manager – Liverpool Hospital

**OPEN**

Meeting opened at 1.20pm.

**1. WELCOME AND ATTENDANCE**

Deputy Mayor Harle opened the meeting and welcomed everyone to the meeting.

**2. APOLOGIES**

Apologies were noted from: Cllr Dr Betty Green, Colin Harrington, Ellie Robertson, Alf Vella and Scott McGrath

**3. DECLARATIONS OF INTEREST**

There was no declaration of interest.

**4. CONFIRMATION OF PREVIOUS MINUTES HELD ON 6 NOVEMBER 2025**

The minutes of the previous meeting were received and noted.

The minutes were moved to end waiting on quorum for the meeting.

**Motion:**    **Moved:** June Young        **Seconded:** Bob Brassell

**5. CIVIC ADVISORY CHARTER AND POLICY****Civic Awards Policy**

The Manager, Civic and Executive Services is working on policy reviews for Council which are reviewed every 2-3 years. The review is to help Liverpool grow as a city and get the best outcomes.

A workshop/meeting was requested by the Civic Advisory Committee to review the Civic Advisory Committee Charter and Civic Awards Policy and how we achieve the civic management of Council.

A background on the policy and charter framework was provided, along with the proposal and a request for feedback.

It was noted that the duplication of awards confused residents and local businesses with the Order of Liverpool and the Australia Day Awards as well as the other awards presented in the Local Government Area and what do they nominate for with the different awards.

Research and benchmarking were completed against other councils to move forward with the Awards policy and prevent duplication of awards.

The Civic Advisory Committee moved to accept the Civic Awards policy with further work to be completed on the Charter.

The presentation was received and noted. The Civic Awards Policy changes were acknowledged with review documents to be circulated to the Committee (including tracking) and allowed two weeks to provide any further feedback before being submitted to Council for endorsement and public exhibition.

**Charter**

The Committee acknowledged the Charter changes, noting the following:

- Purpose of the Civic Advisory Committee - be very specific and what the business includes
- Committee is just not about the awards; they consider items such as monuments and impacts in the area
- Keep in touch with community
- Dedicated officer to do the job of Awards
- Include a broader reach through the community engagement session



- Contact sports clubs – nominate anyone, local high schools – students with a high ATAR,
- A representative from the Heritage Committee to attend Civic Advisory meetings
- Updates to be provided with VPA holistic reporting and tracking
- Regular meeting dates (each quarter)

**Action:**

The Committee also noted the requirement to coach and mentor staff across the Council to gain a key understanding of what the Civic Advisory Committee represents.

It was confirmed that a new Civic contact list is being prepared for Civic event invitations.

Charter changes will be tabled again at the next Civic Advisory meeting.

## **6. UPDATE ON STATUS OF RESOLUTIONS FROM PREVIOUS MEETING**

### **6.1. John Edmondson VC Statue**

Committee members expressed concerns at the previous Civic Advisory meeting regarding the location and intention of the statue, emphasising the importance of its placement in a prominent and visible position.

**A written update was provided as follows:**

- Update from Mark Hannan, Manager City Planning:

Representatives from Council and Frasers Property Australia (FPA) are meeting fortnightly to ensure progress on the draft Planning Agreement.

Once both parties are comfortable with the draft Planning Agreement, it will be referred to the next available Ordinary Meeting of Council to seek Council endorsement to publicly exhibit the draft Planning Agreement for a period of 28 days.

Following the public exhibition, the draft Planning Agreement will be updated to reflect feedback received and assuming both parties are comfortable with the updated Planning Agreement, it will again be referred to the next available Ordinary Meeting of Council to seek Council endorsement.

Following Council endorsement of the updated Planning Agreement, the Agreement will be formally executed.

Given the current negotiation between Council and FPA is commercially sensitive in nature, Council staff are unable to discuss components of the draft Planning Agreement until it has been formally endorsed by Council. Following Council endorsement, City Planning representatives would be more than happy to provide the Civic Advisory Committee with an update on the draft Planning Agreement.

Both parties are actively working towards having a draft Planning Agreement resolved and referred to the next available Ordinary Meeting of Council to seek Council consideration in the first half of 2025.

The location of the statue is to be confirmed. The reflected intention of the statue to the community will be discussed once the Planning Agreement is confirmed.

**Action:**

Following the written update, the Committee requested circulation of a question taken on notice (QTON) to get a further update on where Council is at with the VPA of Edmondson Park.



### 6.2. Upgrade of existing sign at Berryman Reserve – Warwick Farm

Committee members acknowledged the restrictions and requirements for creating an interpretive sign near the Cenotaph and noted the possible option upgrading the Berryman Reserve sign.

**A written update was provided as follows:**

- The Civic Advisory Committee recommend no interpretive sign.
- Peter Scicluna, A/Director Operations advised that this year's budgets are capped out. However, if it is something that is required, it could be planned and completed in FY 2025/26 budget and work plan.

**Action:**

- The Committee recommended that the cost to upgrade the existing Berryman Reserve (brown) sign be incorporated into the financial budget for 2025/26.
- Seek advice from Thomas Wheeler and the Remembrance Drive Committee if the Berryman Reserve signage can be updated to include wording "Berryman Reserve and War Memorial Cenotaph" on the same sign.

