

COUNCIL AGENDA

ORDINARY COUNCIL MEETING

18 June 2025

BOOK 1



You are hereby notified that an **Ordinary Council Meeting** of Liverpool City Council will be held at the **LIVERPOOL CIVIC TOWER COUNCIL CHAMBER, LEVEL 1, 50 SCOTT STREET, LIVERPOOL NSW 2170** on **Wednesday, 18 June 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 7863.

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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ORDER OF BUSINESS

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 ST3360 Request for Tender - Vet Services and Animal Boarding

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.

CONF 02 Liverpool Youth Council Member Nominations 2025 - 2027

Reason: Item CONF 02 is confidential pursuant to the provisions of s10A(2)(a) of the Local Government Act because it contains personal matters concerning particular individuals (other than councillors).

CONF 03 RCL3259 Provision of Security Guard Services for Liverpool City Council's Buildings and Facilities

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 Consideration of an Application for the acquisition of land on the grounds of hardship - 26 Derwent Avenue, Bradfield identified as Part of Lot 82 DP 864799

Reason: Item CONF 04 is confidential pursuant to the provisions of s10A(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

CONF 05 Proposed dedication of Lot 1417 DP 882409 as Public Road to provide access to Lot 101 DP 1213451 (1895 Camden Valley Way, Horningsea Park) DA-707/2022.

Reason: Item CONF 05 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 06 Installation of flags on Council buildings

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 21 MAY 2025

PRESENT:

Mayor Ned 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
 Mr George Hampouris, Acting Director Customer Experience & Business Performance
 Mr Shayne Mallard, Director City Futures
 Mr Peter Scicluna, Acting Director Operations
 Mr David Galpin, Public Inquiry Lead
 Mr Alex Nord, Senior Project Manager, WSIG Program
 Ms Emily Tinson, Program Manager, WSIG Program
 Mr Vishwa Nadan, Chief Financial Officer
 Ms Justine Young, Acting Manager Civic and Executive Services
 Ms Susan Ranieri, Coordinator Council and Executive Services
 Ms Gabriella Rojas, Acting Councillor Executive and Support Officer

The meeting commenced at 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:

- (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 Acknowledgement of Country, Prayer and Affirmation was read by Reverend Bruce Hammonds from Liverpool Presbyterian Church.

NATIONAL ANTHEM

The National Anthem was sung by Ms Kelsey Newsome.

COUNCILLORS ATTENDING REMOTELY

NIL.

APOLOGIES

NIL.

CONDOLENCES

NIL.

CONFIRMATION OF MINUTES

Motion:

Moved: Cllr Harle

Seconded: Cllr Harte

That the minutes of the Ordinary Meeting held on 23 April 2025 and Extraordinary Meeting held on 13 May 2025 be confirmed as a true record of that meeting subject to the following amendment to the 23 April 2025 minutes:

- For the public forum section of the minutes held on 23 April 2025, amend the minutes to state that Dr Geha reserved his right to speak rather than he withdrew the item from the agenda.

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

DECLARATIONS OF INTEREST

Cllr Macnaught declared a non-pecuniary, less than significant interest in the following:

Item: CONF 05 - ST3371 - Legal Services Panel Tender.

Reason: One of the firms in the report is heavily involved in the Public Inquiry that Council is involved in.

Cllr Macnaught left the Chamber for the duration of this item.

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

Item: CONF 05 - ST3371 - Legal Services Panel Tender.

Reason: One of the firms in the report is heavily involved in the Public Inquiry that Council is involved in.

Cllr Harte will left the Chamber for the duration of this item.

Cllr Ammoun declared a non-pecuniary, less than significant interest in the following :

Item: CONF 05 - ST3371 - Legal Services Panel Tender.

Reason: One of the firms in the report is heavily involved in the Public Inquiry that Council is involved in.

Cllr Ammoun will left the Chamber for the duration of this item.

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

Item: CONF 05 - ST3371 - Legal Services Panel Tender.

Reason: One of the firms in the report is heavily involved in the Public Inquiry into Liverpool City Council and is also major political donor.

Mayor Mannoun left the Chamber for the duration of this item.

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

Item: CONF 05 - ST3371 - Legal Services Panel Tender.

Reason: Clr Ristevski uses one of the proposed panel firms listed in the report.

Clr Ristevski left the Chamber for the duration of the item.

PUBLIC FORUM

Presentation – items not on agenda

1. **Mr Carmine Colalillo** addressed Council on the following item:

Reilly Street and Webster Road Lurnea, damage to cars and accidents.

Mayor Mannoun granted a three-minute extension of time to Mr Colalillo.

2. **Mr Sean Tubridy** addressed Council on the following item:

Council rate rise.

MAYORAL MINUTE

ITEM: MAYOR 01
SUBJECT: Congratulations to the new Pope, His Holiness Pope Leo XIV
REPORT OF: Mayor Ned Mannoun

I take this opportunity to formally acknowledge and congratulate His Holiness **Pope Leo XIV** on his recent election as the 267th occupant of the throne of St Peter as the new Pope and spiritual leader of the Roman Catholic Church.

This is a historic moment for Catholics around the world, including here in the City of Liverpool. Our city is proud to be home to a rich tapestry of faiths and cultures, and among them, the Roman Catholic community represents the largest religious affiliation in Liverpool.

According to the 2021 Census, **29.5% of Liverpool residents identified as Roman Catholic** — a clear reflection of the significant role the Catholic faith continues to play in the spiritual, cultural, and social life of our community.

From parish churches to local schools, Catholic institutions have contributed meaningfully to the life of our city for generations. The election of a new Pope is a deeply significant event for Catholics.

On behalf of Liverpool City Council and the residents of our great city, I extend our sincere congratulations to **Pope Leo XIV** and offer our prayers and best wishes for his pontificate.

RECOMMENDATION

That Council:

1. Notes the election of the new Pope, His Holiness **Pope Leo XIV**;
2. Acknowledges the significance of this event for Liverpool's Catholic community; and
3. Sends formal congratulations to the Vatican on behalf of Liverpool City Council and the people of Liverpool, and extends an invitation to His Holiness to visit the City of Liverpool should he travel to Australia in the future.

COUNCIL DECISION:

Motion: **Moved: Mayor Mannoun**

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

PLANNING & COMPLIANCE REPORTS

ITEM NO: PLAN 01

FILE NO: 155163.2025

SUBJECT: Report Back to Council: 2168 Children's Parliament - Funding Options

COUNCIL DECISION

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

That Council:

1. Receives and notes this report;
2. Continue to identify funding sources recommended in the report; and
3. As per the report, item 2. II - Increase speed humps around shopping centres, to be funded from the festivals budget by reducing it by \$400,000 in the 25/26 financial year and allocating it towards this project.

The motion (moved by Clr Ristevski) lapsed due to no seconder. Therefore the amendment (moved by Clr Macnaught) became the motion and on being put to the meeting was declared CARRIED.

Amendment: **Moved: Clr Macnaught** **Seconded: Clr Dr Green**

That Council:

1. Receives and notes this report;
2. Continue to identify funding sources recommended in the report;
3. Direct the CEO to determine at the 3 or 6 month interval post implementation of the budget, that a report come back Council if there is an available funding source, in line with the reporting of the 2168 Children's Parliament; and
4. Formally advise the 2168 Children's Parliament of the resolution endorsed and the rationale applied.

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

COUNCIL DECISION

That Council:

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

Councillors voted unanimously for this motion.

Motion: **Moved: Clr Macnaught** **Seconded: Clr Adjei**

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

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

Councillors voted unanimously for this motion.

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

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

ITEM NO: CTTE 03
FILE NO: 137100.2025
SUBJECT: Minutes of the Liverpool Sports Committee meeting held 5 March 2025

COUNCIL DECISION

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

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.

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

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

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

QUESTIONS WITH NOTICE

ITEM NO: QWN 01

FILE NO: 150166.2025

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?**

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.

ITEM NO: QWN 02
FILE NO: 150519.2025
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 (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 to the Council report in the Agenda 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.

ITEM NO: QWN 03
FILE NO: 150547.2025
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.

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.

ITEM NO: QWN 04
FILE NO: 150598.2025
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?

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.

ITEM NO: QWN 05
FILE NO: 150641.2025
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?

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.

Clr Ammoun left the Chamber at 7:12pm.

ITEM NO: QWN 06

FILE NO: 151162.2025

SUBJECT: Question with Notice - Clr Dr Green - Election Campaign Materials and Cost to Council

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.

ITEM NO: QWN 07
FILE NO: 151851.2025
SUBJECT: Question with Notice - Clr Harte - Code of Conduct Complaints

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.

ITEM NO: MOU 01

Clr Dr Green requested Mayor Mannoun consider a motion of urgency in relation to the election material and other wide ranging material.

Cllr Dr Green stated it was urgent as it's important moving forward that Council deal with the issue swiftly and robustly and for public safety.

In accordance with Clause 9.3 of Council's Code of Meeting Practice, the Chairperson, Mayor Mannoun, on the issue of safety ruled the item as urgent and as such it was dealt with as shown below:

Motion:

Seconded Clr Adjei

That Council:

1. Review Council's existing Advertising and Signage Policy to address any/all identified gaps in the current Policy related to:
 - (a) Placement of advertising and election materials including corflutes, banners or other paraphernalia on Council property;
 - (b) Any re-placement of advertising and election materials where Council has removed the offending materials with a 24-36 hour timeframe;
 - (c) Prohibition of screwing and/or nailing signage to trees;
 - (d) Prohibition of any signage or election material that is secured by wooden stakes; in the ground, on grass verges and nature strips; and
 - (e) Placement of signage at intersections and roundabouts which contribute to driver distraction and risk safety of other road users and pedestrians.

2. Policy mandate the immediate issuing of allowable fines for breaches of the policy.

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 7.31pm.

RESUMPTION OF MEETING

Clr Harle, as the Deputy Mayor, resumed the meeting at 7.49pm in open session with all Councillors present except Mayor Mannoun.

ITEM NO: CORP 04
FILE NO: 151329.2025
SUBJECT: FY 2024/25 - Quarter 3, Budget Review

COUNCIL DECISION

Motion: **Moved: Clr Ristevski** **Seconded: Clr Harte**

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

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

Councillors voted unanimously for this motion.

ITEM NO: CTTE 07
FILE NO: 159775.2025
SUBJECT: Minutes of the Governance Committee Meeting held on 13 May 2025

COUNCIL DECISION

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

That this item be deferred to the end of the meeting.

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

This item was dealt with at the end of the meeting.

PRESENTATION BY COUNCILLORS

Presentation by Cllr Ristevski was deferred to the end of the meeting.

NOTICES OF MOTION

ITEM NO: NOM 01
FILE NO: 136376.2025
SUBJECT: Notice of Motion to Endorse a Single Minimum Lot Width of 20 Metres for Dual Occupancies in the R2 Low Density Residential Zone

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.

ITEM NO: NOM 02
FILE NO: 148227.2025
SUBJECT: Banning Election Posters on Public Property in Liverpool, NSW

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 (submitted by Cllr Ristevski)

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.

COUNCIL DECISION

Motion:

Moved:

Seconded:

Cllr Ristevski withdrew this item as a similar motion was dealt with earlier in the meeting as a Motion of Urgency.

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.

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.

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

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

Councillors voted unanimously for this motion.

Mayor Mannoun returned to the Chamber at 8.07pm and resumed as Chairperson.

CONFIDENTIAL ITEMS

ITEM NO: CONF 01

FILE NO: 120538.2025

SUBJECT: Governor Macquarie Drive and Hume Highway Intersection Upgrade Works

COUNCIL DECISION

Motion:

Moved: Cllr Harte

Seconded: Cllr Dr Green

That Council:

1. Approves, for the purposes of the tendering requirements under s.55(3)(i) of the Local Government Act 1993, the engagement of Jemena Gas Networks (NSW) Ltd to undertake remediation and relocation of their assets as a satisfactory result would not be achieved by inviting tenders because of the following extenuating circumstances:
 - Jemena Gas Networks (NSW) Ltd is the owner of their assets.
 - Jemena Gas will need to approve the modification, remediation and relocation works of their assets, and
 - it would be impractical for Council to procure a supplier and then seek Jemena's approval for the works.
2. Authorises the CEO or delegate to execute all documents necessary to give effect to this resolution.

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

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

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

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

1. Approve creation of a 6m wide drainage easement within Lot 1 DP 1257931, 62 Kelly Street, Austral on the terms outlined in this report.
2. Confirms that it has no objection to the compulsory acquisition by agreement of a 6m wide drainage easement by Sydney Water within Lot 1 DP 1257931, 62 Kelly Street, Austral under Section 30 of the Land Acquisition (Just Terms Compensation) Act 1991
3. Upon receipt of compensation funds from Sydney Water transfer the amount of \$93,000 plus GST and disturbance costs to the S7.11 Contributions Plan Austral / Leppington precinct for the future embellishment of Local Sports Field No. 1 which Lot 1 DP 1257931 forms part of.
4. Authorises the CEO or delegate to execute any documents necessary to give effect to these decisions.

Councillors voted unanimously for this motion.

ITEM NO: CONF 04
FILE NO: 136187.2025
SUBJECT: Tender Report - WT3372 Lighthorse Park Early Works (Carpark Construction)

COUNCIL DECISION

Motion: **Moved: Cllr Macnaught** **Seconded: Cllr Adjei**

That Council:

1. Accept the Tender from The Civil Experts Pty Ltd T/as TCE Contracting for WT3372 - Lighthorse Park - Early Works Civil and Car Park Construction Works at the GST inclusive price of \$5,371,264.83.
2. Makes public its decision regarding tender WT3372 - Lighthorse Park Early Works (Civil and Construction).
3. Authorises the Chief Executive Officer or delegate to execute all documents necessary to give effect to this resolution.
4. Keeps confidential the details supplied in this report containing information on the submissions received, pursuant to the provisions of Section 10A(2)(d)(i) of the Local Government Act 1993 as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

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

Clr Ristevski declared a non-pecuniary, less than significant interest in the following item as he uses one of the proposed panel firms listed in the report.

Clr Ristevski then left the Chamber at 8:20pm.

Clr Ammoun left the Chamber at 8:20pm.

Clr Macnaught left the Chamber at 8:20pm.

Mayor Mannoun left the Chamber at 8:20pm and Clr Harle, as the Deputy Mayor, became the Chairperson.

ITEM NO: CONF 05

FILE NO: 149838.2025

SUBJECT: ST3371 - Legal Services Panel Tender

COUNCIL DECISION

Motion: **Moved: Clr Monaghan** **Seconded: Clr Ibrahim**

That Council:

1. Accepts the Tenders from the following companies for ST3371 – Legal Services Panel:
 - Bartier Perry
 - Clayton Utz
 - Holding Redlich
 - HWL Ebsworth
 - Lindsay Taylor
 - Maddocks
 - Marsden
 - Matthews Folbigg
 - Moray Agnew
 - Piper Alderman
 - Sparke Helmore
 - Yimba
2. Enters into formal agreements for a term of five years with a schedule of rates.
3. Makes public its decision regarding tender ST3371 – Legal Services Panel.
4. Agrees that Council should issue letters of award to the successful tenderers and enter into formal instruments of agreement pursuant to which work will be placed to panel members.

5. Notes that this report has been brought to Council because the Chief Executive Officer's instrument of delegation, approved by Council in accordance with the current provisions of section 377 of the Local Government Act 1993, only permits the Chief Executive Officer to approve (and not to reject) tenders up to a value of \$2 million. Therefore, subclauses 178(3) and 178(4) of the Local Government (General Regulation) 2021 require a decision not to accept any of the tenders for a proposed contract to be made by way of a Council resolution.
6. Keeps confidential the details supplied in this report containing information on the submissions received, pursuant to the provisions of Section 10A(2)(d)(i) of the Local Government Act 1993 as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
7. Authorises the CEO or delegate to take any action necessary to give effect to these resolutions.

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

Councillors voted unanimously for this motion.

Note: Mayor Mannoun, Clr Ammoun, Clr Macnaught and Clr Ristevski were not in the Chamber when the item was voted on.

COUNCIL DECISION

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

Mayor Mannoun called a recess of meeting at 8.26pm

The meeting resumed in open session at 8.40pm with all Councillors present.

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

1. Receives and notes the Minutes of the Governance Committee Meeting held on Tuesday 13 May 2025.
2. Endorse the recommendations in the Minutes with the exception to the Committee recommendation to item 2 – Revised Media Policy, point 4 placing the Media Policy for 28 days on public exhibition.

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

Chairperson

Mayor Mannoun left the Chamber at 8.56pm and Cllr Harle, as the Deputy Mayor, became the Chairperson.

PRESENTATIONS BY COUNCILLORS

Cllr Ristevski made a presentation on his recent trip to Hong Kong for the 5th Annual Aerotropolis Conference on the 7th and 8th May 2025.

THE MEETING CLOSED AT 9.00PM BY DEPUTY MAYOR HARLE.

<Signature>

Name: Ned Mannoun

Title: Mayor

Date: 18 June 2025

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 21 May 2025. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

PLAN 01

Policy and Standard - Street Lighting Policy and Procedure

Strategic Objective	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality design to provide best outcomes for a growing city
File Ref	144831.2025
Report By	Patrick Bastawrous - Coordinator Traffic and Transport
Approved By	Lina Kakish - Director Planning & Compliance

EXECUTIVE SUMMARY

The majority of streetlights in the LGA are owned and managed by Endeavour Energy. Hence the Street Lighting Policy and Procedure has been reviewed to ensure it contains accurate procedures for the assessment of designs, consultation with Endeavour Energy and arrangements for dealing with residents requesting for additional streetlights or repairs of faulty streetlights.

This report seeks Council's adoption of the Policy and Procedure Document.

RECOMMENDATION

That Council adopts the Street Lighting Policy and Procedure document as a policy and procedure of Liverpool City Council.

REPORT

The objective of the document is as follows:

This street lighting procedure applies to public lighting along public roads under Council's care and control, including new roads constructed by Council or as part of subdivision works.

The Policy and Procedure are aimed at complimenting the Endeavour Energy Public Lighting Management Plan 2023 to ensure lighting provisions align according to Endeavor Energy Requirements.

The objectives of the policy and procedures are to:

- a) Establish a clear and streamlined process that provides efficient and effective transactions between Council and its street light service provider in order to meet the contractual accountabilities and obligations.
- b) Ensure efficient and effective provision of street lighting in accordance with the NSW Public Lighting Code.
- c) Provide appropriate level of illumination along roads, footpaths and walkways in accordance with the latest Australian/New Zealand Standard No. 1158, (currently AS/NZS 1158.1.1:2020, AS/NZS 1158.3.1:2020, AS/NZS 1158.6:2020 and latest Public Lighting Code currently April 2020).
- d) Optimise the total cost for providing street lighting to the community, while meeting lighting standards in accordance with NSW Public Lighting Code, AS/NZS 1158 and within the annual budgetary constraints.
- e) Ensure that energy efficient LED lights are installed along new subdivision roads, and where practicable, for the replacement of existing lights.
- f) Minimise the potential for Council's exposure to possible litigation, financial and reputation loss and internal conflicts.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Roads Act 1993

	Road Transport Act 2013 NSW Public Lighting Code 2024 Roads Regulation 2018 Road Transport (General) Regulation 2021 Endeavour Energy Public Lighting Management Plan 2023
Risk	The risk is deemed to be Low. The Policy and Procedure document is designed to minimize any litigation risk associated with lighting designs and configurations.

ATTACHMENTS

1. Street Lighting Policy and Procedure (Under separate cover)
2. Endeavour Energy - Public Lighting Management Plan 2023 (Under separate cover)

PLAN 02

**Liverpool Community Participation Plan -
Proposed Amendments**

Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	143626.2024
Report By	Brianna Van Zyl - Executive Planner
Approved By	Lina Kakish - Director Planning & Compliance

EXECUTIVE SUMMARY

The Liverpool Community Participation Plan (CPP) applies to all land within the Liverpool Local Government Area (LGA) and sets out when and how Council will engage with the community as part of the planning functions under the *Environmental Planning and Assessment Act 1979* (EP&A Act). A copy of Council's current Liverpool CPP is provided in **Attachment 1**.

Community Participation Plans are required to be reviewed periodically. A Report was tabled at the Governance Committee Meeting (GCM) on 18 March 2025 for Council consideration which unpacked potential amendments to the current CPP. A copy of the GCM Report is provided in **Attachment 3**.

The GCM Report identified the following key areas for potential amendment:

- amending the definition of "adjoining land";
- applying a distance-based system for notification; and
- reviewing the notification distances for various land uses.

During the March 2025 GCM Briefing, Councillors requested the provision of additional background information – namely for complying development certificates (CDC), planning proposals, subdivisions and development in the Liverpool City Centre – associated with the proposed CPP amendments. This was subsequently provided to Councillors via a Councillor Update Memo circulated on 24 April 2025. A copy of the Councillor Update Memo is provided in **Attachment 4**.

Since the Councillor Update Memo was circulated the following additional amendments have been included for consideration:

- Requiring all subdivision Development Applications to be notified with a 50 metre distance applied; and
- Requiring rural zones to have a minimum 100 metre notification distance applied for all land uses.

Council staff do not recommend amending the current notification requirements for Planning Proposals or Development Applications within the Liverpool City Centre. Further justification for this position is provided in the body of this Report.

The full suite of proposed amendments to the current CPP is provided in **Attachment 5** (Clean Version) and **Attachment 6** (Marked Up Version).

The purpose of this Report is to seek Council endorsement to amend the Liverpool Community Participation Plan and place the revised CPP on public exhibition for a minimum period of 28 days.

RECOMMENDATION

That Council:

1. Receives and notes this Report;
2. Endorses the draft Community Participation Plan 2025 (**Attachment 5**) for public exhibition;
3. Publicly exhibits the draft Community Participation Plan 2025 for a minimum period of 28 days;
4. Receives a Post-Exhibition Report detailing the outcomes of the public exhibition period; and
5. Delegates to the CEO (or delegate) authority to amend the Community Participation Plan 2025 for any typographical and minor amendments as required.

REPORT

Background

In March 2018, changes to the EP&A Act required all Councils to prepare a CPP. As a result of the legislative change, Council subsequently endorsed the Liverpool Community Participation Plan in October 2019.

The CPP applies to all land within the Liverpool Local Government Area (LGA) and sets out when and how Council will engage with the community as part of the planning functions it performs (Strategic Planning and Development Assessment) under the EP&A Act.

Before Council's first CPP, all community participation requirements were outlined in Council's Development Control Plan (DCP).

The most recent CPP amendment in December 2022 made a suite of changes which were predominantly administrative in nature and included:

- Updating land use definitions to reflect the Standard Instrument;
- Removing the requirement to advertise in the local newspaper;
- The addition of a clause requiring Council-related Development Applications (DAs) to be exhibited for a minimum of 28 days; and
- Increasing the notification distance to five (5) properties in each direction.

At the Ordinary Meeting of Council on 7 February 2024, a Question with Notice (QWN 01) was raised regarding neighbour notification of subdivisions resulting in lot sizes greater than 300m². In response to the QWN, Council resolved:

That:

1. *Council takes this item to a Governance Committee before the end of March 2024 so that Council can give this the attention it deserves to make sure that people are being given equal rights and are not being discriminated based on the size of the lots being subdivided in regard to Community Participation Plan 2022 with the intention of fairer notification for all residents.*
2. *Further information is provided on State Government process as it relates to Council process.*

In response to the QWN, a Discussion Paper was subsequently tabled at the Governance Committee Meeting on 9 April 2024. The Discussion Paper sought to facilitate discussion on the current CPP and proposed potential amendments to the CPP to ensure neighbouring properties notification is meaningful and not inadvertently increasing both Development Assessment timeframes and operational costs. A copy of the Discussion Paper is provided in **Attachment 2**.

Since the Governance Committee Meeting in April 2024, Council staff have undertaken further analysis to refine potential amendments to the CPP. Key areas identified for amendment include:

- Amending the definition of ‘adjoining land’ to mean properties that directly abut a site, or across a driveway or pathway, of a proposed development site;
- Applying a distance-based system for establishing the catchment for neighbouring property notifications; and
- Amending the notification catchment distance for certain land uses based on their anticipated impact.

These changes were tabled for Council consideration at the Governance Committee Meeting in March 2025. During the GCM Briefing, Councillors requested the provision of additional background information – namely current notification requirements for Complying Development Certificates (CDC), Planning Proposals, subdivisions and Development Applications in the Liverpool City Centre – associated with the proposed CPP amendments. This was subsequently provided to Councillors via a Councillor Update Memo circulated on 24 April 2025. A copy of the Councillor Update Memo is provided in **Attachment 4**.

Since the Councillor Update Memo was circulated the following additional amendments have been included in the updated CPP for consideration:

- Requiring all subdivision Development Applications to be notified with a 50 metre distance applied; and
- Requiring rural zones to have a minimum 100 metre notification distance applied for all land uses.

Council staff do not recommend amending the current notification requirements for Planning Proposals or Development Applications within the Liverpool City Centre. Further justification for this position is provided below.

Planning Proposals

Under the current CPP, the Planning Proposal consultation requirements are broad and allow for a varied approach depending on the complexity of the Proposal. Planning Proposals are generally harder to measure their impact when compared to Development Applications. This current notification approach is still considered appropriate as it allows for flexibility depending on the scale and impact of the Planning Proposal.

It should also be noted that the current notification approach for Planning Proposals is consistent with the approach adopted for many neighbouring Councils including Fairfield, Blacktown, and Campbelltown who notify Planning Proposals on a case-by-case basis.

Development Applications in the Liverpool City Centre

Under the current CPP, some smaller scale Development Applications (DA) are not required to be notified in the Liverpool City Centre. These include:

- Small scale commercial premises (no more than four storeys);
- Change of use from business premises to business premises;
- Change of use from retail premises to retail premises;
- Restaurants and cafes; and
- Take away food and drink premises or food and drink premises.