### 6.3. Tank Stopper at Casula Parklands

Committee members raised concern regarding the location and possible damage to the Tank Stopper. A question was raised as to whether the Tank Stopper could be relocated to Moore Point in the future. A plan for QWN is to be submitted to address the issues discussed.

**A written update was provided as follows:**

The Tank Stopper is currently stored at the Casula Arts and Performance Centre next to the car park.

Recent photos were provided of the stored location and state of the tank stopper. The Committee noted:

- The tank stopper is becoming overgrown with weeds
- There are many sharp edges based on the design of the tank stopper
- The size of each length is around 10m long
- A security fence should be placed around it once a final location is decided upon to prevent injury

**Feedback and Action:**

- The Committee recalled the complete tank stopper is to have lights placed around it
- Security fencing should be placed immediately around the tank stopper to prevent injury, especially with the Farmers Market now at CPAC. Council to source the money to complete the fencing.

Received and noted.

### 6.4 Civic Advisory Committee Membership

Deputy Mayor Harle noted the significance of complying with membership terms, and recommended staff to resend application forms to existing members. The importance of expanding the committee was noted, with staff to engage with community representatives as well as the major service clubs and other representatives from Holsworthy Army Barracks, Liverpool Hospital, and the Liverpool and District Historical Society, in accordance with the policy.

**Update:**

Community Membership of the Civic Advisory Committee is for a two-year period with the option to reapply.



- An Expression of Interest form is currently being put together for interested parties to join the Civic Advisory Committee for future review and approval. This will be sent out to relevant stakeholders invited to join the Committee once the new Charter and Policy are endorsed.

**Action:**

Update was received and noted.

Once the revised Civic Advisory Charter and Policy is endorsed, Expression of Interest letters will be distributed to those groups as recommended to join the Committee.

**7. ORDER OF LIVERPOOL AWARDS 2025**

Further review of the policy and charter is to be completed prior to opening the nomination of Awards for 2025. Refer to Item 5.

**8. GENERAL BUSINESS**

**8.1. Order of Liverpool Award – Mr Roy Wright**

Extract from email from Ms Clara McGuirk (26 January 2025)

Mr Roy Wright is a dedicated volunteer at our events. He has received the bronze and gold Order of Liverpool Awards and is after the silver one. He was told recently that because he had been awarded the gold, he wouldn't be able to be awarded the silver. It sounds a bit odd. Not sure if you understand or have the information on hand but if you can tell me the reason why that would be awesome. Otherwise, if he can be up for the silver award then please let me know what he needs to do to facilitate.

**Action:**

Letter of acknowledgement be sent to Mr Wright advising that he has received the highest level of the Order of Liverpool Awards (Companion of the Order of Liverpool – 15 years' service) and is unable to receive the Officer of the Order of Liverpool Award (10 years' service) as per the Awards policy guidelines for expected quality and length of voluntary service to have served in order to be nominated for an award.

**8.2. Australia Day Awards Ceremony**

The Committee expressed their disappointment at being omitted from the invitations to attend the Australia Day Awards ceremony on 26 January 2025.

Received and noted.

**Action:**

List will be compiled to include Civic Advisory Committee members and contact details given to the Civic and Citizenship coordinator for future civic events.

**8.3. Seeking Recognition**

The Committee recommended to send emails out to seek people who need recognition. Re-establish recognition presentations at Civic receptions, council meetings, or separate ceremonies to thank volunteers and contributors. This would assist in restoring things to the community and elevate the experience. Gift of time was finished in covid but needs to be updated.



**Action:**

Prepare a proposal and project brief for Gift of Time to the next meeting, including the listing of people that are to be invited to the event.

Work with Community Engagement officer and the Civic and Citizenship coordinator to prepare a list of community volunteers and those eligible for such nominations. Updates will be provided at the meeting held in July.

**8.4. Committee Meeting papers**

The Committee confirmed they would prefer to receive hard copies of the meeting papers through the post than via email.

Received and noted.

**8.5. Liverpool Civic Tower – Liverpool City Council logo**

It was noted that the Liverpool Civic Tower building still doesn't have a Liverpool Council logo on the building. The cost implication always needs to be considered. The Committee recommends that consideration needs to be given, and the relevant directorate needs to fund the money for it.

**Action:**

For exploration and consideration of the Council logo with cost and other elements to be brought back for consideration.

Status will be provided at the next Civic Advisory meeting.

**8.6. Anzac Day – Bigge Park 25 April 2025**

A discussion is to be held with Bob Brassell and the Civic and Citizenship Coordinator regarding wreath laying protocol the upcoming Anzac Day ceremony at Bigge Park.

**Action:**

A meeting is to be scheduled after 10 April 2025 between Tina Bono, Justine Young, Madison Young, Bob Brassell and June Young to review the Anzac Day ceremony in Bigge Park.

**8.7. Next Meeting**

Next meeting is scheduled on Tuesday 20 May 2025, 1.00pm – 3.00pm

**CLOSE:**

Meeting closed at 3.55pm

<b>QWN 01</b>	<b>Question with Notice - Cllr Karnib - Infrastructure Grants</b>
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<b>Strategic Objective</b>	Evolving, Prosperous, Innovative Continue to invest in improving and maintaining Liverpool's road networks and infrastructure
<b>File Ref</b>	150166.2025

## **QUESTION WITH NOTICE**

Please address the following:

1. Has Liverpool City Council returned any money to either the NSW State Government or the Federal Government that it received from infrastructure grants since 1 July 2021?
  - a. If so, how has this occurred?
  - b. If so, why has this occurred?
  - c. If so, what is the exact dollar figure of infrastructure grants that Liverpool Council has applied for and received from both State and Federal Governments?
    - i. From this sum, what is the exact dollar figure that Liverpool Council has returned to:
    - ii. NSW State Government
    - iii. Federal Government
  - d. If this has occurred, what specific projects by title and area in the Liverpool LGA have not been able to commence or complete as a result of this?

## **Response**

Council has not returned any money received from infrastructure grants since 1 July 2021.

In May 2024, Council withdrew its funding application to the NSW Road Safety Program due to uncertainty regarding delivery costs.

In July 2024, funding was offered for six projects under the Federal Black Spot Program. Council accepted funding for five projects, but initially did not accept the funding for works on Devonshire Road due to a significant shortfall. Since then, the Operations Directorate has engaged with TfNSW Program Managers and has now accepted the

funding as originally offered. TfNSW has advised Council to submit a variation request to address the shortfall, which will be considered subject to Ministerial approval. TfNSW has also verbally confirmed its intention to provide additional funding to cover the gap.

Council's grants team has implemented new processes for the submission and management of grants, which includes a mandate for accurate project costings prior to a bid being made for a grant. Council's Delivery Management Framework (DMF) is now the mandated framework for developing project costs.

- 2. If not, does Liverpool City Council intend to return back any infrastructure funding from either state or federal governments?**
- a. If so, why?**
  - b. If so, what are the financial implications for Liverpool City Council?**
  - c. If so, what specific projects by title and area in the Liverpool LGA that had grant funding approved are now not able to commence?**
  - d. If so, why has the funding grants received for infrastructure not been returned already?**

**Response**

Refer to response to Q1 - Not applicable.

**ATTACHMENTS**

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Nil

**QWN 02**

**Question with Notice - Cllr Ristevski - Traffic  
Modelling for Moore Point**

<b>Strategic Objective</b>	Evolving, Prosperous, Innovative Continue to invest in improving and maintaining Liverpool's road networks and infrastructure
<b>File Ref</b>	150519.2025

**QUESTION WITH NOTICE**

Noting Council undertook Public Exhibition of RZ-6/2015 late last year, and that NSW DPHI has now taken over the assessment of this Planning Proposal under its newly established State Significant Rezoning pathway.

Please address the following:

- (a) Can Planning and Compliance advise if Council retained copies of all application and assessment materials?
- (b) Will Planning and Compliance be undertaking a post exhibition report to Council?
- (c) Can Planning and Compliance advise if DPHI will undertake its own exhibition under its new process; or if DPHI will merely undertake its assessment based solely on the submissions lodged with LCC via email and or its eplanning portal?
- (d) Can Planning and Compliance advise if it has thus made a submission to DPHI regarding RZ-6/215 under its newly established State Significant Rezoning pathway?
- (e) Have all necessary Directorates had sufficient time to review all the technical material; particularly for Flooding and Traffic? Has Council retained copies of:
  - Moore Point – Stage 2 Transport Infrastructure Assessment & TMAP (Aurecon)
  - Moore Point – TIWG – Minutes August 2021
  - Moore Point - Transport Infrastructure Staging (TfNSW Briefing) - 13 July 2022 Final
  - Any and All SIDRA modelling sitting behind RZ-6/2015

See Flood advisory panel recommendations- Moore Point\_PP-2022-1602 (pp.26 – 28 of 28) RZ-6/2015 Appendix 21 (pp.22 & 25 of 30) and Appendix 19 (pp.25 – 26 & 65 of 85)

- (f) Has Council reviewed and assessed the above Stage 1 and Stage 2 Assessments?

- (g) Does Council have the necessary internal staff and expertise to access files and understand the SIDRA and AIMSUN Traffic Models for Moore Point and their implications?
- (h) Is Council aware that the intersection upgrades as presented are not fit for purpose and represent a decrease of existing capacity which is already operating at LoS F (failing)?

**Responses (provided by Planning and Compliance)**

- (a) Can Planning and Compliance advise if Council retained copies of all application and assessment materials?**

Council's e-Planning portal includes all publicly available documents for the updated Planning Proposal for Moore Point. Please refer to the below link:  
<https://eplanning.liverpool.nsw.gov.au/Pages/XC.Track/SearchApplication.aspx?id=301284>

- (b) Will Planning and Compliance be undertaking a post exhibition report to Council?**

In December 2024, Council received correspondence from the Department of Planning, Housing and Infrastructure (DPHI) that the Planning Proposal for Moore Point had been approved to progress as a State-assessed Rezoning Proposal under the NSW Government's State Significant Rezoning Policy. In short, this means the DPHI will lead assessment and subsequent determination of the Planning Proposal rather than Council.

Given that the DPHI will now lead the assessment and subsequent determination of the Planning Proposal for Moore Point, Planning and Compliance will no longer be preparing a Post-Exhibition Report for Council consideration.