No amendment to these provisions is proposed as part of this CPP amendment. The impacts within the City Centre are considered relatively minor and requiring them to be notified will result in an increase in DA assessment times for these land uses, as well as costs associated with the distribution of notification letters.

Proposed Community Participation Plan Amendments

The following Section provides a summary of the recommended amendments to the current CPP and the reasoning for the change. A marked-up version of the revised CPP, including the recommended amendments, is provided in **Attachment 6**.

“Adjoining Land” Definition

As part of the CPP amendment endorsed by Council in December 2022 (**Attachment 3**), the definition of “adjoining land” was increased to a minimum of five (5) properties on each side of the subject site rather than only adjoining neighbours. The definition of adjoining neighbours in previous iterations of the CPP only required the notification of neighbouring properties that directly abutted the development site. The previous version of the notification requirements can be seen in **Attachment 2**.

The current definition of adjoining land has required Council to send out significantly more notification letters for Development Applications such as (but not limited to): Light Industry, Manor Houses, Terraces, Semi-Detached housing, Commercial Premises and Secondary Dwellings. As shown in **Attachment 2**, these additional requirements have also seen an increase in the costs associated with this broader notification, especially for low impact Development Applications.

Furthermore, when a DA is lodged with Council, the administration team use mapping software to either apply a buffer (when a notification distance is applied) or manually select lots (when adjoining land is applied). Lot selection requires Council staff to manually select each lot, whereas applying a buffer is an automated process and therefore much quicker and minimises risks of errors in the neighbouring property notification process.

As part of this amendment, the adjoining land definition is proposed to be reverted to the previous definition of adjoining land whereby the neighbouring properties directly abutting a site subject to a DA would be notified. This is shown in **Attachment 5** and presented in *Figure 1*.

Figure 1 – Application of 'adjoining land' definition in revised CPP



Land Use Notification Catchment / Distances

The current CPP includes clarification on the neighbouring property notification requirements by land use. The notification distances range anywhere between 50 metres and 1,000 metres and differentiates the distance requirements for 'rural zones' or 'other zones' depending on the land use. These distances are applied from the boundary of the subject lot rather than from where the development is occurring on the lot.

To understand the impact of the neighbouring property notification distances, analysis was undertaken of a range of established and rural lots with varying sizes and forms. As shown in **Attachment 3**, in established areas such as Casula, Middleton Grange and Green Valley, buffers up to 100 metres can capture up to five lots in each direction and up to two blocks away depending on the block size. A 50 metre buffer captures 3-4 properties on average.

In rural areas, where lot size and form are much larger than the established areas, buffers below 100 metres may only capture the adjacent lot. A buffer over 100 metres, generally captures 2-3 properties.

As part of this amendment, it is proposed to apply a tiered distance notification system that ranges from 50 metres to 1,000 metres. In addition, a minimum distance of 100 metres will be applied to all land uses in the rural zones.

The notification distance for 75 of the existing 107 land uses included in the CPP are proposed to be amended as a result of this CPP update. A significant portion of the proposed amendments is due to the minimum notification distance in rural zones being increased to 100 metres.

Attachment 7 provides a comparison of the notification distances required by land use under the current CPP and the revised CPP, with *Table 1* providing a succinct summary of the notification requirements for key land uses.

Table 1 – CPP Amendments

Land Use	Current Rural	Current Other	Proposed Rural	Proposed Other
Amusement Centre	500m	200m	100m	50m
Subdivisions	Adjoining Land (lots less than 300sqm)	Adjoining Land (lots less than 300sqm)	100m	50m
Landscaping materials supplies	500m	250m	100m	50m
Community facility	75m	75m	100m	50m
Hospitals	75m	200m	200m	100m
Waste or resource management facility	1,000m	200m	200m	100m
Dual occupancy	Adjoining Land	Adjoining Land	100m	Adjoining Land
Multi dwelling housing	75m	75m	100m	50m
Seniors housing	Adjoining Land	Adjoining Land	100m	Adjoining Land
Bed & breakfast premises	Adjoining Land	Adjoining Land	100m	50m
Centre-based childcare facilities	75m	75m	100m	75m
Pubs	75m	75m	100m	75m

Some of the distances in the current CPP are arbitrarily applied and do not accurately reflect the potential impact of the proposed development. The proposed notification amendments would seek to address this issue and improve clarity on the notification distance required.

Subdivision of Lots Greater than 300m²

The current CPP only requires neighbouring property notification to occur for subdivision DAs for lots less than 300m². This was a historic decision as it assumes blocks greater than 300m² provide greater opportunities to mitigate visual, privacy or overshadowing impacts.

To improve the notification of subdivision DAs, it is proposed to require all subdivision DAs to be notified to a 50 metre radius in established areas and 100 metres in rural areas. This change will ensure the community is notified of potential changes in their area regardless of the lot size.

Rural Land

The current CPP has a range of distances applied for DAs in Rural Zones, ranging from adjoining land to 1,000 metres.

Rural areas in the Liverpool Local Government Area (LGA) are characterised by large lots. Analysis of rural areas has identified that a buffer of 100 metres would capture, on average, 2-3 lots in each direction. It is therefore proposed to increase the minimum notification distance for rural areas to 100 metres.

Miscellaneous Changes

Under the most recent CPP amendment, notification requirements for Council-related Development Applications were updated due to legalisation changes. A minor administrative change is proposed to remove reference to the date the new legalisation commenced as it has since passed.

In addition, the graphics in the current CPP will be replaced with updated graphics to demonstrate the adjoining land definition and how the distance buffers capture neighbouring properties. A definition of rural zones has also been included in the CPP to ensure clarity for the community.

A number of reformatting changes have also been made, including reformatting the existing tables under Section 7.6 'Development Applications that will be notified' by condensing the existing two tables into one, with an additional column to be added to the table to outline whether the proposed development will also be advertised on Councils website and sign posted.

The full suite of proposed amendments to the current CPP is provided in **Attachment 5** (Clean Version) and **Attachment 6** (Marked Up Version).

Conclusion

Overall, the proposed changes to the current CPP would result in positive outcomes for both Council and the community, with greater clarity provided on the neighbouring property

notification requirements for each land use, and greater equity on the types of development requiring neighbouring property notification.

Next Steps

Subject to Council endorsement, the draft Community Participation Plan 2025 (**Attachment 5**) will be placed on public exhibition for a minimum of 28 days.

Following public exhibition, a Post-Exhibition Report detailing the outcomes of the public exhibition period, and the finalised Community Participation Plan 2025, will be prepared and referred to Council for consideration and endorsement.

FINANCIAL IMPLICATIONS

An amendment to the Community Participation Plan is within the existing budget of Council's City Planning Department.

The proposed changes will help to create modest budget savings by simplifying and improving the neighbouring property notification process associated with Development Applications.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	Raise community awareness and support action in relation to environmental issues.
Social	Raise awareness in the community about the available services and facilities.
Civic Leadership	Encourage the community to engage in Council initiatives and actions.
Legislative	<i>Environmental Planning and Assessment Act 1979</i>
Risk	<p>The risk associated with endorsing the proposed amendments to the current CPP is deemed to be low.</p> <p>Should Council not endorse the proposed amendments to the current CPP, the ongoing inequity associated with neighbouring property notification across the LGA, as well as the costs associated with excessive notification under the current CPP, will continue.</p>

ATTACHMENTS

1. Attachment 1 - Current Community Participation Plan 2022 (Under separate cover)
2. Attachment 2 - Community Participation Plan (CPP) Discussion Paper - Governance Committee Meeting - 9 April 2024 (Under separate cover)
3. Attachment 3 - Community Participation Plan - Proposed Amendments - Governance Committee Meeting - 18 March 2025 (Under separate cover)
4. Attachment 4 - Councillor Update Memo - Additional CPP Info - 24 April 2025 (Under separate cover)
5. Attachment 5 - Draft Community Participation Plan - May 2025 (Under separate cover)
6. Attachment 6 - Draft Community Participation Plan - May 2025 - Marked Up Version (Under separate cover)
7. Attachment 7 - Draft Community Participation Plan - Notification Distance Changes Matrix (Under separate cover)

PLAN 03	Post Exhibition Report - Planning Proposal - Heritage Listing for Lot 17 Leacocks Lane, Casula ("Mt Omei")
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Strategic Objective	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality design to provide best outcomes for a growing city
File Ref	188110.2025
Report By	Rumana Akhter - Community Planning Policy Officer
Approved By	Lina Kakish - Director Planning & Compliance

Property	Lot 17 Leacocks Lane, Casula
Owner	NSW National Parks & Wildlife Service
Applicant	Liverpool City Council

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 10 December 2024, Council endorsed (Item – PLAN 04) the:

- Council-initiated Planning Proposal (**Attachment 1**) to amend Schedule 5 of the *Liverpool Local Environmental Plan 2008* to include Lot 17 Leacocks Lane, Casula ("Mt Omei") as an item of local heritage significance; and
- that the Council-initiated Planning Proposal be forwarded to the Department of Planning, Housing and Infrastructure (DPHI) for Gateway Determination.

A copy of the Council Report and Meeting Minutes are provided in **Attachment 2**.

The Council-initiated Planning Proposal subsequently received Gateway Determination from the DPHI on 28 February 2025 (**Attachment 3**). Following Gateway Determination, the Council-initiated Planning Proposal was publicly exhibited between 11 April and 14 May 2025.

During the public exhibition period, Council received eleven (11) individual submissions, all of which supported the proposal to list the house, gallery and lookout area as local heritage items under Schedule 5 of the *Liverpool Local Environmental Plan 2008* (LLEP 2008). A consolidated list of submissions received during the public exhibition is provided in **Attachment 4**.

Following the Post-Exhibition Assessment, the Council-initiated Planning Proposal is considered to demonstrate both strategic and site-specific merit. It is therefore recommended that the Planning Proposal be forwarded to the DPHI to finalise the amendment, as it is noted Council is not the nominated Plan-making Authority.

RECOMMENDATION

That Council:

1. Receives and notes this Report;
2. Proceeds with the amendment to include Lot 17 Leacocks Lane, Casula ("Mt Omei") under Schedule 5 of the *Liverpool Local Environmental Plan 2008*;
3. Delegates authority to the Chief Executive Officer (or their delegate) to forward the Planning Proposal to the Department of Planning Housing and Infrastructure as the Plan-making Authority for this Planning Proposal; and
4. Notifies those representatives who made a submission on the Planning Proposal during the public exhibition of Council's decision; and
5. Writes to the NSW National Parks and Wildlife Service to inform the Agency of Council's decision.

REPORT

Background

At Ordinary Meeting of Council on 28 February 2024, a Motion of Urgency (Item – MOU 01) was tabled, and subsequently endorsed by Council, seeking an immediate Interim Heritage Order be placed on Lot 17 Leacocks Lane, Casula known as "Mt Omei".

As a result of the Council Resolution, an Interim Heritage Order (NSW Government Gazette No.103) was gazetted on 22 March 2024 for "Mt Omei". The IHO prevents the demolition or unsympathetic alteration of the site for up to six (6) months from the gazettal date.

On 1 May 2024, Council engaged an independent Heritage Consultant, Bronwyn Hanna History & Heritage, to undertake a detailed Heritage Significance Assessment and provide clear recommendations as to whether the property should be heritage listed.

Council received a copy of the draft Heritage Significance Assessment on 17 June 2024 which concluded that the "Mt Omei" property – including the house, gallery and lookout area – is of local heritage significance under all seven (7) criteria of the Heritage Council of NSW. The

draft Assessment also recommended that this part of the property be listed in the LLEP 2008) as an item of local significance.

At the Ordinary Meeting of Council on 24 July 2024, Council resolved to prepare a Planning Proposal to amend Schedule 5 of the LLEP 2008 to include Lot 17 Leacocks Lane, Casula ("Mt Omei") as an item of local heritage significance (Item – PLAN 07).

The Council-initiated Planning Proposal was subsequently prepared and considered by the Liverpool Local Planning Panel (LPP) on 28 October 2024. The LPP advised that the Planning Proposal demonstrated both strategic and site-specific merit and should proceed to the DPHI for a Gateway Determination.

Following consideration by the LPP, the Council-initiated Planning Proposal was referred to the Ordinary Meeting of Council on 10 December 2024 (Item – PLAN 04) for Council consideration and endorsement. At the Meeting, Council endorsed that the:

- Council-initiated Planning Proposal (**Attachment 1**) to amend Schedule 5 of the *Liverpool Local Environmental Plan 2008* to include Lot 17 Leacocks Lane, Casula ("Mt Omei") as an item of local heritage significance; and
- Council-initiated Planning Proposal be forwarded to the Department of Planning, Housing and Infrastructure (DPHI) for Gateway Determination.

A copy of the Council Report and Meeting Minutes are provided in **Attachment 2**.

Gateway Determination

The Council-initiated Planning Proposal subsequently received Gateway Determination from the DPHI on 28 February 2025. A copy of the Gateway Determination is provided in **Attachment 3**.

The Gateway Determination necessitated that the Council-initiated Planning Proposal was to be publicly exhibited for a minimum of 28 days however did not require any specific consultation with any NSW Government Agencies.

Public Exhibition of Planning Proposal

The Council-initiated Planning Proposal and relevant documents were placed on public exhibition from 11 April to 14 May 2025 in accordance with the conditions of the Gateway Determination and Council's Community Participation Plan (CPP).

During the exhibition period, Council received eleven (11) submissions, all of which supported the proposal to list the house, gallery and lookout area as local heritage items under Schedule 5 of the LLEP 2008. A consolidated list of submissions received during the public exhibition is provided in **Attachment 4**.

Conclusion

Council staff are of the opinion that the Council-initiated Planning Proposal has strategic and site-specific merit, complies with the broader planning framework and has received strong community support. It is recommended that Council endorses the Planning Proposal and supports the Planning Proposal being forwarded to the DPHI to finalise the amendment.

Next Steps

If Council resolves to finalise Amendment 101, as recommended, the Council-initiated Planning Proposal will be forwarded to the DPHI to finalise the plan, as Council is not the nominated Plan-making Authority.

Once finalised, the amendment to the LLEP 2008 (Amendment 101) will be notified in the NSW Government Gazette.

As noted in the Gateway Determination (**Attachment 3**), the LEP amendment must be completed no later than 6 August 2025.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place.
Civic Leadership	Act as an environmental leader in the community.
Legislative	<i>Environmental Planning and Assessment Act 1979</i> <i>Heritage Act 1977</i>
Risk	<p>The risk is deemed to be Low. There is a low risk that if not supported, the Mt Omei 'built precinct' could be demolished and its heritage value lost.</p> <p>Given the recommendations of this Report, the risk is considered to be within Council's risk appetite.</p>

ATTACHMENTS

1. Attachment 1 - Planning Proposal and Heritage Assessment for Lot 17 Leacocks Lane, Casula ("Mt Omei") (Under separate cover)
2. Attachment 2 - Pre Exhibition Council Report & Minutes - 10 December 2024 (Under separate cover)
3. Attachment 3 - DPHI Gateway Determination - February 2025 (Under separate cover)
4. Attachment 4 - Consolidated Public Exhibition Submissions (Under separate cover)

PLAN 04	Amendment to the State Environmental Planning Policy (Precinct - Western Parkland City) - 205 Adams Road, Luddenham
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Strategic Objective	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality design to provide best outcomes for a growing city
File Ref	150142.2025
Report By	Masud Hasan - Senior Strategic Planner
Approved By	Lina Kakish - Director Planning & Compliance

EXECUTIVE SUMMARY

In March 2024, a Proponent-initiated Planning Proposal (**Attachment 1**) was lodged for land at 205 Adams Road, Luddenham (Lot 2 DP623799). The Planning Proposal, prepared by Ethos Urban on behalf of Workers Lifestyle Group, seeks to facilitate development of a 'Hotel or Motel Accommodation' on the site. This would be achieved by amending Schedule 1 of the *State Environmental Planning Policy (Precincts – Western Parkland City)* (SEPP) to include 'Hotel or Motel Accommodation' as an additional permitted use for the site.

The site is currently zoned 'Agribusiness (AGB)' and 'Environment and Recreation (ENZ)' under the SEPP. The site benefits from another additional permitted use (APU) for 'Registered Club' which was applied to the site during the initial rezonings for the Western Sydney Aerotropolis.

The Proponent-initiated Planning Proposal was referred to the Liverpool Local Planning Panel (LPP) on 28 October 2024 in accordance with Section 2.19 of the *Environmental Planning and Assessment Act 1979* (EP&A Act). The LPP determined that whilst the Planning Proposal could demonstrate site-specific merit, it was unable to demonstrate strategic merit and recommended that the following matters needed to be resolved by the Proponent prior to the Proposal proceeding further:

- Demonstrate consistency with the Western Sydney Aerotropolis Precinct Plan (WSAPP), specifically in relation to the delivery of utilities, services and roads;
- Demonstrate the economic need for hotel or motel accommodation;
- Justify the impacts and consistency of the Proposal with the Agribusiness (AGB) zone;

- The need to introduce a Gross Floor Area (GFA) control on the proposed additional use to ensure the proposed 'Hotel or Motel Accommodation' development will not become the dominant land use on the subject site; and
- Limit the footprint of the Proposal to the Agribusiness zone only to avoid impacting threatened ecological communities within the Environment and Recreation (ENZ) zoned portion of the subject site.

The full advice of the LPP is provided in **Attachment 3**.

Following the LPP Meeting, Council requested that the Proponent amend the Planning Proposal in line with the advice of the LPP. The Proponent addressed most of the LPP concerns in their updated Planning Proposal Report, however did not address the need to introduce a GFA control for the additional use nor the need to limit the footprint of the Proposal to the Agribusiness zone portion of the subject site.

Council staff concur with the LPP advice and recommend that the Planning Proposal not be forwarded to the Department of Planning, Housing and Infrastructure (DPHI) until the following amendments are made:

- The additional permitted use of a 'hotel or motel accommodation' only apply to eastern portion of the Agribusiness Zone on the site. This will avoid impacting the ecological value present in Environment and Recreation zoned land.
- Amend the additional permitted use to include a Gross Floor Area (GFA) cap of 23,000m² for 'hotel or motel accommodation'. This GFA cap is consistent with the total floor area envisaged for the development in the Concept Design submitted as part of the Planning Proposal. The GFA cap ensures the hotel / motel will not become the dominant land use on the subject site.

Should these amendments be made to the Proponent-initiated Planning Proposal prior to seeking a Gateway Determination, Council staff believe the Proposal does demonstrate both strategic and site-specific merit and would effectively address the concerns raised by the LPP.

RECOMMENDATION

That Council:

1. Receives and notes this Report;
2. Receives and notes the advice of the Liverpool Local Planning Panel;
3. Endorses "in principle" the Proponent-initiated Planning Proposal subject to the following amendments:
 - a. Amending the proposed local provision to only apply to the eastern portion of the site zoned Agribusiness; and

- b. Introducing a cap on the maximum Gross Floor Area of 23,000m² for the proposed additional permitted use of a hotel and motel accommodation.
4. Forwards the amended Proponent-initiated Planning Proposal to the Department of Planning, Housing and Infrastructure pursuant to Section 3.34 of the *Environmental Planning and Assessment Act 1979* seeking a Gateway Determination;
5. Subject to Gateway Determination, undertakes public exhibition and community consultation on the amended Planning Proposal in accordance with the conditions of the Gateway Determination and Council's Community Participation Plan; and
6. Receives a Post-Exhibition Report on the outcomes of public exhibition and community consultation.

REPORT

Background

In 1991, a registered club was approved on the site (DA-045/1991) and the Workers Hubertus Country Club was subsequently developed. The development included an indoor and outdoor shooting range, caretaker's cottage and car park.

In 2020, during the initial rezoning of the Western Sydney Aerotropolis, the site was rezoned from RU1 Primary Production to Agribusiness and Environment and Recreation zone under the *State Environmental Planning Policy (Precincts – Western Parkland City)*.

Under the new zoning, 'Registered Club' was identified as a prohibited land use and an existing use right provision under Schedule 1 of the SEPP was applied to the development site. The subject site (highlighted in red), and surrounding land uses, is presented in *Figure 1*.

The subject Planning Proposal was initially lodged in March 2024, however was resubmitted in July 2024 with additional information requested by Council staff.

Figure 1 – Locality Map



Source: Nearmap

Site Description and Locality

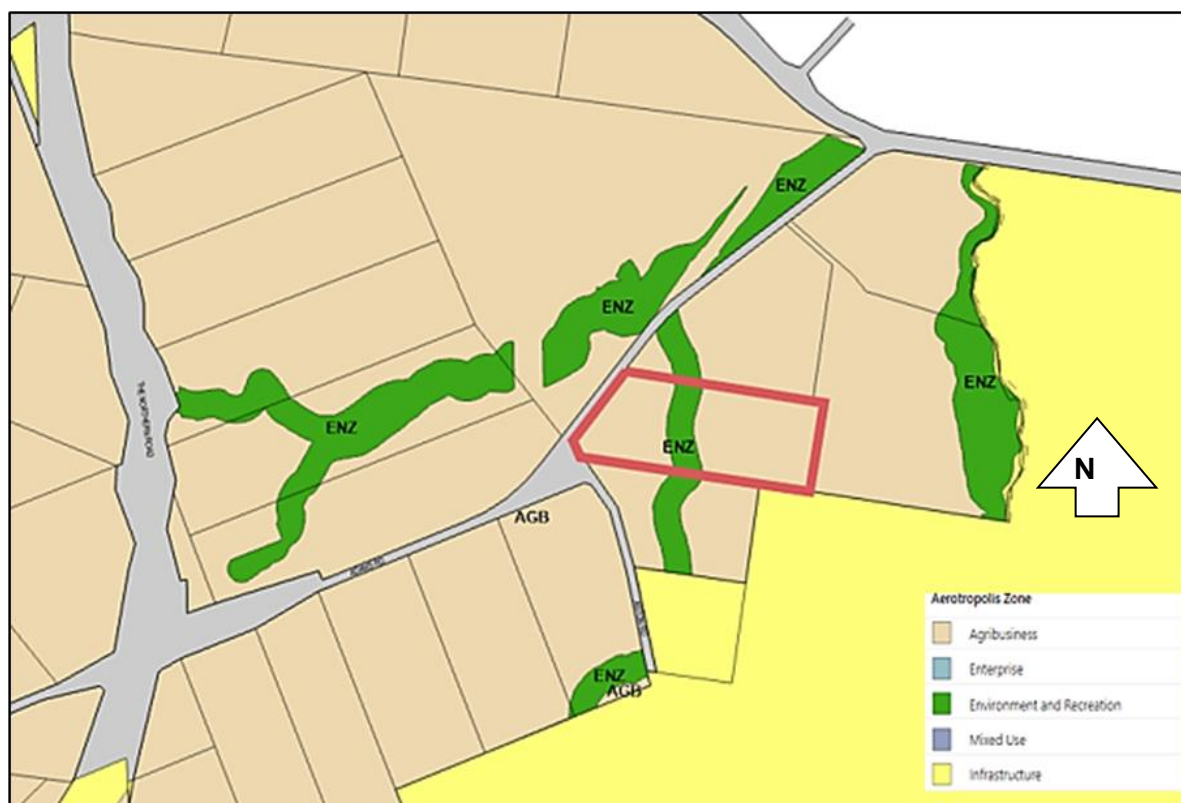
The subject site at 205 Adams Road, Luddenham (Lot 2 DP623799) borders the north-western perimeter of the Western Sydney International (Nancy-Bird Walton) Airport (WSIA) and currently comprises a registered club and a shooting range.

The subject site is 10 hectares in size and zoned 'Agribusiness (AGB)' and 'Environment and Recreation (ENZ)' under the *State Environmental Planning Policy (Precincts – Western Parkland City)*. A summary of the current land use zoning is provided in Figure 2.

The subject site is located in an area which was previously zoned for rural land use however is currently undergoing rapid urban transformation due to the construction of the adjacent WSIA and the broader Western Sydney Aerotropolis.

The subject site is located approximately two (2) kilometres east of Luddenham Village, which is part of the 'Agribusiness' Precinct and is planned to support the growth of the Aerotropolis.

Figure 2 – Land Use Zoning Map



Source: Geocortex

Planning Proposal

The objective of the Proponent-initiated Planning Proposal is to facilitate a 'hotel or motel accommodation' to support the short-term accommodation demand generated by the nearby WSIA and broader Western Sydney Aerotropolis.

As outlined in the Economic Needs Assessment Report (**Attachment 4**), there is a current shortfall of short-term accommodation in the Western Sydney Aerotropolis and adjoining areas. The demand for short-term accommodation is expected to increase substantially within the Aerotropolis as a result of the increased commercial and tourism activities associated with the opening of the WSIA in late 2026.

Given the proximity of the subject site to the WSIA, the location would be appropriate to facilitate the short-term accommodation use. The proposed additional use would also complement the existing registered club on-site, currently providing dining and recreation services for the community.

The intended outcome is proposed to be achieved by amending the current additional permitted use on the site under the *State Environmental Planning Policy (Precincts – Western Parkland City)* to include the additional land use of 'hotel or motel accommodation'.

Specifically, the Proponent-initiated Planning Proposal seeks to amend Section 4 under Schedule 1 of the SEPP as follows:

“4 Use of certain land at Adams Road, Luddenham

(1) This section applies to Lot 2, DP 623799, 205 Adams Road, Luddenham, identified as “Area 3” on the [Additional Permitted Uses Map](#).

(2) Development for the following purposes is permitted with development consent –

(a) hotel or motel accommodation,

(b) registered club.”

Council staff are generally supportive of the local provision, however have made recommendations for further amendments to be made to the Proponent-initiated Planning Proposal before seeking a Gateway Determination from the DPHI.

Local Planning Panel Advice

On 28 October 2024, the Proponent-initiated Planning Proposal was presented to Liverpool Local Planning Panel (LPP) for advice. The LPP determined that whilst the Planning Proposal could demonstrate site-specific merit, the Proposal was unable to demonstrate strategic merit.