Planning and Compliance will however continue to provide updates to the Mayor and Councillors on the DPHI assessment of the Moore Point Planning Proposal as required.

- (c) Can Planning and Compliance advise if DPHI will undertake its own exhibition under its new process; or if DPHI will merely undertake its assessment based solely on the submissions lodged with LCC via email and or its eplanning portal?**

As the designated Consent Authority for the Moore Point Planning Proposal, DPHI will determine how the post-exhibition assessment of the Planning Proposal will proceed.

- (d) Can Planning and Compliance advise if it has thus made a submission to DPHI regarding RZ-6/215 under its newly established State Significant Rezoning pathway?**

The DPHI invited Liverpool City Council to make a Post-Exhibition submission on the Moore Point Planning Proposal.

Planning and Compliance subsequently submitted a Post-Exhibition submission on the Moore Point Planning Proposal to DPHI for their consideration on 11 April 2025. Submission is attached for your information.

- (e) Have all necessary Directorates had sufficient time to review all the technical material; particularly for Flooding and Traffic? Has Council retained copies of:**
- **Moore Point – Stage 2 Transport Infrastructure Assessment & TMAP (Aurecon)**
  - **Moore Point – TIWG – Minutes August 2021**
  - **Moore Point - Transport Infrastructure Staging (TfNSW Briefing) - 13 July 2022 Final**
  - **Any and All SIDRA modelling sitting behind RZ-6/2015**

Council continues to work collaboratively with the NSW Government and the Joint Landowners Group on the provision of infrastructure and contributions funding for the Precinct. There are also several other aspects of the Planning Proposal which are yet to be fully resolved, including flooding and evacuation, transport and infrastructure, open space provision and urban design refinements.

- (f) Has Council reviewed and assessed the above Stage 1 and Stage 2 Assessments?**  
Yes, Council has reviewed these assessments.

- (g) Does Council have the necessary internal staff and expertise to access files and understand the SIDRA and AIMSUN Traffic Models for Moore Point and their implications?**

This is an operational matter. Generally, when Council does not have the necessary staff and in-house expertise for a component of the assessment, an external expert will be engaged to carry out the assessment.

- (h) Is Council aware that the intersection upgrades as presented are not fit for purpose and represent a decrease of existing capacity which is already operating at LoS F (failing)?**

Council is aware that current intersection layouts and previously tested designs operate at LoS F. Revised designs are currently being prepared and will be tested using a revised base model.

## **ATTACHMENTS**

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1. Council Submission (Under separate cover)

<b>QWN 03</b>	<b>Question with Notice - Cllr Ristevski - Biobanked Land in Liverpool LGA</b>
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<b>Strategic Objective</b>	Visionary, Leading, Responsible Place customer satisfaction, innovation and best practice at the centre of all operations
<b>File Ref</b>	150547.2025

### **QUESTION WITH NOTICE**

Noting Council rating standards are set by IPART NSW except as relates to 'biobanked land'. Noting that Commonwealth Land is exempt from Council rates except where competitive neutrality arrangements, such as "taxation neutrality" and "regulatory neutrality" are "explicitly required for designated Commonwealth Businesses" under the CCNPS (1996). For example, Moorebank Intermodal Company Ltd, now National Intermodal Corporation Ltd and Western Sydney Airport Corporation Ltd.

Please address the following:

- (a) Can Council confirm if land set aside for biodiversity credits or 'bio banked land' is liable to pay local government rates (say based on unimproved value or similar) or are such lots and parcels exempt?
- (b) If exempt, please cite and supply the relevant legislation.
- (c) If not exempt, does Council maintain a registry of such parcels?
- (d) Can Council prepare a list of parcels of 'bio banked land' and the rate applied for each?
- (e) Has Council maintained a list of the specific 'bio banked' parcels created for the purpose of biodiversity offsets by MIC Ltd and WSA Co Ltd necessary to obtain approval for their respective projects?
  - I. Please provide said list and itemise the rates collected for each since their creation.



**Response (provided by Operations)**

Stewardship sites (previously referred to as biobank sites) are shown in the map available from [Biodiversity Stewardship Agreement Public Map](#). The stewardship sites in the Liverpool LGA are:

- M7 West, 31.22 hectares,
- Kemps Creek Biobanking Agreement, 19.37 hectares,
- Cecil Park South East & Chandos West, 23.20 hectares,
- Moorebank Intermodal Terminal Biobanking Agreement, 111 hectares,
- Middleton Grange, 91 hectares.

All the land identified above is owned by the Crown (NSW State Government) or the Commonwealth (Federal Government). Council has no legal ability to levy rates under the Local Government Act 1993 on either the Crown or the Commonwealth unless the land has a lease for private purposes. These properties are all vacant.

**ATTACHMENTS**

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Nil

<b>QWN 04</b>	<b>Question with Notice - Cllr Ibrahim - Park Cleaning Schedule and Safety Concerns</b>
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<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
<b>File Ref</b>	150598.2025

### **QUESTION WITH NOTICE**

Can the Council provide details on how often the parks in Liverpool, are cleaned and maintained? Specifically:

1. What is the current cleaning schedule for parks?
2. How often are rubbish bins emptied, and general maintenance carried out?
3. Are there any plans to increase the frequency of cleaning or improve park maintenance in response to community concerns?
4. What measures are currently in place to address syringe disposal in parks?
5. Are there any plans to improve safety and implement additional measures, such as more regular inspections or disposal units?

### **Response (provided by Operations Directorate)**

#### **1. What is the current cleaning schedule for parks?**

Council's Parks teams litter pick when servicing parks and open space assets as part of servicing. Council's Parks teams are working in line with our Red Book Program where higher and larger use assets are serviced more frequently than lower and smaller use assets.

For example:

- Chipping Norton Lakes would be cleaned 2 times per week across all parks and amenities.
- Casula Parklands would be cleaned once per week.
- Cirrillo Reserve and Stante Water Park would be cleaned 2 times per week across all parks and amenities.

- Hammondville Oval would be once every 3 weeks.
- Ida Kennedy Park would be once per week.
- Miller Park would be twice per week.
- Durak Park would be once per week.
- Durrant Oval would be twice per week.
- Cecil Hills Lake would be once every 3 weeks.
- Cameron Park would be once per week.

Council notes that litter pick does not include rubbish bins being emptied, as these have a higher frequency. Secondly, this does not consider any additional servicing based on specific community, cultural or sporting special events, nor any customer service requests.

**2. How often are rubbish bins emptied, and general maintenance carried out?**

Council Waste team is responsible for emptying of rubbish bins at parks. The frequency varies and is based on usage. Council's Parks & Facilities team conducts playground inspections and responds to customer requests for maintenance.

For example:

- Chipping Norton Lakes bins are serviced Friday, Saturday, Sunday, Monday and Wednesday.
- Casula Parklands bins are serviced Friday, Saturday, Sunday and Monday
- Cirrillo Reserve and Stante Water Park bins are serviced Friday, Saturday, Sunday, Monday and Wednesday.
- Hammondville Oval bins are serviced Friday, Saturday, Sunday, Monday.
- Ida Kennedy Park bins are serviced Wednesday and Sunday.
- Miller Park bins are serviced Saturday and Sunday.
- Durak Park bins are serviced Tuesday.
- Durrant Oval bins are serviced Wednesday.
- Cecil Hills Lake bins are serviced Saturday, Sunday and Thursday.
- Wattle Grove Lake bins are serviced Wednesday, Friday and Monday.

**3. Are there any plans to increase the frequency of cleaning or improve park maintenance in response to community concerns?**

Yes. Additional capacity commenced 4 weeks ago with the introduction of the Edmondson Park Crew. The plan for FY25/26 is to add another Crew (1 team leader + 3 operatives) and 2 Agile Crew Operatives and 2 Weed Management Operative Positions with commensurate plant and equipment. The work pattern for these crews will be different to increase coverage across a 7-day week and to utilise plant and equipment from different work pattern crews. This will increase asset utilisation and reduce CapEx requirements.

**4. What measures are currently in place to address syringe disposal in parks?**

Sharps containers are installed in parks and public spaces on an as-needs basis, informed by maintenance crews reports of needles being left behind.

However, there are known challenges with permanent installations of sharps disposal units. In some locations, these containers have unfortunately attracted drug use rather than reducing it. There have also been safety concerns, particularly when containers are not emptied daily. In some instances, units have been torn from walls by individuals attempting to access small amounts of residual substances left in the syringes, which poses further risk to public safety and Council workers.

**5. Are there any plans to improve safety and implement additional measures, such as more regular inspections or disposal units?**

To address these challenges, Council continues to explore a combination of targeted placement, increased monitoring, and collaboration with NSW Police and health and outreach services to ensure community safety is balanced with responsible harm minimisation.

Additional CCTV, lighting and removal of coverage in locations continues to occur.

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**ATTACHMENTS**

Nil

<b>QWN 05</b>	<b>Question with Notice - Clr Ibrahim - Street Rubbish and Cleanliness in Liverpool</b>
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<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
<b>File Ref</b>	150641.2025

### **QUESTION WITH NOTICE**

Please address the following:

1. Can the council outline the current street cleaning schedule for Liverpool, including residential areas, commercial precincts, and high traffic zones?
2. What measures are currently in place to address the growing issue of litter on our streets?
3. How many reports or complaints has the council received in the past 12 months regarding rubbish and illegal dumping?
4. What actions is the council taking to enforce anti littering laws, and how many fines or penalties have been issued in the past year?
5. Are there any plans to increase rubbish collection services, install additional bins in problem areas, or introduce more community education programs to reduce littering?
6. What measures is the council taking to address illegal dumping, and how effective have these measures been in reducing waste on our streets?
7. Are there plans to improve lighting in Liverpool's parks and public spaces to enhance community safety, particularly at night?

### **Response (provided by Operations Directorate)**

1. **Can the council outline the current street cleaning schedule for Liverpool, including residential areas, commercial precincts, and high traffic zones?**

Please refer to the details outlined in April Council Report – OPER 01 – Review of Street Sweeping Program.

**2. What measures are currently in place to address the growing issue of litter on our streets?**

Currently waste have the following litter crews, removing the growing amount of dumped rubbish and litter on the street

Please refer to the details outlined in April Council Report – OPER 01 – Review of Street Sweeping Program.