The Panel concluded that the Proposal should not proceed to a Gateway Determination unless additional information was provided by the Proponent. A summary of the LPP concerns are summarised in *Table 1*, with the full LPP advice provided in **Attachment 3**.

Table 1 – Summary of Local Planning Panel concerns

<i>Issue</i>	<i>LPP Advice</i>	<i>Council Response</i>
Strategic Merit	The Panel was of the view that insufficient information and justification has been provided by the Proponent to demonstrate Strategic Merit.	Following the Panel advice, the Proponent updated the Planning Proposal Report (Attachment 1) addressing most of the concerns raised. As such, Council is of the opinion that this matter has been addressed.
Impact on Agribusiness Zone	The Panel recommended addressing the risk of setting a precedent for other landowners in the Agribusiness zone.	Further justification to the need of the proposed additional use is provided in Section 7.14 and 8.1.1 of the Planning Proposal Report. As such, Council is of the opinion that this matter has been addressed.
Need for Hotel / Motel	The Panel requested additional justification in relation to the need for a hotel / motel in an out of centre location.	Further economic needs analysis for the development is provided under Section 7.14 and 8.1.1 of the Planning Proposal Report. As such, Council is of the opinion that this matter has been addressed.
<i>Issue</i>	<i>LPP Advice</i>	<i>Council Response</i>
Consistency with Western Sydney Aerotropolis Precinct Plan (WSAPP)	<p>The Panel raised concern that limited justification was provided in relation to the Proposal being located in the 'Second Priority Areas' under Sequencing Plan included in the WSAPP.</p> <p>The Sequencing Plan provides guidance on how development and essential infrastructure will be sequenced across the Aerotropolis, with development priority given to sites within the 'First Priority Areas' catchment first to avoid out of sequence development.</p> <p>Additionally, the Panel recommended that a Floor Space Ratio (FSR) control be imposed to limit the size and scale of the development.</p>	<p>Additional information on the delivery of utility infrastructure, as well as the delivery of the road network is provided in Section 8.1.1 of the updated Planning Proposal Report (Attachment 1).</p> <p>The Planning Proposal Report noted that the subject site will be served by new and upgraded road infrastructure which will be developed by the Proponent. This will be further considered as part of a future DA /SSD.</p> <p>Although there is a height limit control for the site under the WSAPP, the Proponent did not amend the Planning Proposal to include the recommended FSR control on the site.</p> <p>Council staff recommended that a maximum GFA cap of 23,000m² be imposed on the development – this total is consistent with the total GFA of the hotel envisaged in the Concept Design submitted with the Planning Proposal.</p>
Implications for collection of Development Contributions	The Panel recommended that the Proponent address the existing development contributions framework applicable to the land	Detailed information on the delivery of required infrastructure, as well as delivery of the local road network is provided in Section 8.1.1 of the Planning Proposal Report.

	and any local and state infrastructure requirements.	<p>The Proponent noted in the Planning Proposal Report that the Collector Road to the west of the lot boundary was being upgraded to meet the requirements of an SSD.</p> <p>Future DA / SSD on the site will be subject to the contributions rate applicable under the existing Liverpool Contributions Plan 2024 – Aerotropolis s7.12 and the State Infrastructure Contributions (SIC).</p> <p>As such, Council is of the opinion that this matter has been addressed.</p>
<i>Issue</i>	<i>LPP Advice</i>	<i>Council Response</i>
Environmental Impact	The Panel recommended limiting the footprint of the Proposal to the Agribusiness zone only to avoid impacting threatened ecological communities within the Environment and Recreation (ENZ) zoned portion of the subject site.	<p>There are existing ecological values such as, Threatened Ecological Communities (TEC) in the Environment and Recreation (ENZ) zoned portion of the subject site which need to be protected.</p> <p>The Planning Proposal Report noted there is no intention for the hotel / motel to be constructed on the Environment and Recreation zone however, did not seek to amend the Planning Proposal to address the LPP concern.</p> <p>Council considers this matter unresolved and recommends to amend the Planning Proposal to ensure the LPP concern is satisfactorily addressed.</p>

Site-Specific and Strategic Merit Considerations

The DPHI's Local Environmental Plan Making Guideline includes various questions to guide and justify the merit assessment of Planning Proposals.

A comprehensive assessment of the Planning Proposal against the Guideline criteria for site-specific and strategic merit has been completed and included in the LPP Report provided in **Attachment 2**.

Council staff believe that the Proponent-initiated Planning Proposal has demonstrated both site-specific and strategic merit and aligns with the broader strategic planning framework.

Recommended Planning Proposal Amendments

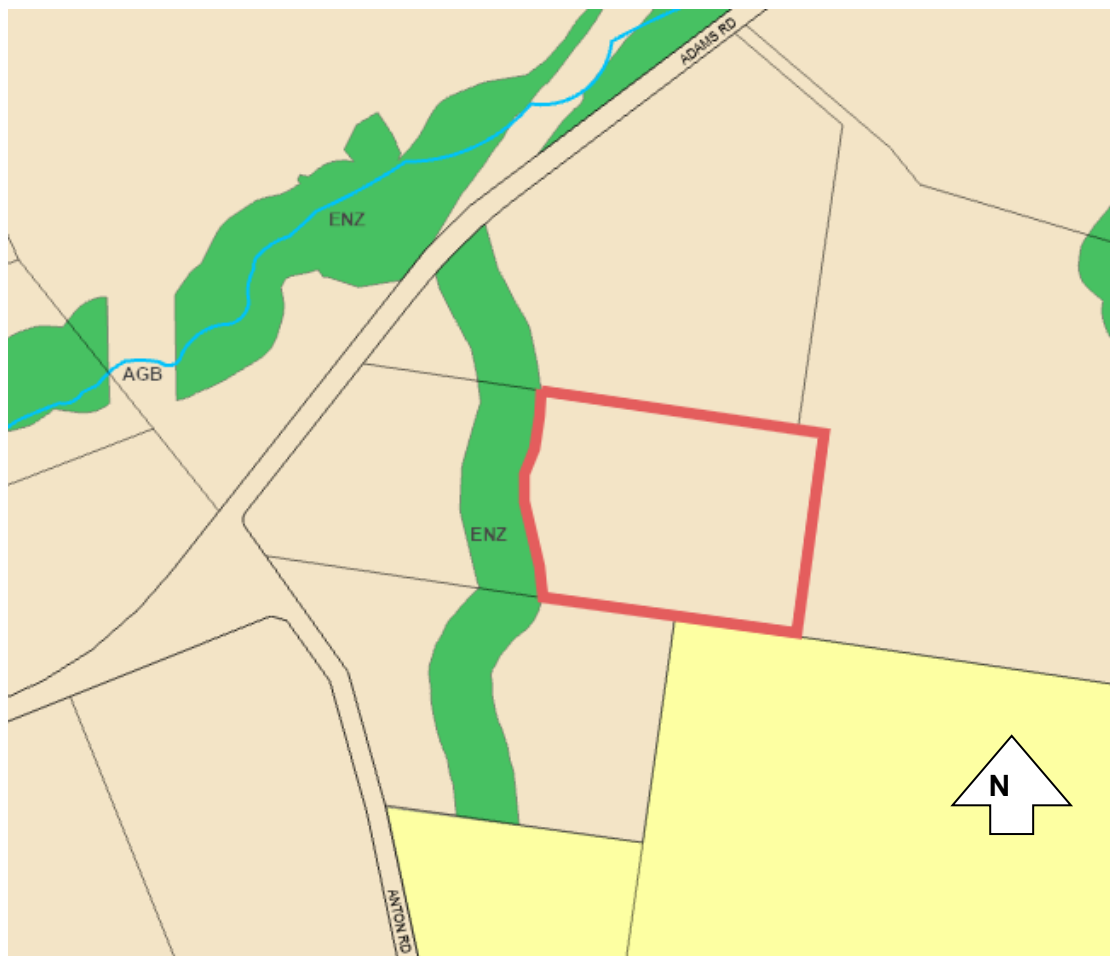
Following the advice of the LPP, Council sent through three (3) additional information requests to the Proponent on the 18 November 2024, 17 February 2025, and 7 March 2025 (via email). These requests reiterated the need for the Planning Proposal to be amended to address the LPP advice (**Attachment 3**).

However, as noted in *Table 1*, two concerns raised by the LPP – namely limiting development in Environment and Recreation zoned land and the need for an FSR control – were not satisfactorily addressed by the Proponent in the updated Planning Proposal Report (**Attachment 1**).

Council staff are generally supportive of the proposed additional permitted use at the subject site, however concur with the LPP advice in relation to implementing a GFA control and amending the Proposal to only apply to the Agribusiness zone.

As such, Council staff are recommending the additional permitted use only applies to the Eastern portion of the Agribusiness zone as shown in *Figure 3*. This is to ensure the proposed use will not impact the Environment and Recreation zoned land on the subject site which is mapped as having threatened ecological communities.

Figure 3 – Recommended location of the proposed hotel / motel (highlighted in red)



It is to be further noted that the Environment and Recreation zoned land on the site is identified for acquisition under the SEPP for delivering drainage infrastructure by Sydney Water. The Proponent has stated that there is no intention of developing on the Environment and Recreation zoned land and as such, the proposed amendment aligns with the outcome they envision for the site.

Additionally, Council staff are recommending a maximum GFA control of 23,000m² for the development. The recommended GFA is based on the total floor area of the use envisaged in the Planning Proposal report and the Concept Design submitted under the Urban Design Report (**Attachment 7**). This is consistent with the existing floor area controls for similar land use mix elsewhere in Liverpool Local Government Area (LGA).

Introducing a cap on the maximum GFA will ensure that the development does not become a dominant land use on the site, and the size and scale of the use would be consistent with the future built forms in the Agribusiness Precinct.

Conclusion

Council staff concur with the LPP determination and recommend that the Proponent-initiated Planning Proposal not be forwarded to the DPHI until the following amendments are made:

- The additional permitted use of a 'hotel or motel accommodation' only apply to eastern portion of the Agribusiness Zone on the subject site (see *Figure 3*);
- Amend the additional permitted use to include a Gross Floor Area (GFA) cap of 23,000m² for 'hotel or motel accommodation'. This will ensure the hotel and motel doesn't become the dominant land use on site.

Should these amendments be made to the Proponent-initiated Planning Proposal prior to seeking a Gateway Determination, Council staff believe the Proposal does demonstrate both strategic and site-specific merit and would effectively address the concerns raised by the LPP.

If Council were to endorse the Planning Proposal without the proposed amendments, this would potentially create issues like excessive development on the site, higher traffic volume, additional demand for utilities and services, visual bulk and potential impacts on threatened ecological communities within the Environment and Recreation zone.

Next Steps

If the Planning Proposal is supported by Council, the Proposal would then be amended as recommended in this Report prior to seeking Gateway Determination from the DPHI.

Upon receipt of a Gateway determination, public exhibition and community consultation will be undertaken in accordance with the Liverpool Community Participation Plan. It is noted that the provision of various additional studies and clarification may be required by the DPHI prior to the exhibition occurring.

Following public exhibition, Council will then receive a Post-exhibition Report for a final decision on the Proponent-initiated Planning Proposal including any possible amendments resulting from the consultation process.

FINANCIAL IMPLICATIONS

There are no financial implications relating to the report recommendations. A fee has been paid by the Proponent for the assessment and processing of this Planning Proposal request.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
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Environment	Protect, enhance and maintain areas of endangered ecological communities and high-quality bushland as part of an attractive mix of land uses.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	<i>Environmental Planning and Assessment Act 1979</i> <i>State Environmental Planning Policy (Precinct – Western Parkland City)</i>
Risk	<p>With the endorsement of the proposed amendments to the Planning Proposal – limiting the additional permitted use of a ‘hotel or motel accommodation’ to the eastern portion of the Agribusiness Zone and introducing a GFA control – the risk associated with supporting the Planning Proposal is deemed to be low.</p> <p>However, if the Planning Proposal is endorsed without the proposed amendments, the risk profile would increase given the potential for excessive development on the site, higher traffic volumes, additional demand for utilities and services, visual bulk and potential impacts on threatened ecological communities within the Environment and Recreation zone.</p>

ATTACHMENTS

1. Attachment 1 - Planning Proposal Report - 205 Adams Road, Luddenham (Under separate cover)
2. Attachment 2 - Liverpool Local Planning Panel Report - 205 Adams Road, Luddenham (Under separate cover)
3. Attachment 3 - Liverpool Local Planning Panel - Meeting Minutes - 28 October 2024 (Under separate cover)
4. Attachment 4 - Economic Needs Assessment - 205 Adams Road, Luddenham - November 2023 (Under separate cover)
5. Attachment 5 - Economic Needs Assessment - Supplementary Analysis - 205 Adams Road, Luddenham - December 2024 (Under separate cover)
6. Attachment 6 - Proponent Response to Council Request For Information (RFI) - March 2025 (Under separate cover)
7. Attachment 7 - Urban Design Report - 205 Adams Road, Luddenham - February 2024 (Under separate cover)
8. Attachment 8 - ASIC Search - May 2025 (Under separate cover) - **Confidential**

Further supporting information to the Planning Proposal for 205 Adams Road, Luddenham such as Biodiversity Report, Social Impact Assessment, Bushfire Report, Flooding Impact Statement, Transport Study and Preliminary Site Investigation can be viewed at the following link:

<https://eplanning.liverpool.nsw.gov.au/Pages/XC.Track/SearchApplication.aspx?id=539439>

COM 01	Report back to Council: Dissolution of the Liverpool Access Committee - member consultation
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Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	179617.2025
Report By	Jacqueline Newsome - Coordinator Community Development
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

At the Governance Committee meeting on 15 April 2025, Council was presented with a proposal to dissolve the Liverpool Access Committee and redirect resources to support a broader, more diverse approach to engaging with the disability community in Liverpool. While this proposal was broadly supported by Council at the Governance Committee meeting, at the subsequent Council meeting on 23 April 2025, Council resolved to undertake further consultation with the existing members of this committee to understand their concerns regarding this dissolution and to seek input on other appropriate engagement methods.

This report outlines the results of that consultation and provides a further recommendation to Council on the dissolution of this committee.

RECOMMENDATION

That Council:

1. Dissolve the Liverpool Access Committee and its Charter in its current form; and
2. Establishes a Disability Consultation Register.

REPORT

Background

The Liverpool Access Committee (the Committee) was established in August 1990 with the primary purpose of providing advice to Council which will effectively improve and alleviate access difficulties experienced by people with disability in Liverpool.

A total of 12 members make up the Committee, consisting of Councillors, Council staff and community representatives who are either; people living with disability, the families/carers of people living with disability, and agencies/sector professional working in the disability space.

In recent years, attendance and engagement with the Committee from both community representatives and Council has decreased. In the current term, over half of the members have either formally resigned or do not participate in meetings. This demonstrates an overall lack of engagement with the Committee and suggests the resources currently allocated to convene would be better directed to other consultative and community engagement opportunities.

At the Governance Committee meeting on 15 April 2025, Council was presented with a proposal to dissolve the Liverpool Access Committee and redirect resources to support a broader, more diverse approach to engaging with the disability community in Liverpool. While this proposal was broadly supported by Council at the Governance Committee meeting, at the subsequent Council meeting on 23 April 2025, Council resolved to undertake further consultation with the existing members of this committee to understand their concerns regarding this dissolution and to seek input on other appropriate engagement methods.

Consultation outcomes

On Thursday 15 May, Council's Director Community and Lifestyles, Manager Recreation and Community Outcomes, Coordinator Community Development and Community Development Worker (Aged and Disability) met with the existing members of the Liverpool Access Committee to explain the motivation behind the dissolution of this committee and seek their views regarding ongoing engagement with the disability community. The presentation received by Councillors at the Governance Committee was also shared with committee members, along with a digital social media content which highlights Council's ongoing disability engagement initiatives.

Key feedback from the committee members included:

- A general concern that the voices of people with disability, their families and carers may be lost without a dedicated consultative mechanism;
- Queries regarding how the proposed way forward of engaging more broadly with the community on access and inclusion matters would differ from the current practice; and

- Queries on whether the existing members would still be considered key stakeholders in this space and therefore would have the opportunity to voice their concerns on access and inclusion matters.

Committee members also agreed that the committee in its current format is not reaching a broader cross section of the community, and that Council could be better engaging with this key community cohort.

Council response to consultation outcomes

To support ongoing engagement with the members of the Access Committee and other key disability community stakeholders, Council will be establishing a Disability Consultation Register. Through this process, interested parties can register to be invited to participate in future consultation activities specifically related to access and inclusion matters for Liverpool.

Through this register, Council will build on its existing network of key stakeholders who can be called upon on a needs basis to provide critical insight into access and inclusion matters in Liverpool. This register would be in addition to Council's existing disability networks and stakeholders, whose input would also be sought on such matters.

In addition, Council will utilise its existing engagement mechanisms to support broader engagement opportunities with the community. As a convening partner in both the Southwest Sydney Ageing and Disability Forums, Council works regionally with disability sector partners to support the provision of programs and services for community members with disability. In addition, Council delivers several community projects, workshops and partnership activities which support the needs and aspirations of people with disability, their families and carers in Liverpool. By dissolving this Committee, Council will be positioned to redirect staff time and resources currently encumbered with the convening of this Committee into more frontline, tangible programming that is informed by broader community engagement.

Council is committed to the ongoing review and rationalisation of this program to ensure it continues to meet the needs of the community regarding consultation on access and inclusion. A review of the Disability Consultation Register will be conducted after one year to understand if this approach has been effective as an alternative engagement mechanism.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	<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>
Civic Leadership	<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>
Legislative	<p>Include any relevant legislation and section here.</p> <p>There are no legislative considerations relating to this report.</p>
Risk	The risk is deemed to be Low.

ATTACHMENTS

Nil

COM 02

**Council Grants Donations and Sponsorship
Report**

Strategic Objective	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
File Ref	182421.2025
Report By	Javeria Hoda - Community Development Worker Funding & Support
Approved By	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 **\$10,000** from the Sustainable Environment Grant.

RECOMMENDATION

That Council:

1. Endorses the funding recommendation of **\$10,000** (GST exclusive) under the **Sustainable Environment Grant Program** for the following projects:

Applicant	Project	Recommended
St Francis Catholic College	The St Francis Greenhouse	\$5,000
Wattle Grove Public School	Our Backyard - Phase 2	\$5,000

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:

Applicant	St Francis Catholic College		
Project	The St Francis Greenhouse		
Amount Requested	\$5,000	Total Project Cost	\$10,000
Location	St. Francis Catholic College 130-150 Jardine Dr, Edmondson Park NSW 2174	Date	Jul – Dec 2025
About the Applicant	St. Francis Catholic College is a kindergarten to year twelve school located in Edmondson Park. The school is seeking opportunities to deliver programs where students learn essential life skills around sustainable living and develop important attitudes towards environmental impact and self-sufficiency.		
Description	<p>Objective:</p> <p>The overall objective of the St Francis Greenhouse Project is to educate, inspire, and empower students and the local Liverpool community to adopt and practice sustainable environmental habits through hands-on learning and real-world application of eco-friendly agricultural techniques.</p> <p>By integrating the greenhouse into the classroom and the school's environmental club (SEALS – St Francis Environmental Awareness Learning Society), the project aims to:</p> <ul style="list-style-type: none"> • Promote lifelong environmental stewardship among students; • Provide practical education in sustainable living, food production, and waste reduction; • Serve as a model for sustainable practices that can be replicated in the community; and • Strengthen local engagement with sustainability through student-led initiatives, food donations, and awareness campaigns 		

	<p>Outcomes:</p> <ul style="list-style-type: none"> Enhanced environmental education and awareness - Students will gain hands-on, experiential learning in sustainable agriculture, waste minimisation, and water conservation; Community engagement and environmental leadership - Through the SEALS club and classroom integration, students will actively lead environmental initiatives, inspiring the wider Liverpool community to adopt similar sustainable practices; and Sustainable food production and social impact - The greenhouse will produce food that is used in school cooking programs and sold to raise funds for established charities.
Funding Allocation	<p>Grant funding of \$5,000 will be allocated as follows:</p> <ul style="list-style-type: none"> \$260 towards an auto vent opener for the greenhouse; \$1637 towards a shade system; and Remaining \$3,103 contributed towards a 6.06L X 4.06W X 2.72H greenhouse Grange. <p>St Francis Catholic College will contribute \$5,000 towards the Greenhouse, to cover the cost of the total project.</p>
Beneficiaries	<ul style="list-style-type: none"> School students and broader school community.
Assessment	<p>Recommended Funding - \$5,000</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>Expected program outcomes 7.4.1 a), b), d) and e).</p>

Applicant	Wattle Grove Public School		
Project	Our Backyard - Phase 2		
Amount Requested	\$5,000	Total Project Cost	\$5,000
Location	Cressbrook Drive, Wattle Grove NSW 2173	Date	Jul – Dec 2025

COMMUNITY & LIFESTYLE REPORT

About the Applicant	Wattle Grove Public School is a kindergarten to year six school located in Wattle Grove. The school is passionate about sustainability with a multi-stage plan to create environmentally sustainable spaces across the school grounds. In 2024 the school established the 'Our Backyard' project and aims to expand the program with phase 2 plans. The school aims to improve biodiversity in the local area, enhance water and soil quality and provide educational opportunities for the school community focusing on sustainable living.
Description	<p>Objective:</p> <p>The objective of this project is to restore and regenerate a neglected, weed-infested section of the Castlereagh Ironbark Forest located within the school grounds of Wattle Grove. By removing invasive species, planting native flora, and enhancing outdoor learning infrastructure, the project aims to support the recovery of endangered ecosystems, protect local biodiversity, and foster environmental stewardship among students. The initiative also seeks to improve the visual appeal of the school's surroundings, discourage illegal dumping, and provide students with hands-on learning opportunities to engage with and monitor native wildlife. The \$5,000 in funding will support the purchase of native plants, restoration tools, wildlife monitoring equipment, and educational resources.</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Successful regeneration and long-term maintenance of the forest area particularly the Castlereagh Ironbark Forest will be restored through weed removal and native tree planting. • Enhanced learning and engagement through outdoor education, with over 450 students and staff benefiting from an enriched outdoor learning environment, deepening their environmental awareness and scientific observation skills as part of the school curriculum. • Increased habitat and environmental benefits for local wildlife and community, including improved biodiversity and beautification of the neighboring community walkway, benefiting both the school and local residents.
Funding Allocation	<p>Grant funding of \$5,000 will be allocated as follows:</p> <ul style="list-style-type: none"> • \$1,716 towards bush regeneration and student sessions • \$954 Garden Signage and student aids • \$1,430 towards native plants • \$825 towards motion camera's for breeding boxes
Beneficiaries	<ul style="list-style-type: none"> • School students and broader school community.
Assessment	Recommended Funding - \$5,000

	<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>Expected program outcomes 7.4.1 a), b), d) and e).</p>
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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.

COMMUNITY SPONSORSHIP			
Budget	Balance	Recommendation for funding in this report	Remaining
\$150,000	\$0	Nil	\$0
COMMUNITY GRANTS			
Budget	Balance	Recommendation funding in this report	Remaining
\$152,000	\$0	Nil	\$0
MATCHING GRANTS			
Budget	Balance	Recommendation for funding in this report	Remaining
\$100,000	\$0	Nil	\$0
COMBINED FUNDING BALANCE			
Combined Budget	Combined Balance	Total recommendation for funding for Community Sponsorship, Community Grants and Matching Grants	Remaining Balance
\$402,000	\$0	Nil	\$0
SUSTAINABLE ENVIRONMENT GRANTS			
<p>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.</p>			
Budget	Balance	Recommendation for funding in this report	Remaining Balance
\$75,000	\$42,392	\$10,000	\$32,392

CONSIDERATIONS

Economic	The financial impacts are outlined in the report above.
Environment	Raise community awareness and support action in relation to environmental issues.
Social	Support community organisations, groups, and volunteers to deliver coordinated services to the community.
Civic Leadership	Foster neighborhood pride and a sense of responsibility. Operate a well-developed governance system that demonstrates accountability, transparency, and ethical conduct.
Legislative	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.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Grants Donations & Sponsorship Report Confidential Addendum 18 June 2025
(Under separate cover) - **Confidential**

COM 03**Review of the Aboriginal Consultative Committee
Structure and Charter**

Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	183478.2025
Report By	Craig Lambeth - Manager Community Recreation
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

The Aboriginal Consultative Committee (the ACC) was established in September 1997 as a mechanism to provide an open line of communication between Council and the Aboriginal community to advise on matters important to the Aboriginal community.

More recently, Council's work with the First Nations community has evolved to have an increased focus on working closely with community groups and agencies to support improved outcomes for First Nations people in Liverpool.

The ACC structure and its Charter have been reviewed and updated to better reflect Council's engagement with First Nations communities in Liverpool.

This report outlines the key changes to the ACC Charter and recommends its endorsement.

RECOMMENDATION

That Council endorse the revised Aboriginal Consultative Committee Charter.

REPORT

Background

The Aboriginal Consultative Committee (the ACC) was established in September 1997 as a mechanism to provide an open line of communication between Council and the Aboriginal community to advise on matters important to the Aboriginal community. This committee has served as a conduit for Council to build relationships with and support improved outcomes for First Nations people in Liverpool.

More recently, Council's work with the First Nations community has evolved to have an increased strategic focus, working closely with community groups and agencies to support improved outcomes for First Nations people in Liverpool.

Strategic Context

The Reconciliation Action Plan (RAP) provides a strategic framework for Council in support First Nations communities in Liverpool. The RAP identifies the key goals and aspirations of Council in this space, which include:

- Creating a thriving community that supports the self-determination of Aboriginal and Torres Strait Islander peoples;
- Working with Aboriginal and Torres Strait Islander peoples to create a culturally safe, aware and capable community;
- Supporting greater access to opportunities to contribute to positive outcomes for Aboriginal and Torres Strait Islander peoples in:
 - education
 - employment
 - business
 - health and wellbeing;
- Sharing histories and cultures through Truth-telling and respect; and
- Listening to and embedding Aboriginal and Torres Strait Islander voices and perspectives in decision-making.

The ACC serves as a key mechanism for consultation which supports the embedding of First nations voices and perspectives in decision-making.

In addition, the Deed of Agreement (the Agreement) between Council and Gandangara Local Aboriginal Land Council (GLALC); was designed to better manage and monitor collaboration between the two organisations. The Agreement has provided a framework to streamline and formalise partnerships and communication, and support and encourage the co-creation of First Nations projects and programs. The Agreement is a unique, best practice model of engagement and collaboration between a Local Government and Land Council.

Combined, these two documents form the strategic basis for Council's goals and aspirations relating to First Nations people and encourage broad representation from the First Nations community on Council activities and programs.

Concerns with current format

As part of the review of the ACC, several concerns with its current structure and operations were identified:

- Current membership is limited in its representation of the broader First Nations community;
- Discussions are not focussed on strategic matters: discussions centre around grassroots issues which while important, are not influencing the higher-level strategic goals of Council and First Nations partners;
- Project consultation at meetings often appears tokenistic due to the limited strategic input of the members;
- Members are difficult to engage outside of meeting format, which makes ongoing engagement on broader strategic items challenging;
- Resource intensive: investment of staff time and resources into convening of the meeting does not yield effective outcomes; and
- Outdated model of engagement: formal committee process can be prohibitive for a broad cross section of the community, impacting broader engagement.

Proposed changes

To address these concerns and refocus the ACC on Council's broader strategic goals, the following changes to the Charter are proposed. The table below outlines the current practice reflected in the Charter and the proposed changes.

CURRENT PRACTICE	RECOMMENDED CHANGE
Purpose: to provide an open line of communication between LCC and the Aboriginal community	Purpose: act as the primary conduit between LCC and First Nations People in the community. Act as both a consultative mechanism and advisory body. The ACC will be considered the lead association by Council with respect to issues relating to First Nations people
Membership: open to all members of the community, both Aboriginal and non-Aboriginal, though majority must be Aboriginal	Membership: Representation on the Committee will be available to organisations and groups operating within the Liverpool LGA and whose primary purpose is to represent the interest of, through service delivery, representation/advocacy of First Nations people.
Member selection and term: no current assessment process – open to all, for as long as they wish to participate	Member selection and term: subject to the completion of an Application Form and the assessment and approval of the nominated Chairperson (the delegated LCC Councillor), Council's Community Development Worker: First Nations (the committee convenor) and the Coordinator Community Development Membership will be limited to one (1) representative per organisation or group Membership will be valid for one (1) Council term
Quorum: Five members and the nominated Councillor	Quorum: Half the membership plus one, including the nominated Councillor. In the event members cannot attend, members may nominate a delegate to attend in their place and will form part of the quorum.
Timetable for meetings: Quarterly, from 6pm – 8pm	Timetable for meetings: Quarterly (March, June, September, December), during business hours

In addition to the above changes, the Charter has been reviewed and updated with formatting and minor word editing amendments.

Conclusion and next steps

The proposed changes to the ACC Charter highlight Council's commitment to working closely with First Nations organisations and groups to support improved outcomes for this community cohort. The revised committee will reflect Council's strategic approach to embedding First Nations culture and considerations into all its activities.

Following endorsement of this revised Charter, Council will commence the Expression of Interest (EOI) process for membership of the ACC. This EOI will follow a similar model to that of other committees (such as the Liverpool Youth Council) and will include an application process and interview with Council's Community Development Worker (First Nations), Coordinator Community Development and the nominated Councillor to determine member suitability.

It is anticipated that this process will be completed, and the new structure of the ACC implemented from September 2025.

FINANCIAL IMPLICATIONS

Costs associated with this recommendation have been included in Council's budget for the current year and long-term financial plan. Costs associated are limited to staffing resources and minor operational costs, such as resources and catering.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place. Promote community harmony and address discrimination.
Civic Leadership	Undertake communication practices with the community and stakeholders across a range of media. Foster neighbourhood pride and a sense of responsibility. Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	There are no legislative considerations relating to this report.
Risk	The risk is deemed to be Low.

	<p>The changes to the membership structure of this Committee may preclude some current members, potentially creating disappointment. This may result dissatisfaction from a small number of community members.</p> <p>The risk is considered within Council's appetite.</p>
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ATTACHMENTS

1. Aboriginal Consultative Committee Charter - June 2025 (with track changes)



ABORIGINAL CONSULTATIVE COMMITTEE CHARTER

Adopted: June 2025 April 2022

TRIM: 402404.2022183531.2025



ABORIGINAL CONSULTATIVE COMMITTEE CHARTER**1. NAME**

Aboriginal Consultative Committee

2. INTERPRETATION

For the purpose of this Charter:

"Council" means Liverpool City Council

"CEO" means Chief Executive Officer

"ACC" means Aboriginal Consultative Committee

"Member" means a member of the committee

3. STATUS OF COMMITTEE

Advisory Committee of Council

4. PURPOSE

The Aboriginal Consultative Committee (the ACC) has been established to act as a primary conduit between LCC and First Nations people living within the Liverpool LGA. The ACC will act as both a consultative committee and an advisory body representing First Nations people living locally.

The ACC will be considered the lead association by Council with respect to issues that relate to First Nations people, primarily to provide an open line of communication between Council and the Aboriginal community to advise on matters important to the committee.

5. FUNCTION

The main functions of the Aboriginal Consultative Committee are to:

- a) Facilitate positive relations between Liverpool City Council and the local Aboriginal community;
- b) Provide an information exchange;
- c) Advise Council on issues related to Aboriginal heritage and Aboriginal community development;
- d) Promote mutual awareness and respect for the cultures of residents of the Liverpool LGA, both the Aboriginal and non-Aboriginal community;

ABORIGINAL CONSULTATIVE COMMITTEE CHARTER

~~e)~~ Increase Council and public awareness of the needs of the local Aboriginal community;

~~e)f)~~ Act as a representative of, and in the best interests of, all First Nations people living within the Liverpool LGA; and

~~f)g)~~ Provide all levels of Council with Aboriginal cultural awareness.

6. OUTCOMES

The Committee aims to achieve the following outcomes:

a) Increase awareness of issues affecting people from Aboriginal and Torres Strait Island background;

~~b)~~ Assist in the delivery of Sorry Day, NAIDOC Week and other events, programs, activities and services as required that benefit or highlight the contributions of the Aboriginal and Torres Strait Islander communities; and

~~b)c)~~ Support Council in the delivery of a coherent and effective governance framework that supports the interests of First Nations people.

~~e)~~ Provide advice to Council.

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7. COMMITTEE DELEGATIONS

7.1 The Committee shall not have the power to incur expenditure, unless delegated authority from Council.

7.2 The Committee does not have the power to bind Council, unless granted a specific delegation from Council.

7.3 The Committee can make recommendations to the Council or another Committee of the Council on all relevant business presented before it. ~~Recommendations of the Committee will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Council committee may or may not be adopted by the Council.~~

7.4 Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director, and any action or decision not to act will be reported to the Committee on a regular basis.

ABORIGINAL CONSULTATIVE COMMITTEE CHARTER

8. MEMBERSHIP**8.1 Councillor representation**

8.1.1 The Mayor (or their delegate) and a Councillor nominated by Council will be members of the Aboriginal Consultative Committee (this can be the same Councillor).

~~8.1.2 Councillor Representatives are encouraged to attend meetings of the Committee and contribute to discussions.~~

8.2 Council staff representation

8.2.1 The following staff (or their representative) are assigned to this committee:

- a) Chief Executive Officer
- b) Director ~~City~~ Community and ~~Lifestyle Culture~~
- c) Manager ~~Recreation and Community Outcomes~~ ~~Community Development and Planning~~
- d) Community Development Worker (~~First Nations~~) ~~ATSI~~
- e) Representatives across Council departments where required.

8.2.2 Staff required to attend the Committee will participate equally with others in terms of discussion and debate but will not have any voting rights.

8.3 Community representation

~~8.3.1 8.3.1 Representation on the Committee will be available to organisations operating within the Liverpool LGA and whose primary purpose is to represent the interests of, through service delivery, representation/advocacy of First Nations people.~~

8.3.2 Membership will be available to:

8.3.2.1 ~~Structured, formal and/or recognised community groups, not for profit entities, or other such entities working or representing First Nations people within the Liverpool LGA;~~

8.3.2.2 ~~Entities recognised by government entities working or representing First Nations people within the Liverpool LGA; and~~

8.3.2.3 ~~Commercial entities working or representing First Nations people within the Liverpool LGA. The Committee is open to all members of the Aboriginal and non-Aboriginal community, however it is a requirement that the majority of participants are of Aboriginal background.~~

8.3.3 Representation will be limited to one (1) person per member organisation.

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ABORIGINAL CONSULTATIVE COMMITTEE CHARTER

- 8.3.4 Membership is subject to the completion of an Application Form and approval of the nominated Chairperson, Council's Community Development Worker (First Nations) and the Coordinator Community Development.
- 8.3.5 Membership on the ACC is valid for one (1) Council term.

8.4 Support staff

- 8.4.1 The Community Development Worker (ATSI) will attend Aboriginal Consultative Committee meetings to provide administrative and other support to the Committee. Administrative support is provided for the preparation of the agenda, ~~recording of the~~ minutes and distribution of the agenda and business papers.

8.5 Chairperson

- 8.5.1 The committee will be chaired by ~~the nominated Councillor, a member of the Aboriginal community on a rotating basis, unless otherwise selected by the committee.~~
- 8.5.2 The Committee may elect the position of Deputy Chair.
- 8.5.3 If an election is required for the Deputy Chairperson, this should occur at the first meeting of the new committee.
- 8.5.4 The role of the Chairperson is to preside at a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee. In the absence of the Chairperson, the deputy Chair or a Committee Member will preside over the meeting.
- 8.5.5 If the Chairperson or the Deputy Chair of the Committee is not willing or able to preside at a meeting, the Committee will elect a member to be Acting Chairperson for that meeting.
- 8.5.6 If the Chairperson of a Committee is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.
- 8.5.7 The election of a Chairperson or Acting Chairperson must be conducted:
- a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
 - b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

8.6 Other Office Bearers

- 8.6.1 There are no other office bearers on the Aboriginal Consultative Committee.

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ABORIGINAL CONSULTATIVE COMMITTEE CHARTER

9. TERM OF OFFICE

- 9.1 ~~Membership will be valid for one (1) Council term. As per Council resolution on the establishment of this committee 22 September 1997, community representatives continue on the Committee on an ongoing basis.~~

9.2 Casual Vacancy

- 9.2.1 Following the confirmation of each new Advisory Committee, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the stipulated criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

9.3 Non-Attendance at Meetings

- 9.3.1 Reasonable apologies. A committee member should notify the committee Chairperson of their planned absence from a meeting.
- 9.3.2 Any committee member knowing that they will be absent from three or more consecutive meetings should notify the committee Chairperson in writing of the planned absence.
- 9.3.3 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the committee, the committee can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

9.4 Resignation from Advisory Committee

- 9.4.1 Any Committee Members wishing to resign from the Committee shall do so in writing to the committee Chairperson.

10. QUORUM AND RECOMMENDATION MAKING

- 10.1 The quorum required to enable business to be transacted at meetings is a minimum of five with a majority being members of the Aboriginal community and must include a nominated Councillor.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- ~~10.3~~ In the absence of a quorum 15 minutes after the advertised start of the meeting, the Committee members present may discuss the agenda items

ABORIGINAL CONSULTATIVE COMMITTEE CHARTER

although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.

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~~40-310.4~~ In the event of an inability to attend, members may nominate a delegate to attend on their behalf who would thereby form part of the quorum.

~~40-410.5~~ Wherever possible, recommendations of the Committee will be made on the basis of consensus, i.e. where all present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.

~~40-510.6~~ Committee recommendations are not binding on Council. To obtain Council endorsement a Committee recommendation must be reported to the Council for their decision.

11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 The Committee may be attended by ~~is open to~~ any person of Aboriginal or Torres Strait Islander descent and any person of the general public with an interest in Aboriginal and Torres Strait Islander issues.
- 11.2 Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

12. TIMETABLE FOR MEETINGS

~~12.1~~ The Committee will meet quarterly on the first Thursday March, June, September and December of every month,
~~12.1~~ with the exception of July and January, during business hours, from 6pm ~~8pm.~~

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- 12.2 A meeting will be limited to a maximum of two hours duration unless the Committee resolves to extend the length of the meeting to a particular time or the completion of business.
- 12.3 Extra-ordinary meetings may be called by the Chairperson of the Committee in consultation with the CEO (or delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.

ABORIGINAL CONSULTATIVE COMMITTEE CHARTER

- 12.5 Committee meetings can only be held if five working days' notice has been given to all members.

13. MEETING PRACTICES AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Committee must observe the provisions of any other relevant Council policies and procedures.
- 13.3 Minutes of the meetings must be kept in accordance with Council Meeting Procedures.
- 13.4 The minutes of each Committee meeting will be submitted to the next available meeting of Council.

14. INSURANCE COVER

- 14.1 Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Committee.

15. OBSERVING THE CODE OF CONDUCT & RELEVANT COUNCIL POLICIES

- 15.1 All members of ACC are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the ACC.
- 15.2 Should a member of the ACC breach Council's Code of Conduct or any other relevant Council Policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 15.3 A breach of the Code of Conduct may result in the particular ACC member concerned being excluded from membership of the ACC.
- 15.4 If an ACC member has a pecuniary interest in any matter with which the ACC is concerned, and is present at a meeting of the ACC at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting may be taken as seeking to influence the voting on that motion.
- 15.5 A member of the ACC who has a non-pecuniary conflict of interest in any matter with which the ACC is concerned and is present at a meeting of the ACC at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the ACC

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has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.

- 15.6 An ACC member will deal with a non-pecuniary conflict of interest in at least one of these ways:

15.6.1 Where the potential for conflict is deemed minimal, take no action. However, the Councillor or ACC member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.

15.6.2 Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place nor take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.

15.6.3 ACC members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 ACC members through their involvement on the ACC may come in contact with confidential or personal information retained by Council. ACC members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.
- 16.2 *The Privacy and Personal Information Protection Act 1998* and Council's Privacy Management Plan deal with the collection, holding, use, correction, disclosure and transfer of personal information.

17. MEDIA PROTOCOL

- 17.1 The Chairperson of the ACC is the only person permitted to speak to the media on behalf of the Committee, subject to the appropriate provisions of Council's Media Representation Policy.
- 17.2 No other member of the Committee is permitted to speak to the media in their capacity as a Committee member.

18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

- 18.1 Council will review the work of the ACC and this charter every two years.

ABORIGINAL CONSULTATIVE COMMITTEE CHARTER**AUTHORISED BY**

Council Resolution

EFFECTIVE FROM

XXXXXXXX

DEPARTMENT RESPONSIBLECommunity and Lifestyles – Recreation and Community Outcomes ~~Community and Culture (Community Development and Planning)~~**REVIEW DATE**~~XXXXXXXX~~ May 2027**VERSION**

Version	Amended by	Date	TRIM Number
1	Council Resolution	22 September 1997	Not applicable
2	Council Resolution	9 July 2001	102269.2007
3	Council Resolution	1 December 2008	216398.2008
4	Council Resolution	28 November 2012	033454.2010
5	Council Resolution	17 June 2015	136853.2015
6	Council Resolution	28 March 2018	016108.2018
7	Council Resolution	29 April 2020	082556.2020
8	Council Resolution	<u>April 2022</u> XXXXXXXX	102104.2022
<u>9</u>	<u>Council Resolution</u>	<u>May 2025</u>	<u>183531.2025</u>

REFERENCES

Liverpool City Council: Code of Conduct
 Liverpool City Council: Code of Conduct Procedures
 Liverpool City Council: Code of Meeting Practice
 Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy
 Liverpool City Council: Ethical Governance: Conflicts of Interest Policy
 Liverpool City Council: Privacy Management Plan
 Liverpool City Council: Procurement Manual and Procedures
 Liverpool City Council: Procurement Policy

COM 04

Policy Review - Councillor and Staff Interaction Policy

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	191717.2025
Report By	M'Leigh Brunetta - Manager Civic & Executive Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

The Councillor and Staff Interaction Policy (The Policy) provides the framework to help ensure positive and professional relationships between Councillors and Council staff. The Policy provides a critical framework to guide and maintain positive, respectful, and professional relationships between Councillors and Council staff. This framework is essential to support good governance, ensure appropriate separation of roles and responsibilities, and safeguard the integrity of Council operations.

The Model Councillor and Staff Interaction Policy, developed by the Office of Local Government (OLG), serves as a best-practice standard for all NSW councils. It reflects the principles of transparency, accountability, and ethical conduct in local government, and ensures that interactions between elected representatives and staff are conducted in a manner that upholds public confidence and supports effective service delivery.

Council's current Policy was adopted on 26 July 2023 and, in line with good governance and legislative compliance, is scheduled for review by 31 May 2025. As part of this review, the Policy has been revised to align with the Model Councillor and Staff Interaction Policy issued by the Office of Local Government. This alignment ensures consistency with sector-wide standards, reinforces appropriate governance practices, and ensures the Policy remains relevant to the evolving operational and regulatory environment while continuing to meet the expectations of both the community and the Office of Local Government.

RECOMMENDATION

That Council adopts the draft Councillor and Staff Interaction Policy

REPORT

The Councillor and Staff Interaction Policy (The Policy) provides the framework to help ensure positive and professional relationships between Councillors and Council staff. The Policy provides a critical framework to guide and maintain positive, respectful, and professional relationships between Councillors and Council staff. This framework is essential to support good governance, ensure appropriate separation of roles and responsibilities, and safeguard the integrity of Council operations.

Positive, professional working relationships between Councillors and staff are a key element of Council's success.

In broad terms, a Councillor's role is a strategic one. As members of the governing body, Councillors are responsible not only for representing the community, but also for setting the strategic direction of the council and keeping its performance under review.

The role of Council staff, under the leadership of the CEO, is to carry out the day-to-day operations of the Council and to implement the decisions, plans and policies adopted by the governing body.

Councillors need access to information about the Council's strategic position and performance to perform their civic functions effectively. The CEO and staff are responsible for providing Councillors with this information to facilitate the decision-making process.

Given Councillors role in setting the Council's strategic direction and keeping its performance under review, Councillors are entitled to request information about a range of issues.

However, in requesting information, Councillors should not be seeking to interrogate the minutiae of the Council's operations or to direct or influence staff in the performance of their duties. Councillors should also recognise that a Council's resources are finite, and they need to be mindful of the impact of their requests.

Above all, interactions between councillors and staff should be positive, respectful and professional.

The Councillor and Staff Interaction Policy has three main goals:

- to establish a framework by which Councillors can access the information they need to perform their civic functions,
- to promote positive and respectful interactions between Councillors and staff, and
- to advise where concerns can be directed if there is a breakdown in the relationship between Councillors and staff.

Council's current Policy was adopted on 26 July 2023 and, in line with good governance and legislative compliance, is scheduled for review by 31 May 2025. As part of this review, the Policy has been revised to align with the Model Councillor and Staff Interaction Policy issued by the Office of Local Government. This alignment ensures consistency with sector-wide standards, reinforces appropriate governance practices, and ensures the Policy remains relevant to the evolving operational and regulatory environment while continuing to meet the expectations of both the community and the Office of Local Government.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Promote community harmony and address discrimination. There are no social and cultural considerations.
Civic Leadership	Facilitate the development of community leaders. Provide information about Council's services, roles and decision making processes. Deliver services that are customer focused. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993 Local Government (General) Regulation 2021 State Records Act 1998 Work Health Safety Act 2011 Office of Local Government (OLG) Model Councillor and Staff Interaction Policy for Local Councils in NSW
Risk	The risk is deemed to be Low as Council's Draft Councillor and Staff Interaction Policy are consistent with the Model Policy published by the Office of Local Government (OLG).

ATTACHMENTS

1. Draft Councillor and Staff Interaction Policy



COUNCILLOR AND STAFF INTERACTION POLICY

Adopted: 18 June 2025

TRIM: 380335.2022-008



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Preface

Positive working relationships between councillors and staff: a council's key asset

Positive, professional working relationships between councillors and staff are a key element of any council's success. If relationships between councillors and staff are functioning effectively, the council is more likely to perform effectively. If these relationships break down, it can lead to dysfunction, create a potential corruption risk¹, and ultimately the council's performance will suffer.

A good relationship between councillors and staff is based, in large part, on both having a mutual understanding and respect for each other's roles and responsibilities. These are defined in the *Local Government Act 1993* (the LGA) and the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

In broad terms, a councillor's role is a strategic one. As members of the governing body, councillors are responsible not only for representing the community, but also for setting the strategic direction of the council (not operational) and keeping its strategic performance under review. A comprehensive outline of the role of a councillor is provided in Part 4 of this Policy.

The role of council staff, under the leadership of the general manager, is to carry out the day-to-day operations of the council and to implement the decisions, plans, programs and policies adopted by the governing body.

Access to information: the key to the relationship

Councillors need access to information about the council's strategic position and performance to perform their civic contemporary functions effectively. The CEO and staff are responsible for providing councillors with this information to facilitate

the decision-making process.

Given councillors' role in setting the council's strategic direction and keeping its performance under review, councillors are entitled to request information about a range of issues.

However, in requesting information, councillors should not be seeking to interrogate the minutiae of the council's operations or to direct or influence staff in the performance of their duties. Councillors should also recognise that a council's resources are finite, and they need to be mindful of the impact of their requests.

Above all, interactions between councillors and staff should be positive, respectful and professional.

Official capacity versus private capacity

It is also inevitable that councillors and council staff will engage with their council in their private capacity. This can be for something as simple as borrowing a book from a council library, to more complex matters, such as submitting a development application.

In these circumstances, it is vital that councillors and council staff do not seek to use, or appear to use, their position within council to obtain a private benefit. To do so could be seen as an attempt to exert pressure on councillors and/or council staff with a view to obtaining preferential treatment. Such conduct has the potential to undermine both the integrity of a council's decision-making processes, as well as the community's confidence in council, and so must be avoided.

The development and intent of this policy

At its core, the policy has three main goals:

- to establish a framework by which councillors can access the information

¹ As highlighted by the NSW Independent Commission Against Corruption's Operation Dasha <https://www.icac.nsw.gov.au>

they need to perform their civic functions,

- to promote positive and respectful interactions between Councillors and staff, and
- to advise where concerns can be directed if there is a breakdown in the relationship between councillors and staff.

Adoption

This Councillor and Staff Interaction Policy reflects best practice for council and directly aligns to the Office of Local Government Model Councillor and Staff Interaction Policy.

Definitions

Business day	means a standard business day between Monday to Friday, excluding weekend
CEO	means Chief Executive Officer of Council
Code of Conduct	means the Code of Conduct Policy adopted by Council
Contemporary	means current or occurring in the present Eg. considered to impact the current term of Council
Council	means Liverpool City Council
Councillors	means all elected Councillors including the Mayor and Deputy Mayor
Councillor request	means a request put to Council by an elected Councillor including the Mayor and Deputy Mayor. This excludes a Council resolution or NOM
Councillor Support Officer	means Council staff within the Executive Services team engaged to support Councillors administrative needs and facilitate requests
Executive Leadership Team	means staff engaged as a Director at Council
Executive Services	means Council's Executive Services unit/team
General Manager	means the CEO of Council
ICT	means Information and Communication Technology
NOM	means Notice of Motion
Model Code	means the Model Councillor and Staff Interaction Policy set by the Office of Local Government
Policy	means the Councillor and Staff Interaction Policy set by Council
Request	means making a request that can be accepted or declined based on suitability

Councillor and Staff Interaction Policy

Part 1 – Introduction

- 1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for Councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.2 The Policy complements and should be read in conjunction with Liverpool City Council's *Code of Conduct* (the Code of Conduct).
- 1.3 The aim of the Policy is to facilitate a positive working relationship between Councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between Councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

Part 2 – Application

- 2.1 This Policy applies to all Councillors and council staff.
- 2.2 This Policy applies to all interactions between Councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.3 This Policy applies whenever interactions between Councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the CEO.
- 2.5 The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

Part 3 – Policy objectives

3.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between Councillors and staff defined by mutual respect and courtesy
- b) enable Councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that Councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure Councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide Councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by Councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

Part 4 – Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between Councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the CEO, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a Councillor is as follows:
 - a) to be an active and contributing member of the governing body
 - b) to make considered and well-informed decisions as a member of the governing body
 - c) to participate in the development of the integrated planning and reporting framework
 - d) to represent the collective interests of residents, ratepayers and the local community
 - e) to facilitate communication between the local community and the governing body
 - f) to uphold and represent accurately the policies and decisions of the governing body
 - g) to make all reasonable efforts to acquire and maintain the skills

necessary to perform the role of a Councillor.

- 4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.
- 4.5 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.
- 4.6 Council commits to the following principles to guide interactions between Councillors and staff:

<u>Principle</u>	<u>Achieved by</u>
Equitable and consistent	Ensuring appropriate, consistent and equitable access to information for all Councillors within established service levels
Considerate and respectful	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions
Ethical, open and transparent	Ensuring that interactions between Councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct
Fit for purpose	Ensuring that the provision of equipment and information to Councillors

is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of elected Councillors.

Accountable and measurable	Providing support to Councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data
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- 4.7 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:
- responses to requests for information from Councillors may take time and consultation to prepare and be approved prior to responding
 - staff are not accountable to them individually
 - they must not direct staff except by giving appropriate direction to the CEO by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA
 - they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
 - they must not contact a member of staff on council-related business unless in accordance with this Policy
 - they must not use their position to attempt to receive favourable treatment for themselves or others.