**3. How many reports or complaints has the council received in the past 12 months regarding rubbish and illegal dumping?**

Council has received 4131 requests in 2024 and 1422 complaints from January 1, 2025.

**4. What actions is the council taking to enforce anti littering laws, and how many fines or penalties have been issued in the past year?**

No fines have been issued for litter, as the person must be filmed and caught in the act of littering. Fines have been issued for Illegal dumping due to footage from residents and the collection of required evidence.

**5. Are there any plans to increase rubbish collection services, install additional bins in problem areas, or introduce more community education programs to reduce littering?**

Currently Waste operations are working towards lifting kerbside collections to 245 per day. Also, the waste service delivery unit have increased bins collections through the addition of an extra crew on weekends to service higher frequented and larger areas and parks.

Council's Waste Education team continues to educate primary and secondary school age children, as part of our existing schools education program. This program focusses on behaviours such as the importance of making sure that waste is disposed of correctly i.e., in the correct bin, and the reduction of littering, generally.

Illegal Waste Rangers also undertake patrols, talk to the community and provide education paraphernalia for areas that are known for public littering.

Furthermore, Council can confirm that we are in the process of developing series of presentations and short films to inform residents of obligations around litter.

**6. What measures is the council taking to address illegal dumping, and how effective have these measures been in reducing waste on our streets?**

To address illegal waste and improper household waste collection practices, Council employs two Illegal Waste Rangers. These officers proactively patrol the LGA engage with residents to address non-compliant household collections and take enforcement actions when necessary to deter illegal dumping. This requires the collection of

evidence and is part of our broader strategy to reduce waste-related issues and promote cleaner streets.

**7. Are there plans to improve lighting in Liverpool's parks and public spaces to enhance community safety, particularly at night?**

Council continues to explore options of lighting and CCTV to improve community safety. This will be part of ongoing CapEx within each financial year.

**ATTACHMENTS**

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Nil

**QWN 06**

**Question with Notice - Cllr Dr Green - Election Campaign Materials and Cost to Council**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
<b>File Ref</b>	151162.2025

**QUESTION WITH NOTICE**

**Background**

Throughout the recent Federal Election the level of resident complaints of illegally placed political signage on public and Council property, screwed or nailed into trees, placed on roundabouts and other locations which risked driver distraction markedly increased.

Various state and federal legislation and regulations, including government agencies such as transport are widely available to enable candidates in any election to display their posters.

Can Council please advise:

1. The number of printed political signs placed illegally Council removed over the election period.
2. The locations illegal signs were removed from.
3. The cost to Council to remove the illegal signs including
  - a. the number of days/occasions allocated to illegal sign removal
  - b. Staff cost
  - c. Council truck/vehicle cost and
  - d. The front-line service to residents, the truck and staff were re-deployed from to collect illegally placed signs.
  - e. Cost of disposal of illegally placed signs.
4. The number of fines issued and, if not why.

**Responses (provided by Planning and Compliance and Operations)**

- 1. The number of printed political signs placed illegally Council removed over the election period.**

Council estimates 600 to 800 posters were collected over two to three weeks during the election period.



**2. The locations illegal signs were removed from.**

Council advises these signs were collected across the LGA from public assets owned by Council such as roundabouts, verges, parks, bridges and open spaces.

**3. The cost to Council to remove the illegal signs including**

**a. the number of days/occasions allocated to illegal sign removal**

Council collected signs over two to three weeks prior to the election.

**b. Staff cost**

Staff conducted morning sweeps of reported areas but still performed their normal duties.

**c. Council truck/vehicle cost and**

Staff utilised vehicles that are used as part of their normal duties.

**d. The front-line service to residents, the truck and staff were re-deployed from to collect illegally placed signs.**

Teams came from Facilities Management. They included on call staff and trades staff.

**e. Cost of disposal of illegally placed signs.**

Council has stored the signs. Parties have collected these periodically. No cost has been incurred in disposal at this point in time.

**4. The number of fines issued and, if not why.**

Council did not issue fines for vehicles or trailers displaying election signs. These matters were managed under the *Public Spaces (Unattended Property) Act 2021*.

Unattended vehicles and trailers displaying election signs had not yet reached the required notification period before a fine could be lawfully issued under the legislation.

Council did not issue fines for other election signs.

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**ATTACHMENTS**

Nil

<b>QWN 07</b>	<b>Question with Notice - Cllr Harte - Code of Conduct Complaints</b>
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<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	151851.2025

### **QUESTION WITH NOTICE**

CORP 01 from the 26 March 2025 Council meeting revealed that there were 67 code of conduct complaints outstanding.

Can the following please be addressed:

1. Can an update please be provided on the status of each code of conduct complaint?
2. When can Council expect each code of conduct complaint be presented to us for consideration?
3. Given this is an emerging governance issue, what measures have been undertaken to improve the quality and speed of the investigations?