- 4.8 The CEO is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay.

Council staff need to understand:

- a) they are not accountable to individual Councillors and do not take direction from them. They are accountable to the CEO, who is in turn accountable to the Council's governing body
- b) they should not provide advice to Councillors unless it has been approved by the CEO or a staff member with a delegation to approve advice to Councillors
- c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to Councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

Part 5 – The Councillor requests system

- 5.1 Councillors have a right to request information provided it is relevant to Councillor's exercise of their civic functions. This right does not extend to matters about which a Councillor is merely curious.
- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The CEO may identify Council support staff (Executive Services team) under this Policy for the management of requests from Councillors.
- 5.4 Councillors can use the Councillor requests system to:
 - a) request information or ask questions that relate to the strategic performance and/or the strategic operation of the Council
 - b) bring concerns that have been raised by members of the public to the attention of staff
 - c) request ICT or other support from the Council administration
 - d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a Councillor's request lacks specificity, the CEO or staff member authorised to manage the matter is entitled to ask the

- Councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist Councillors with their requests and do so in a respectful manner.
- 5.7 The CEO or the staff member authorised to manage a Councillor request will provide a response within 30 days. Where a substantial response cannot be provided within that timeframe, the Councillor will be advised, and the information will be provided as soon as practicable.
- 5.8 Requests under clause 5.4 (d) must be made 5 business days before the meeting date. The CEO, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:
- whether a staff member can attend the meeting; and
 - which staff member will attend the meeting.
- Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.
- 5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.
- 5.10 Staff will inform Councillors of any confidentiality requirements for information they provide so Councillors can handle the information appropriately.
- 5.11 Where a Councillor is unsure of confidentiality requirements, they should contact the CEO, or the staff member authorised to manage their request.
- 5.12 The CEO may refuse access to information requested by a Councillor if:
- the information is not necessary for the performance of the Councillor's civic functions, or
 - if responding to the request would, in the CEO opinion, result in an unreasonable diversion of staff time and resources, or
 - the Councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
 - the CEO is prevented by law from disclosing the information.
- 5.13 Where the CEO refuses to provide information requested by a Councillor, they must act reasonably. The CEO must advise a Councillor in writing of their reasons for refusing access to the information requested.
- 5.14 Where a Councillor's request for information is refused by the CEO on the grounds referred to under clause 5.12 (a) or (b), the Councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the CEO refuses a Councillor's request for information under clause 5.12 (c) or (d).
- 5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a Councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.
- 5.16 Where a Councillor persistently makes requests for information which, in the CEO's opinion, result in a significant and unreasonable diversion of staff time and resources the council may, on the advice of the CEO, resolve to limit the number of requests the Councillor may make.

5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.

5.18 On request, a report will be provided to Council, regarding the performance and efficiency of the Councillor requests system against established key performance indicators.

Part 6 – Access to Council staff

6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The CEO may amend this list at any time and will advise Councillors promptly of any changes.

6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.

6.3 Councillors should as far as practicable, only contact staff during normal business hours.

6.4 If Councillors would like to contact a member of staff **not listed** in Schedule 1, they must **receive permission from the CEO**.

6.5 If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the CEO or the Councillor Support Officer who will provide advice about which authorised staff member to contact.

6.6 The CEO or a member of the Council's executive leadership team may direct any staff member to contact Councillors to provide specific information or clarification relating to a specific matter.

6.7 A Councillor or member of staff must not take advantage of their official position to improperly influence other Councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the CEO or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

Part 7 – Councillor access to council buildings

- 7.1 Councillors are entitled to have access to the mayor's office (limited to mayor only), Councillors' office including Councillor kitchen and meeting rooms, and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the CEO.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the CEO.

Part 8 – Appropriate and inappropriate interactions

- 8.1 Examples of appropriate interactions between Councillors and staff include, but are not limited to, the following:

- a) Councillors and council staff are courteous and display a positive and professional attitude towards one another
- b) council staff ensure that information necessary for Councillors to exercise their civic functions is made equally available to all Councillors, in accordance with this Policy and any other relevant Council policies
- c) council staff record the advice they give to Councillors in the same way they would if it was provided to members of the public
- d) council staff, including Council's executive team members, document Councillor requests via the Councillor requests system
- e) council meetings and Councillor briefings are used to establish positive working relationships and help Councillors to gain an understanding of the complex issues related to their civic duties
- f) Councillors and council staff feel supported when seeking and providing clarification about council related business
- g) Councillors forward requests through the Councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy

- 8.2 Examples of inappropriate interactions between Councillors and staff include, but are not limited to, the following:

- a) Councillors and council staff conducting themselves in a manner which:
 - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
 - b) Councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - c) staff approaching Councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - d) subject to clause 5.12, staff refusing to give information that is available to other Councillors to a particular Councillor
 - e) Councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
 - f) Councillors being overbearing or threatening to staff
 - g) staff being overbearing or threatening to Councillors
 - h) Councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
 - i) Councillors directing or pressuring staff in the performance of their work, or recommendations they should make
 - j) staff providing ad hoc advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.3 Where a Councillor engages in conduct that, in the opinion of the CEO, puts the health, safety or welfare of staff at risk, the CEO may restrict the Councillor's access to staff.
- 8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the CEO.

Part 9 – Complaints

- 9.1 Complaints about a breach of this policy should be made to the CEO (if the complaint is about a Councillor or member of council staff), or the Mayor (if the complaint is about the CEO).
- 9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

AUTHORISED BY

Council

EFFECTIVE FROM

18 June 2025

DEPARTMENT RESPONSIBLE

Office of the CEO

Civic and Executive Services

REVIEW DATE

3 years

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Chief Executive Officer

Executive Leadership Team

Governance and Legal

Office of Local Government

VERSIONS

Version	Amended by	Date	TRIM Number
1	Council Resolution	11 June 2002	Not applicable
2	Council Resolution	15 June 2009	099865.2009
3	Council Resolution	21 June 2010	111710.2010
4	Council Resolution	25 July 2011	079519.2011
5	Council Resolution	5 November 2012	231162.2012
6	Council Resolution	26 June 2013	144367.2013
7	Council Resolution	20 June 2014	129147.2014
8	Acting CEO after review	17 June 2016	166749.2016
9	Council Resolution	6 February 2019	060558.2019
10	Council Resolution (reviewed and no changes made)	3 February 2021	060558.2019
11	Council	31 March 2023	380335.2022-008
12	Council Resolution	26 July 2023	380335.2022-008
13	Council Resolution	18 June 2025	

REFERENCE

Model Councillor and Staff Interaction Policy 2022

RELATED REFERENCES

Code of Conduct Policy

Code of Meeting Practice Policy

Civic Expenses and Facilities Policy

Conflicts of Interest Policy

Dignity and Respect in the Workplace Policy

Fraud and Corruption Prevention Policy

Legal Services Policy

Media Policy

Work Health and Safety Policy

Schedule 1 – Authorised staff contacts for Councillors

1. Clause 6.1 of this Policy provides that Councillors may directly contact members of staff that are listed below. The CEO may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If Councillors would like to contact a member of staff not listed below, they **must receive permission** from the CEO or their delegate.
5. If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the CEO or the Councillor Support Officer who will provide advice about which authorised staff member to contact.
6. The CEO or a member of the Council's executive leadership team may direct a council staff member to contact Councillors to provide specific information or clarification relating to a specific matter.
7. All requests relating to access of documents and operational or strategic advice must be conducted through the CEO or a Director.

Position
Chief Executive Officer
Executive Leadership Team (Liverpool City Council Directors)

Note: Extract: Part 6 – Access to Council Staff

- 6.6 *The CEO or a member of the Council's executive leadership team may direct any staff member to contact Councillors to provide specific information or clarification relating to a specific matter.*

Schedule 2 – Councillor request and access to information table

The table specifies how elected Mayor and Councillor must request and access information from Council staff.

TYPE OF REQUEST	FROM WHOM TO GAIN APPROVAL	HOW INFORMATION IS TO BE REQUESTED	HOW INFORMATION IS TO BE PROVIDED	RESTRICTIONS TO INFORMATION
Access to Documents	CEO, Public Officer	Request submitted in writing. All requests are required to go through the Councillor Support Officer (Executive Services) to keep a record of the request.	Inspection of documents will only be permitted on the premises. Copies of publicly available documents will be permitted. Documents that are not publicly available can be inspected but not copied. The CEO has overriding discretion.	The CEO and the have discretion to refuse a request on legitimate grounds. If access is refused, a notice of motion, the GIPA Act and the Agency Information Guide are the alternative forms of access.
Operational or Strategic Advice (including Notice of Motions/NOM)	CEO, Directors, Councillor Support Officer	Request submitted in writing or made verbally. The CEO, directors and Councillor Support Officer are required to keep a file note/record of verbal requests when appropriate. All requests are recommended to go through the Councillor Support Officer (Executive Services) in the first instance to keep a record of the request.	The response will be provided verbally, memo or email.	The CEO and directors have discretion to refuse a request on legitimate grounds. If access is refused, a notice of motion or a question with notice is the alternative forms of access.
Councillor Support and Requests (including Notice of Motions/NOM)	Executive Services staff, Councillor Support Officer/s, Executive Assistant to the Mayor	Request submitted in writing or made verbally. Council officers are required to keep a file note/record of verbal requests when appropriate.	The response will be provided verbally, memo or email.	Administrative support must be in accordance with the Civic Expenses and Facilities Policy.

Schedule 3 – Statutory Provisions relating to the Roles of Councillors and the Chief Executive Officer

1. The governing body (s. 222)

The elected representatives, called "Councillors," comprise the governing body of the council.

2. Role of governing body (s. 223)

1. The role of the governing body is as follows:

- (a) to direct and control the affairs of the council in accordance with this Act,
- (b) to provide effective civic leadership to the local community,
- (c) to ensure as far as possible the financial sustainability of the council,
- (d) to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the council,
- (e) to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,
- (f) to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,
- (g) to keep under review the performance of the council, including service delivery,
- (h) to make decisions necessary for the proper exercise of the council's regulatory functions,
- (i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance,
- (j) to determine the senior staff positions within the organisation structure of the council,
- (k) to consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities,
- (l) to be responsible for ensuring that the council acts honestly, efficiently and appropriately.

2. The governing body is to consult with the general manager in directing and controlling the affairs of the council.

3. Role of mayor (s. 226)

The role of the mayor is as follows:

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,

- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the Councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.

4. The role of a Councillor (s. 232(1) and s.232(2))

- (1) The role of a Councillor is as follows:
 - (a) to be an active and contributing member of the governing body,
 - (b) to make considered and well informed decisions as a member of the governing body,
 - (c) to participate in the development of the integrated planning and reporting framework,
 - (d) to represent the collective interests of residents, ratepayers and the local community,
 - (e) to facilitate communication between the local community and the governing body,
 - (f) to uphold and represent accurately the policies and decisions of the governing body,
 - (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.
- (2) A Councillor is accountable to the local community for the performance of the council.

5. Functions of the general manager (s. 335)

The general manager of a council has the following functions:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- (b) to implement, without undue delay, lawful decisions of the council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) to ensure that the mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- (g) to exercise any of the functions of the council that are delegated by the council to the general manager,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- (i) to direct and dismiss staff,
- (j) to implement the council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

CORP 01	Local Government Remuneration Tribunal - Mayor & Councillor Fees
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Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	097424.2025
Report By	David Day - Head of Governance
Approved By	Farooq Portelli - Director Corporate Support

EXECUTIVE SUMMARY

On 17 April 2025, the Local Government Remuneration Tribunal (the Tribunal) produced their Annual Report and Determination under sections 239 and 241 of the *Local Government Act 1993* (**the Annual Determination**).

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

The tribunal has determined a 3 per cent increase in the minimum and maximum fees applicable for the 2025-26 financial year, commencing from 1 July 2025.

The Tribunal also considers the categorisation of each Council, and in 2023 undertook a review of the categorisation of each Council. Liverpool Council's status as "metropolitan large" remains unchanged for 2025/26.

The rationale of how the Tribunal categorises each Council is contained within the Annual Determination.

RECOMMENDATION

That Council:

1. Receives and notes the Annual Determination; and
2. Agrees to set the fees payable to the Mayor and Councillors for the period 1 July 2025 to 30 June 2026 to an amount equal to the maximum allowable under the Annual Determination as set out in the body of the report.

REPORT

Council is bound by the Local Government Act 1993 to pay an annual fee to all Councillors and an additional fee to the Mayor. Council may determine the amount of the annual fees and, if it sets an annual fee, must fix the fee in line with the Remuneration Tribunal's Annual Determination. If Council does not fix a fee, then the fee that is paid will be the minimum fee set by the Remuneration Tribunal.

Council's Civic Expenses and Facilities Policy provides in section 4.1 for the payment of annual fees to the Mayor and Councillors. The Policy indicates that Council will pay a fee in the range determined by the Remuneration Tribunal and that Council will determine on an annual basis the fee that is to be paid.

On 17 April 2025, the Local Government Remuneration Tribunal (the Tribunal) produced their *Annual Report and Determination* under sections 239 and 241 of the *Local Government Act 1993* (the Annual Determination). The Tribunal determines the categories by which each council is classified, and the minimum and maximum amounts of fees to be paid to mayors and councillors.

The Local Government Remuneration Tribunal has determined pursuant to section 239 of the Local Government Act 1993 that Liverpool City Council will be categorised as a "Metropolitan large Council" category along with ten (10) other Councils. The Tribunal has categorised "Metropolitan Large" councils as typically having a minimum residential population of 200,000 and may include features such as:

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

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

The Tribunal will next conduct a full review of the categories and the allocation of councils as required by the LG Act in the 2026 Annual Review.

The Local Government Remuneration Tribunal has determined pursuant to section 241 of the Local Government Act 1993 the annual fees to be paid to Councillors and Mayors in a Metropolitan Large Council, be a minimum of \$21,120 and a maximum of \$34,820.

An additional fee is to be paid to the Mayor at a minimum of \$44,840 and maximum of \$101,470. These fees represent a 3 per cent increase.

Table 1: Comparison between 2024/25 fee and proposed 2025/26 fee

	Existing Fee 2024/25	Proposed Fee 2025/26
Mayor	\$98,510	\$101,470
Councillor	\$33,810	\$34,820

In recognition of the workload and time commitments required by the Mayor and Councillors, it is recommended that Council set the fees payable to the Mayor and Councillors for the period 1 July 2025 to 30 June 2026 to the maximum allowable within the above limits.

FINANCIAL IMPLICATIONS

Costs associated with this recommendation have been included in Council's budget for the current year and long-term financial plan.

CONSIDERATIONS

Economic	The fees to be paid have been included in the 2025-2026 budget
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	<p>Local Government Act 1993 (LG Act)</p> <p>Council must pay each Councillor an annual fee in accordance with section 248 of the Local Government Act. The Act provides that:</p> <ul style="list-style-type: none"> the annual fee must be the same for each Councillor (subsection 248(3)); if Council fixes an annual fee, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal (subsection 248(2)); if Council does not fix an annual fee then it must pay the appropriate minimum fee determined by the Remuneration Tribunal (subsection 248(4)). <p>Council must pay the Mayor an annual fee in accordance with section 249 of the Local Government Act. The Act provides that:</p> <ul style="list-style-type: none"> the annual fee is in addition to the fee paid to the mayor as a Councillor (subsection 249(2));

	<ul style="list-style-type: none"> • if Council fixes an annual fee, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal (subsection 249(3)); • if Council does not fix an annual fee then it must pay the appropriate minimum fee determined by the Remuneration Tribunal (subsection 248(4)). <p>Council must pay the Deputy Mayor a fee determined by Council for such time as the Deputy Mayor acts in the office of the Mayor (Local Government Act 1993, subsection 249(5)). The amount of the fee must be deducted from the Mayor's annual fee.</p> <p>The Local Government Remuneration Tribunal has the following functions under the Local Government Act 1993 –</p> <ol style="list-style-type: none"> 1. The Tribunal must, at least once every 3 years, determine categories for councils and mayoral offices and place each council and mayoral office into one of the categories (section 239). 2. The Tribunal must, not later than 1 May each year, determine the maximum and minimum amount of fees to be paid during the following year to councillors (other than mayors) and mayors in each category determined under section 239 (section 241).
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Council Circular 25-10 – 2025/26 Determination of the Local Government Remuneration Tribunal
2. Local Government Remuneration Tribunal Annual Determination Report 17 April 2025

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	2025/26 Determination of the Local Government Remuneration Tribunal
Circular Details	Circular 25-10 / 21 May 2025 / A958620
Previous Circular	<u><i>Council Circular 24-08 2024/25 Determination of the Local Government Remuneration Tribunal - Office of Local Government NSW</i></u>
Who should read this	Councillors / General Managers
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3% to mayoral and councillor fees for the 2025-26 financial year, with effect from 1 July 2025.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination and will next review these categories in 2026.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received.
- However, the Tribunal has reclassified Mid Coast Council from a Regional Centre to Regional Strategic area with effect from 1 July 2025, as a result of its meeting the required criteria.



What will this mean for council?

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2025 based on the Tribunal's determination for the 2025-26 financial year.

Key points

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

Where to go for further information

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

A handwritten signature in blue ink, appearing to read 'Brett Whitworth'.

Brett Whitworth
Deputy Secretary, Office of Local Government

**Remuneration Tribunals**[Home](#) > [Local Government](#) > [Current LGRT Determinations](#)

Current LGRT Determinations

Annual Reports and Determinations

2024 annual determination LGRT**[Download the PDF](#)** →

CORP 02**Delegations of the Chief Executive Officer**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	282749.2024
Report By	David Day - Head of Governance
Approved By	Farooq Portelli - Director Corporate Support

EXECUTIVE SUMMARY

Council is requested to agree the attached delegations to its Chief Executive Officer. The delegations are the same as those previously granted to the Chief Executive Officer in June 2023.

RECOMMENDATION

That Council:

1. Delegate to the Chief Executive Officer Council's functions as set out in the Instrument of Delegation to the Chief Executive Officer in Attachment 1 of this report; and
2. Authorise the Mayor to sign the Instrument of Delegation to the Chief Executive Officer.

REPORT

The Council may delegate its functions to its general manager, or any other person or body (not including another employee of the council), other than those listed in section 377(1) of the Local Government Act 1993 (Act). Council's Chief Executive Officer (the CEO) exercises the functions, role and delegations of "*general manager*" under the Act.

Section 380 of the Act allows a general manager to sub-delegate any function delegated to the general manager to any person or body, including an employee of the council.

Delegations by Council to the CEO and sub-delegations to other staff identify the positions that are empowered to make decisions and act on behalf of Council, and thereby, establish responsibilities and accountabilities.

The delegations facilitate the effective and efficient operation of Liverpool City Council by providing the Chief Executive Officer with sufficient power and authority to manage, control

and administer the affairs of Council on a day-to-day basis. This is consistent with the general manager's functions under section 335 of the Act.

A review of CEO delegations has confirmed that they operate effectively and are fit for purpose. No changes are proposed to the current CEO delegation.

It is envisaged that once the Chief Executive Officer's delegation is endorsed a review of all the delegations will take place to ensure all positions within Council have the right delegations to undertake their functions, and to improve efficiencies and accountability where possible.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993 Relevant provisions of the Act are set out in the body of the report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Draft Delegations of the Chief Executive Officer



Liverpool City Council

**Instrument of Delegation by Liverpool City Council
to
Chief Executive Officer 1001**

PROVISIONS FOR CHIEF EXECUTIVE OFFICER 1001**INSTRUMENT OF DELEGATION BY LIVERPOOL CITY COUNCIL TO THE
CHIEF EXECUTIVE OFFICER**

Section 334 of the *Local Government Act 1993* requires that the Council's governing body appoint a person to be its general manager. At Liverpool City Council the Chief Executive Officer discharges the role of general manager.

Section 335 of the *Local Government Act 1993* provides that a council's general manager has the following functions:

- a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- b) to implement, without undue delay, lawful decisions of the council,
- c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- g) to exercise any of the functions of the council that are delegated by the council to the Chief Executive Officer,
- h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- i) to direct and dismiss staff,
- j) to implement the council's workforce management strategy,
- k) any other functions that are conferred or imposed on the Chief Executive Officer by or under the *Local Government Act 1993* or any other Act.

Pursuant to section 377 (1) of the *Local Government Act 1993*, a council may, by resolution, delegate to the Chief Executive Officer any of the functions, powers, duties and authorities of the Council under the *Local Government Act 1993* or any other Act, other than the following:

- (a) the appointment of a general manager
- (b) the making of a rate
- (c) a determination under section 549 as to the levying of a rate
- (d) the making of a charge
- (e) the fixing of a fee
- (f) the borrowing of money
- (g) the voting of money for expenditure on its works, services or operations
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council
- (j) the adoption of an operational plan under section 405
- (k) the adoption of a financial statement included in an annual financial report
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
- (m) the fixing of an amount or rate for the carrying out by the council of work on private land
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the *Environmental Planning and Assessment Act 1979*
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office
- (s) the making of an application, or the giving of a notice, to the Governor or Minister
- (t) this power of delegation
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council

By resolution of the Council at its meeting held on 20 November 2024 Liverpool City Council:

1. Revokes all delegations granted to the Chief Executive Officer prior to the date of this Instrument; and
2. Delegates to the Chief Executive Officer, or to the person who acts in that position, all of the functions, powers, duties and authorities of the Council listed in the attached Schedule of Delegations:

Section	SUBDELEGATIONS APPLYING TO THE POSITION OF CHIEF EXECUTIVE OFFICER 1001
1.	INTERPRETATION OF DELEGATIONS
A.	This instrument of delegation should be construed as operating in a manner which is valid and within the powers conferred upon Liverpool City Council (the Council) under the <i>Local Government Act 1993</i> .
B.	References to the Chief Executive Officer are references to the general manager appointed by Council under the <i>Local Government Act 1993</i> .
C.	References to the decisions of the Council are references to decisions made by the Council from time to time.
D.	References to policies of the Council are references to policies adopted by the Council from time to time.
2.	DELEGATIONS
2.1	Liverpool City Council Recognises that certain functions are conferred upon the Chief Executive Officer by the <i>Local Government Act 1993</i> ; and
2.2	Liverpool City Council Delegates to the person holding the position of Chief Executive Officer its functions under the <i>Local Government Act 1993</i> and any other legislation conferring functions upon the Council.
3.	EXCEPTIONS
3.1	Powers not delegated:
3.1.1	The functions which are required by or under the <i>Local Government Act 1993</i> or by or under any other Act or instrument to be performed by the governing body of the Council;
3.1.2	The functions and authorities delegated to the Mayor, as the Council may determine from time to time or as may be functions of the Mayor under the <i>Local Government Act 1993</i> or the <i>Local Government (General) Regulation 2021</i> ;
3.1.3	Matters delegated by the Council to Council committees which have been established in line with the Code of meeting practice;
3.1.4	Matters delegated by the Council to committees which have been established under section 355 of the <i>Local Government Act 1993</i> .
3.2	Policy and Procedure
3.2.1	The power to make or to amend Council policies which have been approved by a decision of the Council, except as required by legislation or by organisational changes involving members of Council staff;
3.2.2	The release for public exhibition and comment of any plan or policy, which is required by legislation to be exhibited;
3.2.3	The power to approve all mass communications on behalf of the Council (newsletters, columns, media releases) without the approval of the Mayor before their release;

3.2.4	The exercise of authorities and functions in a manner not consistent with the policies and decisions of the Council;
3.3	Financial Matters
3.3.1	Authorising the expenditure of funds and/ or the payment of goods and services by the Council for an amount of \$5 million or more;
3.3.2	Approving expenditure which would impact unfavourably on the net operating result approved by the Council in the adopted Operational Plan;
3.3.3	The granting of financial assistance by the Council unless: <ul style="list-style-type: none"> a) The financial assistance is part of a specified program, and b) The program is included in Council's draft operational plan for the year in which the financial assistance is proposed to be given, and c) The program's proposed budget for that year does not exceed 5 per cent of Council's proposed income from the ordinary rates levied for that year, and d) The program applies uniformly to all persons within Council's area or to a significant proportion of all the persons within Council's area.
3.3.4	Writing off any bad debts for individual amounts above \$20,000 (including GST);
3.3.5	Reducing or waiving fees and charges above an individual amount above \$20,000;
3.3.6	Setting or altering the Schedule of Fees and Charges, except in accordance with the relevant categories as determined within the Revenue Policy of the Council's Operational Plan;
3.3.7	Accepting tenders by the Council for a value of \$2 million or more;
3.3.8	Calling or accepting tenders for services currently provided by members of Council staff;
3.4	Legal Proceedings
3.4.1	The giving of instructions in legal proceedings contrary to a resolution of the Council, except in planning or regulatory appeals after consultation with the Mayor;
3.5	Cultural
3.5.1	The development or formation of relationships with other cities, including sister city agreements;
3.5.2	The approval of civic and ceremonial events;
3.5.3	The granting of civic honours;
3.5.4	The approval of events sponsored by the Council, except in consultation with the Mayor and within Council's approved budget;

Signed:**Mayor****Date:**

CORP 03

Code of Conduct Complaints

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	182300.2025
Report By	David Day - Head of Governance
Approved By	Farooq Portelli - Director Corporate Support

EXECUTIVE SUMMARY

Council handles alleged breaches of its Code of Conduct in accordance with its Code of Conduct Procedures. This report provides an update regarding complaints received in the current reporting period (1 September 2024 to 31 August 2025). It identifies growth in the number of complaints received, associated resource implications and action taken to deal with the complaints.

RECOMMENDATION

That Council receive and consider the report.

REPORT

There has been growth in the number of Code of Conduct complaints against councillors received by Council in the reporting period 1 September 2024 to 31 August 2025 (2024/25). Table 1 identifies and contextualises the growth in complaints against councillors.

Table 1: Complaint numbers

115	LCC conduct complaints for 2024/25 to the date of writing this report
48	New complaints since last report
67	LCC conduct complaints for 2024/25 reported on 26 March 2025
5	LCC conduct complaints for 2023/24
3	Mean average complaints for 64 councils reported by OLG for 2023/24
1	Median average complaints for 64 councils reported by OLG for 2023/24

The information reported by OLG for the 2023/24 period is available here: <https://www.olg.nsw.gov.au/public/about-councils/comparative-council-information/your-council-report/>.

The numbers of Code of Conduct complaints received to date in 2024/25 are much higher than in previous years. Council averaged between four and five code of conduct complaints against councillors per annum in the five-year period from 2019/20 to 2023/24. They already represent an order of magnitude increase compared to the entirety of the previous period.

Table 2 sets out the status of the Code of Conduct complaints at the time of writing the report.

Table 2: Status of complaints received in 2024-2025

64	Investigation by external investigator
27	Preliminary assessment by external conduct reviewers
9	Initial assessment by Governance team
3	Complaints dealt with by other action
5	No action following preliminary assessment or referral to OLG
7	Complaints declined or withdrawn
115	TOTAL

There are a range of potential outcomes for each complaint. If a complaint proceeds to investigation and a breach is proved, then Council's governing body may sanction the Councillor under section 440G of the Local Government Act 1993. Subject to prior consultation with the Office of Local Government, Council may also refer a matter to the Deputy Secretary of OLG for consideration.

The disciplinary action that the Deputy Secretary of OLG can take for misconduct is set out in section 440I of the Local Government Act 1993 and includes suspension for a period not exceeding three months. The Deputy Secretary may also take alternative action, which includes referring a matter to the NSW Civil and Administrative Tribunal (NCAT) for consideration (Local Government Act 1993, section 440J). The sanctions available to the NCAT are broader and include suspension for a period not exceeding six months and disqualification for a period not exceeding five years (Local Government Act 1993, section 482A).

The cycle time for dealing with a complaint that proceeds to investigation is estimated at six months, based on the steps required to be taken under the Code of Conduct Procedures. This time estimate will vary depending on a range of factors, including the volume of complaints under consideration and the length of time required to complete each step in the investigation.

Table 3 summarises the external costs of dealing with the current complaints. These costs will rise if complaints continue to be received.

Table 3: External cost estimates for the current complaints

Code of conduct reviewers	\$99,844
Investigators	\$116,821
Total	\$216,665.00

The staff time required to deal with complaints has increased as the number of complaints has increased. It is estimated that the staff time incurred from 17 December 2024 to 30 June 2025 will cost \$103,462 and this will continue to increase. This estimate is based on time required by the Governance team to deal with the complaints (General Counsel, Head of Governance and Senior Governance Officer). The estimate does not include time spent by the CEO or Director of Corporate Support in the assessment of complaints, nor time required from other staff to provide information to support the assessment of complaints.

The staff time required to deal with increased code of conduct complaints was unplanned. It has impacted on the delivery of other planned work and will continue to do so. There was no budget allocated for the costs of external conduct reviewers and these costs have had to be identified from other sources.

On 28 February 2025, Council's CEO referred all current complaints to the Deputy Secretary of the Office of Local Government pursuant to section 440H of the Local Government Act 1993. The CEO sent a further letter on 7 May 2025. The referral was made due to a concern that the code of conduct complaints are:

- impacting the safety of Council's workplaces,
- imposing an undue and disproportionate cost burden on Council's administration of its Code of Conduct, and
- impeding the effective functioning of Council.

The Deputy Secretary was asked to investigate the complaints under section 440H(1) of the Local Government Act 1993 and to enter into a special complaints management arrangement under the Code of Conduct Procedures.

On 7 May 2025, OLG advised that the complaints would be best managed under the Code of Conduct Procedures and declined to enter into a special complaints management arrangement. OLG subsequently advised that referral may be further considered after Council's governing body has considered the outcome of investigations.

FINANCIAL IMPLICATIONS

Costs associated with this recommendation are outside of Council's current budget and long-term financial plan.

CONSIDERATIONS

Economic	The financial impacts of code of conduct complaints are outlined in the body of the report
Environment	There are no environmental and sustainability considerations.
Social	The code of conduct complaints may indicate social and cultural issues or impacts.
Civic Leadership	The code of conduct complaints may impact delivery of Council's civic leadership objectives.
Legislative	<p>Local Government Act 1993</p> <p>Chapter 14 of the Local Government Act 1993 establishes a legislative framework for codes of conduct and their administration.</p> <p>Councillors, members of staff and council delegates must comply with the applicable provisions of:</p> <ul style="list-style-type: none"> • Council's Code of Conduct and Code of Conduct Procedures, and • the model codes, to the extent of any inconsistency between Council's codes and the model codes, or if something in the model codes is not in Council's codes (Local Government Act 1993, section 440(5) and 440AA(5)). <p>Chapter 14, Part 1, Division 3 of the Local Government Act 1993 defines misconduct and identifies how allegations and findings of misconduct are dealt with.</p>
Risk	The risk is deemed to be Medium.

ATTACHMENTS

Nil

CORP 04

Investment Report May 2025

Strategic Objective	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	166172.2025
Report By	Vishwa Nadan - Chief Financial Officer
Approved By	Farooq Portelli - Director Corporate Support

EXECUTIVE SUMMARY

This report presents Council's investment portfolio and its performance at 31 May 2025. Key highlights include:

- Council held investments with a market value of \$407 million (see **Attachment 1** for details).
- The Reserve Bank of Australia (RBA)'s official cash rate reduced to 3.85 per cent.
- The portfolio yield (for the year to May 2025) was 7 basis points above the benchmark (AusBond Bank Bill Index)

	AusBond Bank Bill Index (ABBI)
Benchmark	4.42%
Portfolio yield	4.49%
Performance above benchmark	0.07%

- 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 \$4.59 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 \$356 thousand below face value. Council's investment advisor continues to review Council's investment in MBSs and recommends Council continue to hold its

CORPORATE SUPPORT REPORT

investments in the Class A and Class C securities. There is significant uncertainty associated with these investments, however presently Council's investment advisor

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 19.14 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 31 May 2025	Projected balances to 30 June 2025
Externally restricted	\$353.2m	\$395.5m	\$347.8m
Internally restricted	\$6.9m	\$11.6m	\$34.0m
Unrestricted (General)	-	-	\$16.6m
Total	\$360.1m	\$407.1m	\$398.4m

RECOMMENDATION

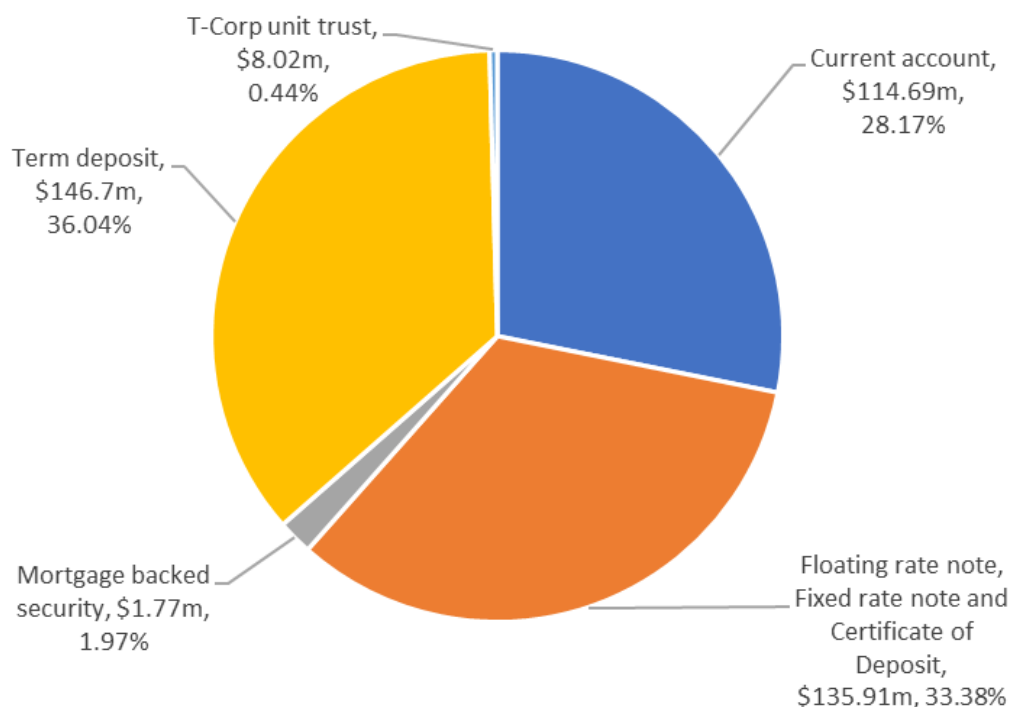
That the Council receives and notes this report.

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 31 May 2025, Council held investments with a market value of \$407 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	May-25	Apr-25	Jun-24
Senior debts (FRNs ,TCDs & FRBs)*	100%	99.68%	98.79%
MBS (Reverse mortgage-backed securities)	83.29%	83.06%	83.07%
T-Corp unit trusts	130.98%	127.15%	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 19.14 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 \$356 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	114,691,463	28.17%		
	Term deposits < 1 year	100,700,000	24.74%		
	T-Corp unit trust	8,022,762	1.97%		
	Tradeable securities	135,908,316	33.38%		
✓	Portfolio % < 1 year (Short term liquidity)	359,322,542	88.26%	30%	100%
✓	Term deposit > 1 year < 3 years	46,000,000	11.30%	0%	70%
✓	Grand fathered securities	1,776,016	0.44%	N/A	N/A
✓	Portfolio % (Medium term liquidity)	47,776,016	11.74%		
	Total portfolio	407,098,558	100.00%		

Counterparty policy limit compliance

Complies to Investment policy	Issuer	Security rating	Market value	% Total value	Maximum Institutional policy limit % holdings
✓	AMP Bank Ltd	BBB+	30,862,781	7.58%	15%
✓	ANZ Banking Group Ltd	AA-	13,764,062	3.38%	35%
✓	Auswide Bank	BBB	10,700,000	2.63%	15%
✓	Bendigo & Adelaide Bank Ltd	A-	3,512,670	0.86%	25%
✓	Bank Australia	BBB+	1,366,543	0.34%	15%
✓	Bank of Queensland Ltd	A-	12,751,908	3.13%	25%
✓	Commonwealth Bank of Australia Ltd	AA-	116,124,053	28.52%	35%
✓	Emerald Reverse Mortgage Trust (Class A)	Unrated	588,469	0.14%	5%
✓	Emerald Reverse Mortgage Trust (Class C)	Unrated	1,187,547	0.29%	5%
✓	G&C Mutual Bank	BBB+	3,000,000	0.74%	15%
✓	Great Southern Bank	BBB+	1,851,748	0.45%	15%
✓	ING Bank	A	43,086,811	10.58%	25%
✓	Macquarie Bank	A+	9,104,720	2.24%	25%
✓	MyState Bank	BBB	9,000,000	2.21%	15%
✓	Mizuho Bank	A	3,517,133	0.86%	25%
✓	National Australia Bank Ltd	AA-	28,757,005	7.06%	35%
✓	Newcastle Greater Mutual Group Ltd	BBB+	3,815,084	0.94%	15%
✓	Northern Territory Treasury	AA-	10,000,000	2.46%	35%
✓	NSW Treasury Corporation	Unrated	8,022,762	1.97%	5%
✓	Rabobank Australia Limited	A	43,543,291	10.70%	25%
✓	RACQ Bank	BBB+	1,506,189	0.37%	15%
✓	Scotia Bank	A-	8,541,930	2.10%	25%
✓	State Bank of India, Sydney Branch	BBB-	5,000,000	1.23%	15%
✓	Sumitomo Mitsui Banking	A	4,014,052	0.99%	25%
✓	Suncorp Bank	AA-	17,428,871	4.28%	35%
✓	Teachers Mutual Bank	BBB+	1,007,477	0.25%	15%
✓	UBS AG	A+	4,535,186	1.11%	25%
✓	Westpac Banking Corporation Ltd	AA-	10,508,267	2.58%	35%
	Portfolio Total		407,098,558	100.00%	

Credit rating policy limit compliance

Complies to Investment policy	Credit rating	Market value	% Portfolio	Maximum policy limit
✓	AAA Category	1,739,308	0.43%	100%
✓	AA Category	196,582,257	48.29%	100%
✓	A Category	130,868,393	32.15%	60%
✓	BBB Category	68,109,822	16.73%	45%
✓	Unrated	9,798,778	2.41%	10%
	Total Portfolio	407,098,558	100.00%	

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

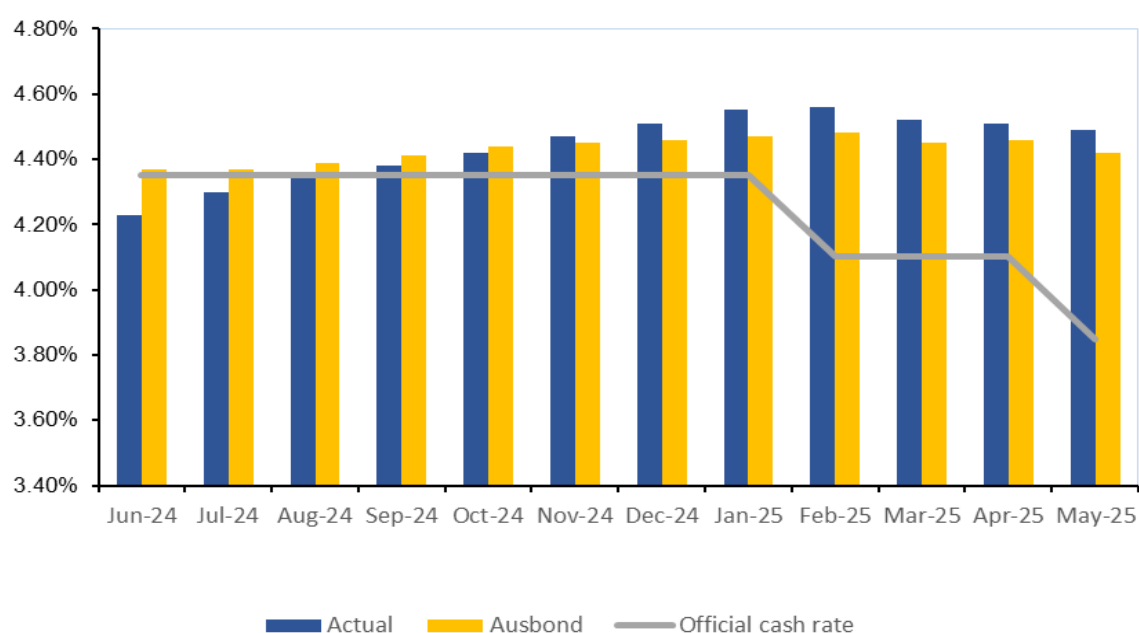
Portfolio performance against relevant market benchmark

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 May 2025 was above the ABBI index by 7 basis points (portfolio yield: 4.49%; ABBI: 4.42%).

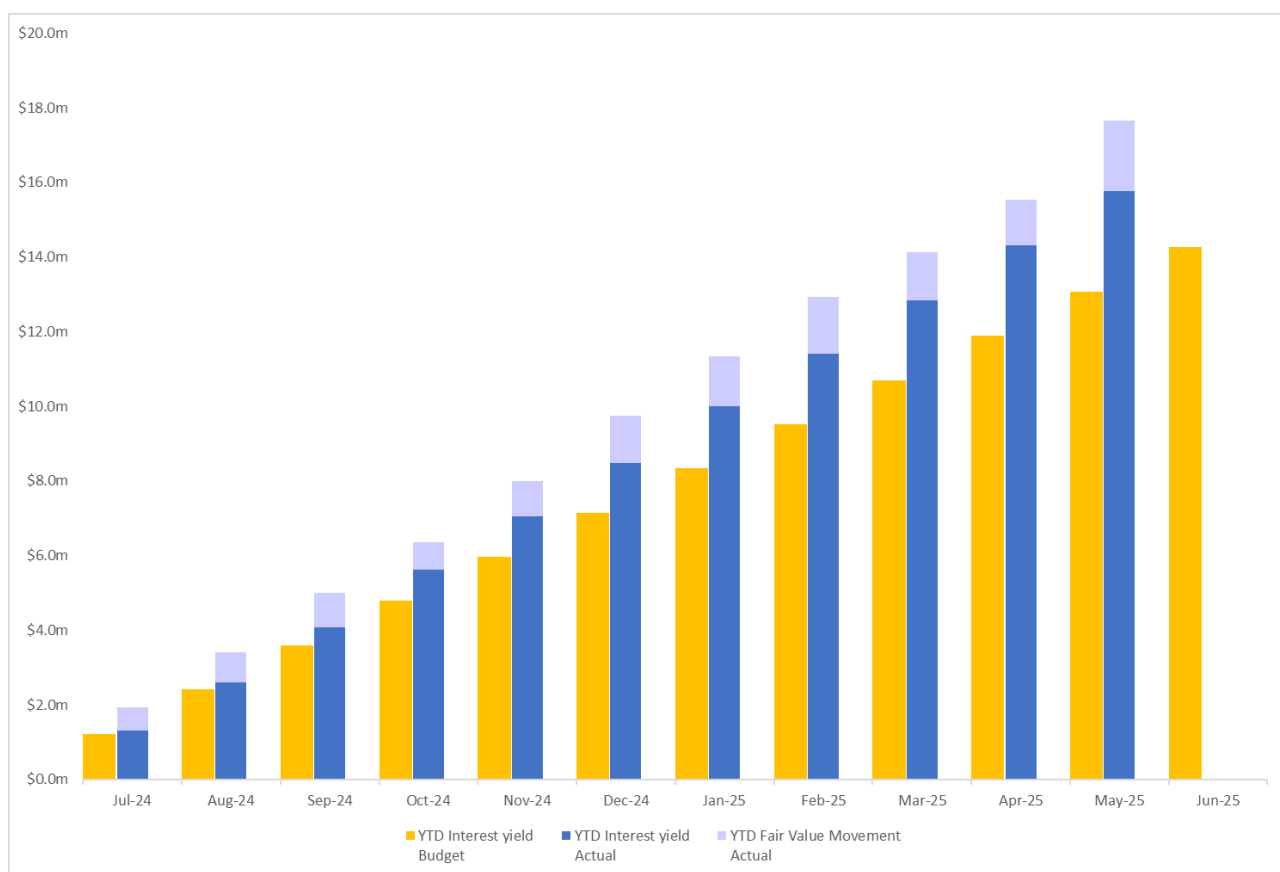
Comparative yields for the previous months are charted below:



Performance of portfolio returns against budget

Year-to-date, Council's investment income was \$4.59m 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	\$13.07m	\$15.77m	\$2.70m
Fair value market movement	\$0.00m	\$1.89m	\$1.89m
Total	\$13.07m	\$17.66m	\$4.59m



Economic outlook – Reserve Bank of Australia

The Reserve Bank of Australia reduced the official cash rate to 3.85 per cent in its meeting on 20 May 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 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

Economic	Council's investment income was \$4.59 million higher than the original budget at 31 May 2025.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	<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"> • the risk of capital or income loss or depreciation, • the likely income return and the timing of income return, • the length of the term of the proposed investment, • the liquidity and marketability of the proposed investment, • the likelihood of inflation affecting the value of the proposed investment, and • the costs of making the proposed investment.

CORPORATE SUPPORT REPORT

	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 accordance with the Act, the regulations and Council's investment policies.
Risk	The capital value and return-on-investment is subject to market risks. Investment limits prescribed in Council's policy framework is aimed to mitigate these risks.

ATTACHMENTS

1. Investment Portfolio May 2025
2. Schedule of Cash Reserves



Portfolio Valuation As At 31 May 2025

	Maturity Date	Rating	Current	Market Value	Total	Yield
Fixed Interest Security						
Current Account						
CBA Business Saver		AA-	91,925,625.71	91,925,625.71	22.58%	4.10%
CBA General Account		AA-	3,282,195.99	3,282,195.99	0.81%	0.00%
AMP Business Saver		BBB	1,988.58	1,988.58	0.00%	2.25%
AMP Notice Account		BBB	19,449,144.24	19,449,144.24	4.78%	4.50%
Macquarie Bank Accelerator Account		A+	30,861.33	30,861.33	0.01%	4.15%
Macquarie Bank Account		A+	1,647.57	1,647.57	0.00%	2.35%
			114,691,463.42	114,691,463.42	28.17%	
Fixed Rate Bond						
Commonwealth Bank	14/01/2027	AA-	5,000,000.00	4,885,280.00	1.20%	2.40%
Bank of Queensland	29/10/2025	BBB+	4,000,000.00	3,993,656.00	0.98%	4.00%
Bank of Queensland	27/10/2026	BBB+	4,750,000.00	4,618,838.25	1.13%	2.10%
UBS AG	26/02/2026	A+	2,550,000.00	2,496,090.45	0.61%	1.10%
ING Direct	19/08/2026	A	1,800,000.00	1,739,307.60	0.43%	1.10%
Macquarie Bank	14/09/2026	A+	4,200,000.00	4,252,651.20	1.04%	4.95%
NAB	25/02/2027	AA-	4,500,000.00	4,422,843.00	1.09%	2.90%
Scotia Bank	21/03/2030	A-	4,000,000.00	4,051,344.00	1.00%	5.23%
Suncorp	25/01/2027	AA-	4,500,000.00	4,397,395.50	1.08%	2.50%
			35,300,000.00	34,857,406.00	8.56%	
Floating Rate Note						
AMP Bank	13/09/2027	BBB+	3,400,000.00	3,411,648.40	0.84%	5.39%
ANZ Bank	31/03/2028	AA-	2,500,000.00	2,526,820.00	0.62%	5.19%
ANZ Bank	11/09/2028	AA-	4,200,000.00	4,228,585.20	1.04%	5.04%
ANZ Bank	05/02/2029	AA-	1,000,000.00	1,007,178.00	0.25%	4.81%
ANZ Bank	18/02/2030	AA-	3,000,000.00	3,001,479.00	0.74%	4.62%
Bank Australia	21/02/2028	BBB	1,350,000.00	1,366,542.90	0.34%	5.43%
Bank of Queensland	30/04/2029	A-	4,100,000.00	4,139,413.30	1.02%	5.15%
Bendigo and Adelaide	14/05/2027	A-	1,700,000.00	1,708,904.60	0.42%	4.79%
Bendigo and Adelaide	24/10/2028	A-	1,800,000.00	1,803,765.60	0.44%	4.88%
Commonwealth Bank	17/08/2028	AA-	3,500,000.00	3,526,183.50	0.87%	4.76%
Commonwealth Bank	09/01/2030	AA-	2,500,000.00	2,504,767.50	0.62%	4.91%
Great Southern Bank	01/11/2027	BBB+	1,850,000.00	1,851,748.25	0.45%	4.91%
ING Bank	22/03/2027	A+	2,000,000.00	2,011,228.00	0.49%	5.07%
ING Bank	20/08/2029	A+	6,300,000.00	6,336,275.40	1.56%	4.81%
Macquarie Bank	14/09/2026	A+	4,800,000.00	4,819,560.00	1.18%	4.97%
Mizuho Bank	18/01/2027	A	3,500,000.00	3,517,132.50	0.86%	4.83%
NAB	18/04/2028	AA-	2,500,000.00	2,506,965.00	0.62%	4.57%
NAB	22/03/2029	AA-	3,500,000.00	3,518,368.00	0.86%	5.02%
NAB	14/11/2029	AA-	2,600,000.00	2,602,958.80	0.64%	4.61%
NAB	18/03/2030	AA-	4,700,000.00	4,705,870.30	1.16%	4.94%
Newcastle Greater Mutual Group Ltd	14/02/2029	BBB	600,000.00	613,794.00	0.15%	5.64%
Newcastle Greater Mutual Group Ltd	21/01/2030	BBB+	3,200,000.00	3,201,289.60	0.79%	5.20%
Rabobank Australia Branch	27/01/2027	A+	2,700,000.00	2,706,056.10	0.66%	4.63%
Rabobank Australia Branch	19/01/2028	A+	1,500,000.00	1,517,406.00	0.37%	5.13%
Rabobank Australia Branch	26/02/2029	A	3,000,000.00	3,020,649.00	0.74%	4.74%

	Maturity Date	Rating	Current	Market Value	Total	Yield
Rabobank Australia Branch	20/02/2030	A	1,300,000.00	1,299,179.70	0.32%	4.64%
RACQ Bank	24/02/2026	BBB+	1,500,000.00	1,506,189.00	0.37%	5.21%
Scotia Bank	21/03/2030	A-	4,500,000.00	4,490,586.00	1.10%	5.51%
Suncorp	19/03/2029	AA-	2,500,000.00	2,513,372.50	0.62%	5.10%
Suncorp	27/09/2029	AA-	5,000,000.00	5,012,825.00	1.23%	5.03%
Suncorp	21/05/2030	AA-	2,500,000.00	2,505,277.50	0.62%	4.66%
Sumitomo Mitsui Banking	20/01/2027	A	4,000,000.00	4,014,052.00	0.99%	4.73%
Teachers Mutual Bank	21/06/2027	BBB+	1,000,000.00	1,007,477.00	0.25%	5.41%
UBS AG	24/11/2028	A+	2,000,000.00	2,039,096.00	0.50%	5.16%
Westpac	21/01/2030	AA-	4,500,000.00	4,508,266.50	1.11%	4.79%
			100,600,000.00	101,050,910.15	24.82%	

Mortgage Backed Security

EmeraldMBS2006-1A	21/08/2051	Unrated	632,372.58	588,469.48	0.14%	4.18%
EmeraldMBS2006-1C	21/08/2056	Unrated	1,000,000.00	810,474.00	0.20%	4.93%
EmeraldMBS2007-1C	23/07/2057	Unrated	500,000.00	377,073.00	0.09%	4.90%
			2,132,372.58	1,776,016.48	0.44%	