### **Responses (provided by Corporate Support)**

1. The Code of Conduct Procedures specify the steps to be followed when dealing with Code of Conduct complaints; they identify who should be updated on individual complaints, by whom and at what stage. It is not consistent with the Code of Conduct Procedures to provide interim updates to Council's governing body on the status of each complaint.
2. Council's governing body is given a role under clauses 7.46 to 7.61 of the Code of Conduct Procedures. This stage is only reached where a complaint proceeds to investigation and the investigator produces a final investigation report which identifies a breach of the Code of Conduct and recommends, in the case of a breach by a councillor, censure or censure and referral to OLG. It is not appropriate to prejudge the outcome of the complaints process by predicting whether individual complaints will result in that stage being reached.
3. On 7 May 2025, Council had received 92 complaints in the reporting period. Council is dealing with the volume of complaints efficiently in accordance with the requirements

of the Code of Conduct Procedures and within available resources. Council has established a panel of conduct reviewers to carry out preliminary assessments and investigations under the Code of Conduct Procedures. Council can also access conduct reviewers through a State Government panel. Council is engaging firms as needed to respond to complaints in accordance with the Code of Conduct Procedures.

## **ATTACHMENTS**

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Nil

<b>NOM 01</b>	<b>Notice of Motion to Endorse a Single Minimum Lot Width of 20 Metres for Dual Occupancies in the R2 Low Density Residential Zone</b>
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<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality design to provide best outcomes for a growing city
<b>File Ref</b>	136376.2025
<b>Author</b>	Peter Ristevski - Councillor

## **BACKGROUND**

The rapid growth and development within the Liverpool area have led to significant challenges for our community. While we recognise the need for housing and increased density, the current regulations have contributed to overdevelopment, resulting in:

**Increased Parking Issues:** The rise in dual occupancies has led to insufficient parking availability, causing congestion on our streets and reducing the overall liveability of our neighbourhoods.

**Reduced Quality of Life:** Many residents feel that the high density of developments has turned our community into an overcrowded environment, where homes are built too close together. This has led to concerns about privacy, noise, and the overall aesthetic of our suburbs.

**Community Safety and Wellbeing:** The perception of living in an "open prison" has grown among residents, highlighting the need for more open space and less dense living conditions to foster community cohesion and well-being.

Having a minimum lot width of 20 metres will provide better separation between dwellings, enhancing privacy, reducing noise and will create more space for adequate parking solutions, alleviating current congestion. It will also support a more sustainable and balanced approach to residential development that aligns with community expectations and needs.

This motion will ensure that our residential areas remain liveable, safe, and community oriented. This change will help preserve the character of our suburbs while accommodating necessary growth in a responsible manner.

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## **NOTICE OF MOTION**

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That Council adopts a minimum lot width of 20 metres for dual occupancies in the R2 Low Density Residential Zone.

## **CHIEF EXECUTIVE OFFICER'S COMMENT**

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On 1 July 2024, the NSW Government introduced Stage 1 of the Low and Mid-Rise Housing Reforms which made dual occupancies a permissible land use within all R2 Low Density Residential (R2) zones in NSW.

Prior to these Reforms, dual occupancies were a prohibited land use in the R2 zone of the *Liverpool Local Environmental Plan 2008* (LLEP 2008). As a result, there is currently no minimum lot size control applying to this type of development. This requirement is commonly implemented by Councils to ensure a lot can adequately accommodate for landscaping, private open space, car parking and meet solar access requirements.

As a result of the Reforms, the Department of Planning, Housing and Infrastructure (DPHI) wrote to Council on 25 September 2024 to advise they would be willing to amend the LLEP 2008 to insert a minimum lot size requirement for dual occupancies.

Accordingly, at the Ordinary Meeting of Council on 10 December 2024, a Report (Item – PLAN 03) was tabled for Council consideration proposing the implementation of a minimum lot size of 600m<sup>2</sup> for dual occupancies in the R2 zone.

In addition to lot size, Council staff also proposed a minimum lot width requirement of 15 metres be included in the LLEP 2008. This would ensure the development standard is given more weight than if it were included in a Development Control Plan. Variations to the minimum lot width could also still occur if sufficiently justified, under Clause 4.6 of the LLEP 2008.

At December 2024 Meeting, Council resolved the following:

2. *Endorses the draft submission at Attachment 3 for a proposed minimum lot size requirement of 600m<sup>2</sup> and a minimum lot width varying between 15 metres and 20 metres subject to further council consideration for Dual Occupancies in the R2 Low Density Residential zone of the Liverpool Local Environmental Plan 2008 and also subject to the following changes made to the draft submission:*
  - a. *Double the minimum lot size for dual occupancies where the current minimum lot size for subdivision is greater than 300m*

In accordance with this, a further Report was tabled for Council consideration at the Governance Committee Meeting on 25 February 2025, which provided additional information

and analysis regarding the impacts of various lot widths in the R2 zone. It also confirmed that the DPHI would be willing to consider the inclusion of a minimum lot width for the R2 zone, subject to their merit assessment.

The Report recommended the progression of a single lot width of 15 metres for all dual occupancies in the R2 zone. At the Governance Committee Meeting, the Report was noted and the recommendation for a minimum lot width of 15 metres was supported.

The Meeting Minutes from the February 2025 Governance Committee Meeting were subsequently tabled and formally endorsed by Council at the Ordinary Meeting of Council on 26 March 2025 with no changes made to minimum lot width recommendation.

Following Council endorsement of the minimum lot width recommendation, the 15 metre minimum lot width was forwarded to the DPHI on 8 April 2025 for their assessment.

#### Recommendation

As detailed in the February 2025 Governance Committee Report (**Attachment 1**), Council staff recommend a minimum lot width of 15 metre for dual occupancies in the R2 zone which was subsequently endorsed by Council.

Dual occupancies assessed as complying development under the *State Environmental Planning Policy (Exempt and Complying Codes) 2008* (Codes SEPP) must generally have a minimum lot width of 15 metres (with certain circumstances allowing for this to be reduced to 12m). The application of a minimum lot width of 15 metres would therefore align with the most common lot width scenario under the Codes SEPP and ensure general consistency between applications approved by Council and private certifiers.

In addition to this, a minimum lot width of 15 metres is more likely to be implemented by the DPHI than a larger lot width, given the policy direction of the Low to Mid-Rise Housing Reforms. The DPHI has indicated that Councils should aim for 50% of R2-zoned lots within a LGA to be dual occupancy developable.

A minimum lot width of 15 metres (along with the endorsed 600m<sup>2</sup> minimum lot size) would limit dual occupancy development to approximately 29% of total lots where the LLEP 2008 applies. A larger minimum lot width will reduce the likelihood of DPHI supporting the inclusion of a minimum lot width as part of this amendment.

#### **FINANCIAL IMPLICATIONS**

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There are no financial implications relating to this recommendation.

**ATTACHMENTS**

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1. February 2025 Governance Committee Report (Under separate cover)

**NOM 02****Banning Election Posters on Public Property in  
Liverpool, NSW**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
<b>File Ref</b>	148227.2025
<b>Author</b>	Peter Ristevski - Councillor

**BACKGROUND**

The recent election campaign has highlighted significant community concern regarding the proliferation of election posters.

These posters often result in visual pollution, are difficult to manage and remove, and cause damage to natural vegetation and public spaces.

A proactive approach is necessary to preserve the visual and environmental integrity of Liverpool.

**NOTICE OF MOTION**

That Council:

1. Recognises the community concerns and frustrations regarding the visual pollution caused by election posters on public property, as well as the damage to natural vegetation resulting from their placement.
2. Notes that election posters often contribute to visual clutter, detracting from the aesthetic appeal of our city and impacting the natural environment.
3. Supports the development and implementation of a policy ahead of future election campaigns to prohibit the placement of election posters on all public property within Liverpool LGA, including roadsides, parks and other council-managed land.
4. Communicate this policy to all political parties, candidates, and relevant stakeholders prior to upcoming elections.
5. Further resolves to review and monitor the effectiveness of this policy post-implementation and to consider community feedback for ongoing improvements.



**CHIEF EXECUTIVE OFFICER'S COMMENT**

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Should Council adopt this Notice of Motion, Operations with other Directorates will work together to develop and implement a policy.

**FINANCIAL IMPLICATIONS**

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There are no financial implications relating to this recommendation.

**ATTACHMENTS**

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Nil

<b>NOM 03</b>	<b>Council Membership of and Participation on the Local Government Multicultural Anti Racism Network</b>
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<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
<b>File Ref</b>	151069.2025
<b>Author</b>	Dr Betty Green - Councillor

## **BACKGROUND**

Networking and cooperation are fundamental principles essential to achieving better outcomes in policy areas where cross portfolio work is required and where the engagement of multiple levels of government, community-based services and stakeholders working in collaboration is enlisted in tackling difficult or complex policy and social problems.

A crucial element of collaborative work is the knowledge and expertise of those working on the ground, at the grass-roots level. Knowing how the system works, what doesn't, where the gaps are, where the system is broken and what impact this may have on people's lived experience is critical in responding to and addressing system barriers and challenges.

This practice knowledge can make significant contributions to government policies and services.

Local Government Multicultural Network is an independent network made up of community development multicultural workers from NSW Councils. Membership includes Council staff, Local Government NSW and other State Government stakeholders.

Liverpool LGA comprises of up to 140 cultural groups. Council community development staff are highly experienced in working with diverse communities and in knowing the gaps in policy and services delivery that can create barriers to better access for people and families of the support and assistance they need.

## **NOTICE OF MOTION**

That Council resume membership of Local Government Multicultural Network and contribute Council's community development worker knowledge and expertise in the networks collaborative efforts in advocacy, policy development to improve best practice in services and support to Culturally and Linguistically Diverse communities and stakeholders in NSW.

### **CHIEF EXECUTIVE OFFICER'S COMMENT**

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The Local Government Multicultural Network convenes to share information, best practice, discuss work priorities and strengthen working relationships across NSW. The aim of the LGMN is to strengthen advocacy, influence policy development and as well as provide a consistent standard of excellence in service to CALD (Culturally and Linguistically Diverse) stakeholders and community members.

Liverpool has previously been a member of the LGMN, however resolved to cease this association in 2022. Considering this Notice of Motion, Council officers have connected with ongoing members of the LGMN to ensure the Network is still operational and relevant to Liverpool. Colleagues at neighbouring councils have confirmed that the LGMN continues to function, with an ongoing focus on supporting the needs and aspirations of CALD communities in NSW.

Should Council support this Motion, officers from Council's Community Development business unit will seek to re-engage with the LGMN and reinstate Liverpool's membership of this group.

### **FINANCIAL IMPLICATIONS**

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There are no financial implications relating to this recommendation.

### **ATTACHMENTS**

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Nil