Term Deposit

AMP	10/09/2025	BBB+	3,000,000.00	3,000,000.00	0.74%	5.10%
AMP	22/10/2025	BBB+	5,000,000.00	5,000,000.00	1.23%	5.05%
ANZ	26/10/2026	AA-	3,000,000.00	3,000,000.00	0.74%	5.35%
Auswide Bank	12/06/2025	BBB	4,000,000.00	4,000,000.00	0.98%	5.15%
Auswide Bank	10/12/2025	BBB	6,700,000.00	6,700,000.00	1.65%	5.10%
Commonwealth Bank	27/11/2025	AA-	10,000,000.00	10,000,000.00	2.46%	4.60%
ING Bank	05/08/2025	A	3,000,000.00	3,000,000.00	0.74%	5.30%
ING Bank	01/09/2025	A	3,000,000.00	3,000,000.00	0.74%	5.37%
ING Bank	24/09/2025	A	5,000,000.00	5,000,000.00	1.23%	5.20%
ING Bank	15/01/2026	A	5,000,000.00	5,000,000.00	1.23%	5.04%
ING Bank	25/09/2026	A	5,000,000.00	5,000,000.00	1.23%	5.15%
ING Bank	14/10/2026	A	3,000,000.00	3,000,000.00	0.74%	4.79%
ING Bank	14/10/2027	A	3,000,000.00	3,000,000.00	0.74%	4.77%
ING Bank	10/10/2028	A	3,000,000.00	3,000,000.00	0.74%	5.30%
ING Bank	20/11/2028	A	3,000,000.00	3,000,000.00	0.74%	5.40%
G & C Mutual Bank	17/09/2025	BBB	3,000,000.00	3,000,000.00	0.74%	5.20%
MyState Bank	27/10/2025	BBB	3,000,000.00	3,000,000.00	0.74%	4.35%
MyState Bank	10/12/2025	BBB	6,000,000.00	6,000,000.00	1.47%	5.10%
NAB	20/06/2025	AA-	3,000,000.00	3,000,000.00	0.74%	4.95%
NAB	29/07/2025	AA-	3,000,000.00	3,000,000.00	0.74%	5.30%
NAB	08/09/2025	AA-	5,000,000.00	5,000,000.00	1.23%	1.10%
Northern Territory Treasury	15/12/2025	AA-	5,000,000.00	5,000,000.00	1.23%	1.20%
Northern Territory Treasury	15/12/2026	AA-	5,000,000.00	5,000,000.00	1.23%	1.50%
Rabobank Australia Limited	18/07/2025	A	3,000,000.00	3,000,000.00	0.74%	5.33%
Rabobank Australia Limited	27/08/2025	A	3,000,000.00	3,000,000.00	0.74%	4.90%
Rabobank Australia Limited	12/11/2025	A	5,000,000.00	5,000,000.00	1.23%	4.50%
Rabobank Australia Limited	18/05/2026	A	5,000,000.00	5,000,000.00	1.23%	4.47%
Rabobank Australia Limited	29/05/2026	A	5,000,000.00	5,000,000.00	1.23%	4.22%
Rabobank Australia Limited	27/08/2026	A	3,000,000.00	3,000,000.00	0.74%	4.50%
Rabobank Australia Limited	18/02/2028	A	3,000,000.00	3,000,000.00	0.74%	5.06%
Rabobank Australia Limited	18/02/2028	A	5,000,000.00	5,000,000.00	1.23%	4.80%
Rabobank Australia Limited	20/02/2029	A	3,000,000.00	3,000,000.00	0.74%	5.19%
State Bank of India	11/03/2026	BBB-	5,000,000.00	5,000,000.00	1.23%	5.00%
Suncorp Bank	17/07/2025	AA-	3,000,000.00	3,000,000.00	0.74%	5.06%
Westpac	27/10/2025	AA-	3,000,000.00	3,000,000.00	0.74%	5.37%
Westpac	19/01/2026	AA-	3,000,000.00	3,000,000.00	0.74%	5.05%
			146,700,000.00	146,700,000.00	36.04%	
Total			399,423,836.00	399,075,796.05	98.03%	

	Maturity Date	Rating	Current	Market Value	Total	Yield
T-Corp						
NSWTC IM Long Term Growth Fund		Unrated	6,125,337.88	8,022,761.96	1.97%	
			6,125,337.88	8,022,761.96	1.97%	
Total			399,423,836.00	399,075,796.05	98.03%	
Portfolio Total			405,549,173.88	407,098,558.01	100.00%	

**Liverpool City Council
Schedule of Cash Reserves**

	1 July 2024 Actual Opening Balance	31 May 2025 Actual Closing Balance	30 June 2025 Projected Closing Balance
Externally Restricted			
S7.11 Contributions	276,762,833	322,739,627	285,395,669
City Development Fund	(586,980)	117,070	683,849
Domestic Waste Reserve	(1,332,628)	2,894,339	0
Environment Levy	6,534,668	7,243,755	5,890,385
Stormwater Reserve	1,135,927	1,816,414	644,232
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	36,732,297	36,732,297
Deferred Grants Reserve - Operating	1,797,393	1,316,241	1,316,241
Western Sydney Infrastructure Grants Program	13,716,336	9,572,696	7,067,735
Total Externally Restricted	353,250,691	395,475,399	347,840,991
Internally Restricted			
Employee Leave Entitlement Reserve	4,672,000	2,448,284	4,672,000
Insurance Reserve	491,267	941,187	1,796,043
Parking Strategy Reserve	350,345	1,093,597	2,215,006
General Property Reserve	176,734	338,591	822,858
Loan Reserve	0	4,566,062	12,216,500
Hammondville Pool and Precinct Reserve	0	0	7,967,907
Carnes Hill Stage 2 Precinct Development Reserve	1,166,823	2,235,439	4,265,833
Moorebank Intermodal Company Ltd	0	0	0
Total Internally Restricted	6,857,168	11,623,159	33,956,146
Total Restricted	360,107,859	407,098,558	381,797,137
Investments (Equity) in Civic Risk Mutual			
Unrestricted available cash	0	0	16,615,397
Unrestricted general reserves	0	0	16,615,397
Total Cash and Investments **	360,107,859	407,098,558	398,412,533

** Excludes investment in Civic Risk Mutual

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CORP 06	Confirmation of Creation of Policy and Procedures for the Recruitment, Appointment, Performance Review and Management and Separation of the Chief Executive Officer by Council
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Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	167812.2025
Report By	Philippa Venn-Brown - Workforce Policy and Project Officer
Approved By	Farooq Portelli - Director Corporate Support

EXECUTIVE SUMMARY

To assist Council in their recruitment, interaction and management expectations of the Chief Executive Officer (CEO), the following policy and procedure documents have been prepared for consideration by the Governance Committee and ultimate adoption by Council:

- Policy for the Recruitment, Appointment, Performance Review and Separation of the CEO by Council;
- Procedure for the Recruitment and Appointment of the CEO: and
- Procedure for the Performance Review and Management of the CEO.

The policy and procedures have been prepared to reflect the Office of Local Government Guidelines for the Appointment and Oversight of General managers and commit Council to compliance with them.

RECOMMENDATION

That Council:

1. Note the benefits of having a clearly defined Policy and relevant procedures in regard to the recruitment, appointment, management, performance review and separation of the CEO.
2. Recommend that Council adopt and implement the attached policy and procedures for the ongoing supervision and management of the Chief Executive Officer by the Mayor and Council.

REPORT

The recruitment, appointment, performance, management oversight and separation of the CEO is regulated by a number of documents including legislation, OLG guidelines, standard contracts of employment and other standards. It would seem both logical and prudent to encompass those requirements into Council's own policy and procedures.

A review of the legislation, best practices and the recommendations contained in the Office of Local Government's publication *Guidelines for the Appointment and Oversight of General Managers, 2022*, informed the creation of the proposed policy and procedures.

The resulting policy covers the lifecycle of tenure of the position of CEO of Liverpool City Council from recruitment to separation. The supporting procedures detail the processes for the recruitment and appointment of the CEO of Liverpool City Council and for the required performance review, management and oversight process.

The recent recruitment and appointment of the new CEO of Liverpool City Council followed the process recommended by the Office of Local Government and is consistent with the new policy and procedures currently under consideration for adoption by Council.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	Relevant legislative considerations are identified in the proposed Policy
Risk	There is no risk associated with this report

ATTACHMENTS

1. Policy for the Recruitment, Performance Review and Management, and Separation of the CEO by Council.
2. Procedure for the Performance Review and Management of the CEO.
3. Procedure for the Recruitment and Appointment of the CEO.



**POLICY FOR THE APPOINTMENT,
OVERSIGHT, PERFORMANCE
MANAGEMENT AND SEPARATION OF THE
CHIEF EXECUTIVE OFFICER BY COUNCIL**

Adopted: *(Current date)*

TRIM *(Number)*

POLICY FOR THE APPOINTMENT, OVERSIGHT, PERFORMANCE MANAGEMENT AND SEPARATION OF THE CHIEF EXECUTIVE OFFICER BY COUNCIL

DIRECTORATE: Corporate Support

BUSINESS UNIT: People & Culture

1. PURPOSE/ OBJECTIVES

The purpose of this policy is to provide a framework for the monitoring of Chief Executive Officer performance and accountability, consistent with Section 223 of the *Local Government Act 1993* and the Office of Local Government, NSW, Guidelines for the Appointment and Oversight of General Managers, 2022.

2. DEFINITIONS

Act – The *Local Government Act* (NSW) 1993.

ASIC – The Australian Securities and Investments Commission

CEO – Chief Executive Officer

Council – Liverpool City Council

Governing Body – The governing body is comprised of the elected members of council, representing their local ward (constituency) in the governing of matters concerning the community of the Local government Area (LGA).

Guidelines – Guidelines for the Appointment and Oversight of General Managers, 2022.

ICAC – The Independent Commission Against Corruption.

OLG – Office of Local Government.

3. POLICY STATEMENT

3.1 Role of the Mayor and Councillors

3.1.1 Section 226 of the Local Government Act 1993 (LGA) requires the Mayor:

- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council, and

(n) in consultation with the councillors, to lead the performance appraisals of the general manager.

3.1.2 Section 233(1)(i) of the LGA, provides that the role of the Governing Body includes:

(i) To determine the process for appointment of the general manager by the council and to monitor the general manager's performance.

3.1.3 The OLG guidelines provide for the Mayor's role to be supported by the establishment of a performance review panel.

3.1.4 The governing body monitors the implementation of its decisions through the CEO's reports to council meetings.

3.1.5 The governing body may delegate certain functions of the council to the CEO. The delegations of a council's functions must be made by resolution and be evidenced in writing.

3.1.6 Delegations must be reviewed during the first 12 months of each term of the council (section 380).

3.1.7 While the CEO may sub-delegate a function delegated to them by the governing body, they remain responsible for ensuring that any sub-delegated functions are carried out appropriately.

3.2 Role of the CEO

3.2.1 It is the role of the CEO to implement the lawful decisions of the council and to carry out the functions conferred on them by the Act, the Regulations and any other applicable legislation.

3.2.2 The CEO also performs any other functions delegated to them by the governing body.

3.2.3 The CEO is responsible for conducting the day-to-day management of council in accordance with the strategic plans, programs, strategies and policies approved by the governing body of the council and the implementation of the lawful decisions of the governing body.

3.2.4 The CEO is responsible for guiding the preparation, implementation and delivery of the community strategic plan and for implementing the delivery program and operational plans.

3.2.5 The CEO is responsible for determining the organisation structure of the council in consultation with the governing body and in accordance with the budget approved by the governing body (section 332 of the Act).

- 3.2.6 The positions within the organisation structure must be determined to give effect to the priorities identified in council's strategic plans.
- 3.2.7 The CEO is responsible for the appointment and direction of staff and their dismissal.
- 3.2.8 The CEO is also responsible for ensuring councillors are provided with the information and the advice staff require to make informed decisions and to carry out their civic duties.
- 3.3 Recruitment and Selection of the CEO
 - 3.3.1 The governing body of the council is required to determine the process for the appointment of the CEO (section 223).
 - 3.3.2 When recruiting for a new CEO the position must be advertised in a manner that is sufficient to enable suitably qualified persons to apply for the position (section 348).
 - 3.3.3 Council must ensure that the appointment of the CEO is made using the principles of merit selection and equal employment opportunity (section 349).
 - 3.3.4 The recruitment process must be open and transparent while maintaining the confidentiality of the individual applicants. Failure to maintain appropriate confidentiality may constitute a breach of the Act, Council's Code of Conduct and the *Privacy and Personal Information Protection Act 1998*.
 - 3.3.5 Council will engage an external recruitment consultant to assist them with the recruitment process. That person should also have a role in verifying that due process and procedures are followed in the appointment of the CEO.
 - 3.3.6 Best practice, consistent with the Guidelines, will be followed throughout the recruitment and selection process.
 - 3.3.7 The governing body should delegate the task of recruitment to a selection panel, led by the mayor and approve the recruitment process. The panel will report back to the governing body on the process and recommend the most meritorious applicant for appointment by the council.
 - 3.3.8 The selection panel should consist of at least the mayor, the deputy mayor, another councillor and a suitably qualified person independent of the council. The selection panel should, where possible, have a mix of genders.
 - 3.3.9 Where practicable, the selection panel should remain the same throughout the recruitment process.

- 3.3.10 Council's governing body should delegate to one person (generally the mayor) the task of ensuring:
- The selection panel is established
 - The CEO's position description is current and evaluated in terms of salary to reflect the responsibilities and duties of the position
 - The proposed salary range reflects the responsibilities and duties of the position
 - The position is advertised according to the requirements of the Act
 - Information packages are prepared, and
 - Applicants selected for interview are notified.
- 3.3.11 The mayor, or another person independent of council staff, should be the contact person for the position and should maintain confidentiality with respect to contact by potential applicants.
- 3.3.12 Interviews should be held as soon as possible after candidates have been short-listed.
- 3.3.13 Questions should be designed to reflect the selection criteria and assist the selection panel to assess the suitability and merit of the candidate for the position
- 3.3.14 All interviews should be kept confidential.
- 3.3.15 All written references must be checked. The selection panel must delegate the task of contacting referees to one panel member. Other panel members should not contact referees.
- 3.3.16 At least two (2) referees must be contacted and asked questions about the candidate relevant to the selection criteria. If contact with someone other than a nominated referee is required, the applicant's permission must be sought and given.
- 3.3.17 Where tertiary qualifications are relied on, they should be produced for inspection and, if required, verification.
- 3.3.18 All appropriate background checks must be undertaken, e.g. bankruptcy and criminal record checks, and whether the candidate has been disqualified from managing a corporation by ASIC. Liverpool Council is a Child Safe Organisation and as such a working with children check is also required.
- 3.3.19 Further guidance on best practice recruitment checks can be obtained by consulting Standard AS 4811:2022 Workforce Screening and ICAC's publication, Strengthening employment screening practices in the NSW public sector.

3.3.20 The selection panel is responsible for preparing a report to the council's governing body that:

- Outlines the selection process
- Recommends the most meritorious applicant with reasons
- Recommends an eligibility list if appropriate
- Recommends that no appointment is made if the outcome of the interviews is that there are no suitable applicants.

3.3.21 The report should be confidential and reported to a closed meeting of the council.

3.4 Finalising the Appointment of the CEO

3.4.1 The appointment of a CEO is a non-delegable function of the council under section 377 of the Act and a CEO cannot be appointed without a formal resolution of the council.

3.4.2 Council's governing body must by resolution approve the position of the CEO being offered to the successful candidate before the position is offered to the candidate.

3.4.3 The mayor makes the offer of employment after the governing body has resolved to appoint the successful candidate. The initial offer may be made by phone.

3.4.4 Conditions such as term of the contract (1-5 years) and remuneration package (within the range approved by the governing body of the council) can also be discussed by telephone but must be confirmed in writing.

3.4.5 The standard contract of employment for general managers/ CEOs approved by the Departmental Chief Executive of the Office of Local Government under section 338 of the Act must be used.

3.4.6 CEOs must be employed for 1-5 years.

3.4.7 The contract governs:

- The duties and functions of CEOs
- Performance agreements
- The process for renewal of employment contracts
- Termination of employment and termination payments
- Salary increases, and
- Leave entitlements

3.4.8 Candidates who are placed on the eligibility list and unsuccessful applicants should be advised of the outcome of the recruitment process before the successful applicant's details are made public.

3.5 Record Keeping

- 3.5.1 Council should retain all records created as part of the recruitment process including the advertisement, position description, selection criteria, questions asked at interview, interview panel notes, selection panel reports and notes of any discussions with the selected candidate.
- 3.5.2 These records are required to be stored and disposed of in accordance with the *State Records Act 1998*.

3.6 Day to Day Oversight and Liaison with the CEO

- 3.6.1 One of the prescribed functions of the governing body is to monitor the CEO's performance, however day-to-day oversight of and liaison with the CEO should be undertaken by the mayor.
- 3.6.2 The mayor's role in the day-to-day management of the CEO should include:
- Approving leave
 - Approving expenses incurred, and
 - Receiving and managing complaints about the CEO in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.
- 3.6.3 Council's governing body should ensure there are adequate and appropriate policies in place to guide the mayor in the day-to-day oversight of, and liaison with, the CEO and keep those policies under regular review.
- 3.6.4 The governing body should also ensure there are appropriate policies in place with respect to the expenditure of council funds and reporting requirements in relation to that expenditure.
- 3.6.5 Council's governing body should satisfy itself that any policy governing the conferral of a benefit on the CEO, such as use of a motor vehicle, allows the actual dollar value of that benefit to be quantified so it can be accurately reflected in the CEO's salary package in Schedule C to the approved standard contract.

3.7 Managing the Performance of the CEO

- 3.7.1 The CEO is made accountable to council for their performance principally through their contract of employment.
- 3.7.2 The role of the governing body is to monitor the CEO's performance in accordance with their contract of employment.

- 3.7.3 The performance of the CEO must be reviewed at least annually against the agreed performance criteria for the position.
- 3.7.4 Council may also choose to undertake more frequent interim reviews of the CEO's performance.
- 3.7.5 The agreed performance criteria must be set out in an agreement that is signed within three months of the commencement of the contract.

3.8 Establishing the Performance Review Panel

- 3.8.1 The governing body must establish a performance review panel led by the mayor, and delegate the task of undertaking the CEO's performance reviews to the panel. The extent of the delegation should be clear.
- 3.8.2 Full responsibility for performance management should be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.
- 3.8.3 The performance review panel should be comprised of the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager.
- 3.8.4 Council's governing body may also consider including an independent observer on the panel.
- 3.8.5 Panel members should be trained in the performance management of CEOs.
- 3.8.6 The role of the review panel includes:
- Conducting performance reviews
 - Reporting the findings of the reviews to Council, and
 - Development of the performance agreement.
- 3.8.7 The governing body and the CEO may agree on the involvement of a suitably qualified external facilitator to assist with the performance review process and the development of a new performance agreement. That person may be selected by the governing body or the performance review panel.
- 3.8.8 Councillors who are not members of the performance review panel may be invited to contribute to the performance review process by providing feedback to the mayor on the CEO's performance relevant to the agreed performance criteria.

- 3.8.9 All councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.
- 3.8.10 The panel should report back to the governing body of council in a closed session on the findings and recommendations of performance reviews as soon as practicable following any performance review. It is not an opportunity to debate the results or revisit the CEO's performance review.
- 3.8.11 The CEO should not be present when the matter is considered.
- 3.8.12 The performance agreement, action plan and any associated records that contain specific information about the work performance or conduct of the CEO are to remain confidential unless otherwise agreed to by the general manager or are required to be disclosed by law.
- 3.8.13 The unauthorised disclosure of this information may constitute a breach of the Act, the council's code of conduct and the *Privacy and Personal Information Protection Act 1998*.

3.9 Establishment of the Performance Agreement

- 3.9.1 The performance agreement is to contain clearly defined and measurable performance indicators against which the CEO's performance can be measured.
- 3.9.2 As one of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, the performance criteria is to be aligned to the goals contained in the community strategic plan, the delivery program and operational plans.
- 3.9.3 The performance agreement must also include indicators relevant to the CEO's personal contribution to the council's key achievements and their core capabilities, including leadership qualities.
- 3.9.4 Other indicators that should be included in the performance agreement are the promotion and maintenance of an ethical culture within council, encompassing the conduct and measurement of the outcomes from staff surveys and the promotion of a speak up culture and compliance with the Public Interest Disclosures Act 2022 and reporting of suspected wrongdoing to appropriate agencies including the ICAC and the OLG.

3.9.5 The performance agreement will contain but not be limited to key indicators that measure how well the CEO has met Council's expectations with respect to:

- Service delivery targets in the Council's delivery program and operational plans
- Budget compliance
- Organisational capability
- Timeliness and accuracy of information and advice to councillors
- Timely implementation of council's resolutions
- Management of organisational risks
- Promotion of an ethical culture
- Ensuring a safe workplace and facilitating compliance with the *Work Health and Safety Act 2011*, and
- Leadership and providing a consultative and supportive working environment for staff etc.

3.10 Performance Review Process

3.10.1 The approved standard contract requires that the performance of the CEO must be formally reviewed at least annually. The governing body of council may also undertake interim performance reviews, as appropriate.

3.10.2 The assessment will include:

- A self-assessment by the CEO, and
- An assessment by the review panel of the CEO's performance against the performance agreement.

3.10.3 The performance review meeting should be scheduled with sufficient notice to all parties in accordance with clause 7.6 and 7.7 of the approved standard contract. These require:

- The CEO to give Council 21 days' written notice that an annual performance review is due, and
- Council to give the CEO at least 10 days' written notice that the performance review is to be conducted.

3.10.4 The meeting should concentrate on constructive dialogue about the CEO's performance against all sections of the performance agreement.

3.10.5 The meeting should identify any areas of concern and agreed actions to address those concerns.

3.10.6 Care must be taken to ensure that the review is conducted fairly and in accordance with the principles of natural justice.

3.10.7 Council's governing body must advise the CEO, in writing and in clear terms, the outcome of any performance review.

3.10.8 The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period.

3.10.9 The agreement should be presented to the governing body of Council for discussion in a closed meeting together with the outcomes of the previous review period.

3.11 Remuneration and Reward

3.11.1 Under the approved standard contract, the CEO is entitled to an annual increase in their salary package on each anniversary of the contract, equivalent to the latest percentage increase in remuneration for NSW public sector senior executive office holders as determined by the Statutory and Other Offices Remuneration Tribunal.

3.11.2 Council may also approve discretionary increases to the CEO's total remuneration package under the approved standard contract as a reward for good performance. Discretionary increases may only be approved after a formal review of the CEO's performance has been undertaken and the CEO's performance has been assessed as being better than satisfactory.

3.11.3 Any discretionary increases should be modest and in line with community expectations and only apply for one year unless Council determines that it is to apply for the balance of the contract.

3.11.4 All discretionary increases in remuneration, together with the reasons for the increase, must be reported to an open meeting of the council.

3.11.5 Council may also on one occasion during the term of the contract approve the payment of a retention bonus to the CEO as an incentive for them to serve out their contract. If approved, the retention bonus is to be accrued on an annual pro rata basis for the remainder of the contract and is to be paid at the end of the contract period.

3.12 Separation

3.12.1 The approved standard contract sets out how the CEO's employment contract may be terminated before its expiry date on either the governing body or the CEO (Clause 10 of the approved standard contract). The circumstances in which the CEO's employment contract may be terminated are set out below:

3.12.1.1 By agreement

The contract may be terminated at any time by written agreement between Council and the CEO.

3.12.1.2 Resignation

The CEO may terminate the contract by giving 4 weeks written notice to the governing body of the council.

3.12.1.3 Incapacity

The council may terminate the CEO's contract by giving them 4 weeks written notice or by paying them the equivalent of 4 weeks' remuneration calculated in accordance with Schedule C of the approved standard contract where:

- The CEO has become incapacitated for 12 weeks or more
- They have exhausted their sick leave, and
- The duration of the incapacity is either indefinite or for a period that would make it unreasonable for the contract to be continued.

3.12.1.4 Poor Performance

Council may terminate the CEO's contract by giving them 13 weeks written notice or by pay the equivalent of 13 weeks' remuneration calculated in accordance with Section C of the approved standard contract on grounds of poor performance.

Council may only terminate the CEO's contract on the grounds of poor performance where:

- A performance review has been conducted, and
- Council has concluded that the CEO's performance falls short of the performance criteria or the terms of their performance agreement, and
- The CEO has been offered a reasonable opportunity to utilise dispute resolution under clause 17 of the contract.

3.12.1.5 No Fault Termination

Council may terminate the CEO's contract at any time by giving them 38 weeks written notice or paying the equivalent of 38 weeks' remuneration calculated in accordance with Schedule C of the

approved standard contract. If there are less than 38 weeks left to run in the term of the CEO's contract, Council can pay out the balance of the contract in lieu of notice.

Where Council proposes to terminate the CEO's contract on these grounds, if either party requests it and both parties agree, they may participate in mediation in relation to the proposed decision to terminate the contract. If Council does not agree to participate in mediation, it must give the CEO reasons for its decision where the CEO requests them.

Where Council terminates the contract on these grounds, it must give the CEO reasons for its decision to terminate their employment where the CEO requests it.

3.12.1.6 Summary Dismissal

Council may summarily dismiss the CEO on the grounds set out under clause 10.4 of the approved standard contract, these include:

- Serious or persistent breach of the employment contract
- Serious and wilful disobedience of any reasonable and lawful instruction or direction given by Council
- Serious and wilful misconduct, dishonesty, insubordination or neglect in the discharge of the CEO's duties and functions under their contract
- Failure to comply with any law or council policy concerning sexual harassment or racial or religious vilification
- Serious or persistent breach of Council's Code of Conduct
- Commission of a crime, resulting in conviction and sentencing (whether or not by way of periodic detention), which affects the CEO's ability to perform their duties and functions satisfactorily, or that brings Council into disrepute
- Absence without approval for a period of 3 or more consecutive business days.

3.12.1.7 Automatic Termination

The CEO's contract of employment is automatically terminated where the CEO becomes bankrupt, or

they are disqualified from managing a corporation under Part 2D.6 of the Corporations Act 2001.

Where this occurs, the CEO's employment with Council automatically ends without the need for a decision by Council to terminate their contract of employment.

3.13 Suspension of the CEO

- 3.13.1 Council may suspend the CEO, for example while allegations against them are being investigated. Suspension should be on full pay for a clearly defined period. Council should not suspend a CEO's employment without first seeking expert legal advice. It is not appropriate to seek advice from Council's PAC on the proposed suspension of the CEO.
- 3.13.2 Any decision to suspend a CEO should be made at a closed council meeting, having first carefully considered the expert advice received in relation to the specific matter.
- 3.13.3 The principles of procedural fairness apply to any decision to suspend the CEO, i.e. the CEO must be advised of the circumstances leading to their suspension, the reasons for the suspension, the period of the suspension and be given a right to respond to the decision to suspend.

3.14 Dispute Resolution

- 3.14.1 Council is required to offer the CEO an opportunity to utilise dispute resolution before Council can terminate their employment for poor performance. The approved standard contract contains a dispute resolution clause at clause 17.
- 3.14.2 Where it is proposed to terminate the contract on the 'no fault' grounds (clause 10.3.1(e)), if either party requests it and both parties agree, they may participate in mediation under clause 17 in relation to the proposed decision to terminate. If Council does not agree to participate in mediation, it must give the CEO reasons for its decision where the CEO requests them.
- 3.14.3 The governing body of Council should resolve to delegate this function to the mayor or a panel of 3 councillors including the mayor.
- 3.14.4 If the dispute involves the mayor, then the deputy mayor should take the mayor's place. If there is no deputy mayor, then the governing body should resolve to appoint another councillor to take the mayor's place.

3.14.5 The governing body of council and the CEO should agree on an independent mediator to mediate the dispute. The approved standard contract allows the Departmental Chief Executive of the Office of Local Government to appoint a mediator where the parties cannot agree on one.

3.14.6 Council and the CEO may also agree on a mediator when the contract of employment is made.

3.15 Renewing the CEO's Contract

3.15.1 Clause 5 of the approved standard contract sets out the process for renewing the CEO's contract of employment. The key steps in the process are as follows:

- At least 9 months before the contract expires (or 6 months if the term of employment is for less than 3 years), the CEO must apply to Council in writing if seeking reappointment to the position.
- At least 6 months before the contract expires (or 3 months if the term of employment is less than 3 years), Council must respond to the CEO's application by notifying the CEO in writing of its decision to either offer the CEO a new contract of employment, and on what terms, or to decline their application for re-appointment.
- At least 3 months before the contract expires (or 1 month if the term of employment is for less than 3 year) the CEO must inform the council in writing of their decision to either accept or decline the offer made by Council.

3.15.2 Approval may be sought from the Departmental Chief Executive of the Office of Local Government to vary these timeframes in exceptional or unforeseen circumstances.

3.15.3 The terms of the new contract of employment, and in particular the schedules to the new contract, should be set out in the letter of offer. Before offering a new contract, Council should carefully review the terms of the schedules to the new contract.

3.15.4 The governing body must ensure that the performance criteria of the new performance agreement adequately reflect its expectations of the CEO's performance.

3.15.5 The governing body should also consider previous performance reviews conducted under previous contracts.

3.15.6 The process of deciding whether to offer the CEO a new contract will be as follows:

- A performance review is conducted

- Findings and recommendations are reported to a closed council meeting in the absence of the CEO
- The closed meeting should consider and decide whether to offer a new contract of employment to the CEO and on what terms as set out in the schedules to the contract
- The mayor informs the general manager of Council's decision.

3.15.7 Details to offer a new contract and a salary package should be reported to an open council meeting.

4. RELEVANT LEGISLATIVE REQUIREMENTS

Corporations Act 2001

Local Government (General) Regulation 2021

Local Government Act (NSW) 1993

Privacy and Personal Information Protection Act 1998

Public Interest Disclosures Act 2022

State Records Act 1998

Work Health and Safety Act 2011

RELATED POLICIES & PROCEDURE REFERENCES

Liverpool City Council Code of Conduct

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

This date is the date the policy is adopted by Council resolution.

REVIEW DATE

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

VERSIONS

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

Version	Created by	Changes made	Date	TRIM Number
New	PAC	Creation	16/05/2025	

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

People and Culture

Governance Committee

Legal Services

ATTACHMENTS

DRAFT



PROCEDURE FOR THE PERFORMANCE REVIEW AND MANAGEMENT OF THE CHIEF EXECUTIVE OFFICER

Adopted: *(Current date)*

TRIM 170874.2025



PROCEDURE FOR THE PERFORMANCE REVIEW AND MANAGEMENT OF THE CHIEF EXECUTIVE OFFICER

DIRECTORATE: Corporate Support

BUSINESS UNIT: People & Culture

1. PURPOSE/ OBJECTIVES

The purpose of this document is to provide guidance for the procedure and timeline for the performance review and management process of the CEO by Council.

2. SCOPE

The approved standard contract requires that the performance of the CEO must be formally reviewed at least annually against the agreed performance criteria for the position.

Council may also choose to undertake more frequent interim reviews of the CEO's performance. The process for the performance review and management of the CEO is to be maintained for the length of contract through which the CEO is appointed, i.e. from 3-5 years.

3. DEFINITIONS

Act – Local Government Act 1993

Award – Local Government (State) Award

CEO – Chief Executive Officer

Code of Conduct – The guiding document which governs the conduct expected of Council's employees in the workplace, out of work hours, and when representing Council at other venues and activities.

Council – Liverpool City Council

Performance Indicators – The key accountabilities inherent in the position description.

Unsatisfactory Work Performance – such as work performance assessed by Council's management as not meeting required standards, considering relevant role expectations, performance measures and management guidelines.

4. PROCEDURE STATEMENT

4.1. The Performance Agreement

- 4.1.1. The CEO is accountable to the Council for their performance principally through their contract of employment.
- 4.1.2. The role of the governing body is to monitor the CEO's performance in accordance with their contract of employment.
- 4.1.3. The performance agreement should include clearly defined and measurable performance indicators against which the CEO's performance can be measured.
- 4.1.4. The performance of the CEO must be reviewed at least annually against the agreed performance criteria for the position. Council may also choose to undertake more frequent interim reviews of the CEO's performance.
- 4.1.5. The agreed performance criteria must be set out in an agreement that is signed within three months of the commencement of the contract.
- 4.1.6. All documents and related information specific to the performance or conduct of the CEO are to remain confidential unless otherwise agreed to by the CEO or are required to be disclosed by law.

4.2. Establishing a Performance Review Panel

- 4.2.1. The governing body must establish a performance review panel led by the mayor, and delegate the undertaking of the CEO's performance reviews to the panel. The extent of the delegation should be clear.
- 4.2.2. Performance review panels should comprise of the mayor, the deputy mayor, another Councillor nominated by Council and another Councillor nominated by the CEO.
- 4.2.3. The Council's governing body may also consider the inclusion of an independent observer on the panel.
- 4.2.4. Panel members should be trained in the performance management of CEOs. Full responsibility for performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.
- 4.2.5. The panel should report back to the governing body of Council in a closed session on the findings and recommendations of performance review as soon as practicable following any performance review. It should not be an opportunity to debate the results or revisit the CEO's performance review.

4.2.6. The CEO should not be present when the matter of their performance review is considered by Council.

4.3. Outcome of the Performance Review

4.3.1. The meeting should concentrate on constructive dialogue about the CEO's performance against all sections of the performance agreement.

4.3.2. The meeting should identify any areas of concern and agreed actions to address those concerns.

4.3.3. The Council's governing body must advise the CEO, in writing, in clear terms, the outcome of any performance review.

4.3.4. The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period.

4.3.5. The agreement should be discussed by the governing body of the Council for discussion in a closed meeting together with the outcomes of the of the previous review period.

4.4. Everyday Management and Oversight of the CEO

4.4.1. While one of the prescribed functions of the governing body is to monitor the CEO's performance, oversight of and liaison with the CEO should be undertaken by the mayor.

4.4.2. The mayor's role in the oversight of the CEO includes:

- Approval of leave
- Approving expenses incurred, and
- Receiving and managing complaints about the CEO in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.

This table explains what is to be done, by whom and when.

STEP NUMBER	TIMELINE	RESPONSIBLE OFFICER	ACTION
1	At the commencement of each new Council term	Council	Provide induction training on performance management of the CEO
2	Within 3 months of the commencement date of the contract	Council or Council Panel CEO	A performance agreement setting out agreed performance criteria must be signed between the general manager and the Council

3	Within 2 months of the signing of the performance agreement	CEO	The CEO must prepare and submit to the Council an action plan which sets out how the performance criteria are to be met
4	21 days' notice (before annual review)	CEO	The CEO gives Council written notice that an annual performance review is due
5	At least 10 days' notice	Council Panel	The Council must give the CEO written notice that the performance review is to be conducted
6	After 6 months	Council Panel CEO	The Council may also decide, with the agreement of the CEO, to provide interim feedback to the CEO midway through the annual review period
7	Prior to the annual review	Council	Ensure all Councillors on the review panel have been trained in the performance management of CEOs
8	Prior to the annual performance review	CEO	The CEO may submit to Council a self-assessment of their performance
9	Annually	Council Panel CEO	The CEO's performance must be reviewed having regard to the performance criteria in the agreement
10	Annually	Council Panel CEO	The performance review must be reviewed and varied by agreement
11	Within 6 months of the conclusion of the performance review	Council Panel	Council will prepare and send to the CEO a written statement with Council's conclusions on the CEO's performance during the performance review period
12	As soon as possible after the receipt of the statement	Council Panel CEO	The CEO and the Council will agree on any variation to the performance agreement for the next period of review

5. THIS PROCEDURE HAS BEEN DEVELOPED IN CONSULTATION WITH

People and Culture

Governance Committee.

6. REFERENCES

Corporations Act 2001

Local Government (General) Regulation 2021

Local Government Act (NSW) 1993

Policy for the Appointment, Oversight, Performance Management and Separation of
the Chief Executive Officer by Council, 2025

Privacy and Personal Information Protection Act 1998

Procedures for the Administration of the Model Code of Conduct for Local Councils in
NSW.

Public Interest Disclosures Act 1994

State Records Act 1998

Work Health and Safety Act 2011

7. ATTACHMENTS

Nil

AUTHORISED BY

Director Corporate Support

EFFECTIVE FROM

This date is the date the procedure was approved by the Director.

REVIEW DATE

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

VERSIONS

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

Version	Amended by	Changes made	Date	TRIM Number
First	PAC	Creation	21/05/2025	



PROCEDURE FOR THE RECRUITMENT AND APPOINTMENT OF THE CEO

Adopted: *(Current date)*

TRIM 170914.2025



PROCEDURE FOR THE RECRUITMENT AND APPOINTMENT OF THE CEO

DIRECTORATE: Corporate Support

BUSINESS UNIT: People & Culture

1. PURPOSE/ OBJECTIVES

The purpose of this procedure is to explain the process to be undertaken for the recruitment and selection/appointment of the Chief Executive Officer of Liverpool City Council.

This procedure supports the Policy for the Appointment, Oversight, Performance Management and Separation of the Chief Executive Officer by Council, and is consistent with the Guidelines provided by the Office of Local Government

2. SCOPE

This procedure is for the recruitment and selection of the CEO of Liverpool City Council. While it may be used as a basis for the recruitment of Senior executives, it is not for general use in the recruitment and selection of other staff. General recruitment and appointment are covered by the Recruitment and Appointment Policy (TRIM 352626.2024) and the Recruitment and Appointment Procedure (TRIM 072253.2025).

3. DEFINITIONS

Act – *The Local Government Act* (NSW) 1993.

ASIC – The Australian Securities and Investments Commission

CEO – Chief Executive Officer

Council – Liverpool City Council

Governing Body – The governing body is comprised of the elected members of Council, representing their local ward (constituency) in the governing of matters concerning the community of the Local government Area (LGA).

Guidelines – Guidelines for the Appointment and Oversight of General Managers, 2022.

ICAC – The Independent Commission Against Corruption.

OLG – Office of Local Government.

4. PROCEDURE STATEMENT

4.1. Recruitment and Selection of the Chief Executive Officer

- 4.1.1 When recruiting for a new CEO, the position must be advertised in a manner that is sufficient to enable suitably qualified persons to apply for the position as per section 223 of the Act.
- 4.1.2 Council must ensure that the appointment of the CEO is made using the principles of merit selection and equal employment opportunity (sections 349 and 344).
- 4.1.3 The recruitment process must be open and transparent while maintaining the confidentiality of the individual applicants. Failure to maintain appropriate confidentiality may constitute a breach of the Act, Council's Code of Conduct and the Privacy and Personal Information Protection Act 1998.
- 4.1.4 Council will engage an external recruitment consultant agency to assist them with the recruitment process. That agency should also have a role in verifying that due process and procedures are followed in the appointment of the CEO.
- 4.1.5 Best practice, consistent with the Guidelines, will be followed throughout the recruitment and selection process.
- 4.1.6 The governing body should delegate the task of recruitment to a selection panel, led by the mayor and approve the recruitment process. The panel will report back to the governing body on the process and recommend the most meritorious applicant for appointment by the Council.
- 4.1.7 The selection panel for the CEO should consist of at least the mayor, the deputy mayor, another Councillor and a suitably qualified person independent of the Council. The selection panel must, have a mix of genders.
- 4.1.8 Where practicable, the selection panel should remain the same throughout the recruitment process.
- 4.1.9 Council's governing body should delegate to one person (generally the mayor) the task of ensuring:
 - The selection panel is established
 - The CEO's position description is current and evaluated in terms of salary to reflect the responsibilities and duties of the position
 - The position is advertised according to the requirements of the Act
 - Information packages are prepared, and
 - Applicants selected for interview are notified.

- 4.1.10 The qualified member independent of Council, should be the contact person for the position and should maintain confidentiality with respect to contact by potential applicants.

4.2 The Interview Process

- 4.2.1 Interviews should be held as soon as possible after candidates have been short-listed.
- 4.2.2 Questions should be designed to reflect the selection criteria and assist the selection panel to assess the suitability and merit of the candidate for the position
- 4.2.3 The identities of all persons being interviewed must be kept confidential.
- 4.2.4 All written references must be checked by the independent selection panel member. The selection panel must delegate the task of contacting referees to one member. Other panel members should not contact referees.
- 4.2.5 At least two (2) referees must be contacted and asked questions about the candidate relevant to the selection criteria. If contact with someone other than a nominated referee is required, the applicant's permission must be sought and given.
- 4.2.6 Where tertiary qualifications are relied on, they should be produced for inspection and verification.
- 4.2.7 All appropriate background checks must be undertaken, e.g. bankruptcy and criminal record checks, and whether the candidate has been disqualified from managing a corporation by ASIC. Liverpool Council is a Child Safe Organisation and as such a Working with Children Check is also required.
- 4.2.8 Further guidance on best practice recruitment checks can be obtained by consulting Standard AS 4811:2022 Workforce Screening and ICAC's publication, Strengthening employment screening practices in the NSW public sector.
- 4.2.9 The selection panel is responsible for preparing a report to the Council's governing body that:
- Outlines the selection process
 - Recommends the most meritorious applicant with reasons
 - Recommends an eligibility list if appropriate
 - Recommends that no appointment is made if the outcome of the interviews is that there are no suitable applicants.
 - The report should be confidential and reported to a closed meeting of the Council.

4.3 Finalising the Appointment of the CEO

- 4.3.1 The appointment of a CEO is a non-delegable function of the Council under section 377(a).
- 4.3.2 Council's governing body must by resolution approve the position of the CEO being offered to the successful candidate before the position is offered to the candidate.
- 4.3.3 The mayor makes the offer of employment after the governing body has resolved to appoint the successful candidate. The initial offer may be made by phone.
- 4.3.4 Conditions such as term of the contract (1-5 years) and remuneration package, which must be determined by the panel within the range approved by the governing body of the Council, can also be discussed by telephone but must be confirmed in writing.
- 4.3.5 The standard contract of employment for general managers/ CEOs approved by the Departmental Chief Executive of the Office of Local Government under section 338 of the Act must be used.
- 4.3.6 CEOs must be employed for between 1-5 years.
- 4.3.7 The CEO contract governs:
 - The duties and functions of CEOs
 - Performance agreements
 - The process for renewal of employment contracts
 - Termination of employment and termination payments
 - Salary increases, and
 - Leave entitlements
- 4.3.8 Candidates who are placed on the eligibility list and unsuccessful applicants should be advised of the outcome of the recruitment process before the successful applicant's details are made public.

4.4 Record Keeping

- 4.4.1 Council will retain all records created as part of the recruitment process including the advertisement, position description, selection criteria, questions asked at interview, interview panel notes, selection panel reports and notes of any discussions with the selected candidate.
- 4.4.2 These records are required to be stored and disposed of in accordance with the *State Records Act 1998*.

The standard explains what is to be done, by whom and when.

RESPONSIBLE OFFICER	STEP NUMBER	ACTION
Council	1	Engage an external recruitment consultant to assist with the recruitment.
Council	2	Delegate recruitment to a selection panel led by the mayor.
Council	3	Approve the recruitment process.
Mayor	4	Appoint selection panel consisting of the Mayor, the deputy mayor, another Councillor and a suitably qualified person independent of Council and a mix of genders.
Mayor	5	Review position description, proposed salary, advertisement as per Act, information packages prepared, and applicants selected for interview notified.
Mayor and Recruitment Consultant	6	Prepare questions to reflect selection criteria
Selection Panel	7	Conduct Interviews
Nominated Panel Member	8	Conduct Reference checks and appropriate background checks, including bankruptcy, police record check, working with children check, and any tertiary qualifications verified, if required.
Selection Panel	9	Prepare selection panel report and outcome of interview process.
Council	10	Approve selection by resolution before the position is offered to successful candidate.
Mayor	11	Makes offer to successful candidate and confirms terms of Contract.
Mayor	12	Notify all unsuccessful candidates and those placed on an eligibility list of outcome before the successful applicant's details are made public.

5 THIS PROCEDURE HAS BEEN DEVELOPED IN CONSULTATION WITH

People and Culture
 Governance Committee

6. REFERENCES

Corporations Act 2001
Liverpool City Council – Policy for the Appointment, Oversight, Performance Management and Separation of the Chief Executive Officer by Council 2025
Local Government (General) Regulation 2021
Local Government Act (NSW) 1993
Office of Local Government: Guidelines for the Appointment and Oversight of General Managers, 2022.
Privacy and Personal Information Protection Act 1998
Public Interest Disclosures Act 1994
State Records Act 1998
Work Health and Safety Act 2017.

ATTACHMENTS

Nil

AUTHORISED BY

Director Corporate Support

EFFECTIVE FROM

This date is the date the procedure was approved by the Director.

REVIEW DATE

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

VERSIONS

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

Version	Amended by	Changes made	Date	TRIM Number
New	PAC	Created	May 2025	

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OPER 01	Mosquitoes
Strategic Objective	Liveable, Sustainable, Resilient Protect and enhance our natural environment and increase the city's resilience to the effects of natural hazards, shocks and stresses
File Ref	189254.2025
Report By	Michael Zengovski - Manager City Environment
Approved By	Peter Scicluna - Acting Director Operations

EXECUTIVE SUMMARY

Council at its meeting held on 20 November 2024, resolved to:

1. Write to the NSW Government requesting that they do all in their power to mitigate the current mosquito plague in the Liverpool LGA.
2. Request a detailed report from the NSW Government on how this occurred and how they will ensure that this will never happen again.
3. Request that Sydney Water compensate all impacted residents for the inconvenience caused.
4. Receive a report on how the open stormwater drainage channels contribute to mosquito populations.
5. Write to the relevant Federal and State Ministers asking them about what their strategies are to eliminate frogbit.
6. Provide an update on the various actions and associated activities underway to mitigate the mosquito plague and other actions at the time to manage mosquito numbers, eliminate frogbit weed and how open stormwater drainage channels contribute to mosquito populations.

This report provides an overview of the above points.

RECOMMENDATION

That Council receives and notes this report.

REPORT

Background – mosquito management

Since 2019, Council staff have engaged with Sydney Water on mosquito management. This was in response to a Sydney-wide mosquito outbreak in the summer of 2019. At the time, Sydney Water's Warwick Farm Water Recycling Plant was reported as a potential mosquito breeding area. Council staff engaged with other agencies and land managers to address the outbreak from a regional approach.

On around 1 October 2024, Council started to receive complaints about mosquitoes in the Chipping Norton area. On 31 October 2024, following investigations by Council staff and NSW Health Pathology, the oxidation ponds at the Sydney Water Warwick Farm facility were confirmed as the source of the mosquito outbreak. A frogbit infestation on the oxidation ponds formed a perfect mosquito breeding habitat. Council wrote to Sydney Water to inform them of the frogbit and mosquito larvae findings at their Warwick Farm site and requested that they take actions to remove the frogbit weed and control the mosquito larvae.

Sydney Water / NSW Government response

After being informed of the mosquitoes breeding on their site, Sydney Water with support from the NSW Government acted quickly. They dedicated many resources to remove frogbit weed and spray larvae in the Warwick Farm oxidation ponds.

Council staff collaborated with agencies, including the Department of Primary Industries and Regional Development (DPIRD), NSW Health and Sydney Water, to ensure that the issue of mosquitos and frogbit weed on Sydney Water's site were treated promptly and appropriately.

Request to compensate residents

At the time of the mosquito outbreak, requests were made for Sydney Water to compensate residents for expenses incurred to manage mosquitoes on their property.

Council is not aware if Sydney Water has provided direct compensation to residents for the mosquito outbreak. Residents seeking claim for damages are encouraged to submit a claim through Sydney Water's customer claim form, which is available on their website.

Stormwater drainage channels

Open stormwater channels and Water Sensitive Urban Design (WSUD) assets are important for managing runoff and protecting urban waterways. If not properly maintained, stagnant water within the structures can become breeding habitat for mosquitoes, especially in the absence of natural predators such as fish. Stagnant water can be caused by blockages from sediment, debris, or excessive plant growth.

To minimise potential mosquito habitat, it is important to maintain water flow in open channels and stormwater systems. Regular removal of sediment, debris, and overgrown vegetation helps prevent stagnation and supports aquatic biodiversity, including mosquito predators. Where water retention is part of the design, such as in wetlands, ponds, and detention basins, deeper areas should be incorporated to allow fish to persist year-round. These predators are effective at suppressing mosquito populations. Aquatic plants within these systems also help filter pollutants, improving water quality and reducing conditions that favour mosquito breeding.

Maintenance of gross pollutant traps (GPTs) and operating aerators in ponds are also important to ensure that water quality is improved. When clogged with rubbish or sediment, GPTs can hold stagnant water and increase mosquito habitat.

Council's routine maintenance program ensures GPTs and other stormwater infrastructure such as aerators are cleaned and repaired regularly or replaced as required to maintain flow and improve water quality to reduce mosquito breeding opportunities.

Council's stormwater levy is used to fund the installation of GPTs. Council officers are investigating if the stormwater levy can be used as a funding source for repairing or installing new aerators and to repair failed GPTs.

Strategies to eliminate frogbit

In NSW, frogbit is classified as "Prohibited Matter" under the NSW *Biosecurity Act 2015*. Eradication efforts focus on preventing further spread and managing existing infestations. Infestations are reported to the DPIRD and are treated immediately, with ongoing monitoring undertaken to ensure successful eradication. Council staff continues to work closely with DPIRD to control frogbit.

FINANCIAL IMPLICATIONS

Council officers are investigating if the stormwater levy can be used to maintain assets such as GPTs and aerators, including installing new aerators to improve water quality to reduce mosquito breeding opportunities.

CONSIDERATIONS

Economic	Managing Council assets in an economically responsible manner.
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Environment	<p>Manage water pollution and waterways.</p> <p>Raise community awareness and support action in relation to environmental issues.</p>
Social	<p>Minimising impact of mosquitoes on the community.</p>
Civic Leadership	<p>Act as an environmental leader in the community.</p> <p>Provide information about Council's services, roles and decision making processes.</p>
Legislative	<p>There are no legislative considerations relating to this report.</p>
Risk	<p>Effective management of waterways helps manage the risk of a mosquito outbreak.</p>

ATTACHMENTS

Nil

OPER 02**Fines issued by Illegal Waste Rangers**

Strategic Objective	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
File Ref	192851.2025
Report By	Peter Scicluna - Acting Director Operations
Approved By	Jason Breton - CEO

EXECUTIVE SUMMARY

Council at its meeting held on 23 April 2025, resolved to direct a report come back to the June Council meeting comparing Liverpool to other councils in terms of fines issued by illegal waste rangers for the period of 1 June 2024 to 1 March 2025.

RECOMMENDATION

That Council receive and note this report.

REPORT

Contact was made with internal Council staff to inquire where and how this information could be obtained. One Council Officer made contact with two other Councils, who said it is not publicly available and therefore were not prepared to share. Another Council Officer advised that in their experience this would not be available and similarly if a request was made of Liverpool City Council for the information, we too would be reluctant to share it.

Rationale provided for both is that it is sensitive information as it reflects penalties being issued to residents and/ or businesses within an LGA.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

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

ATTACHMENTS

Nil

CTTE 01

**Minutes of the Environment Advisory Committee
Meeting held on 10 February & 14 April 2025**

Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	189795.2025
Report By	Michael Zengovski - Manager City Environment
Approved By	Peter Scicluna - Acting Director Operations

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Environment Advisory Committee Meeting held on 10 February and 14 April 2025.

RECOMMENDATION

That Council receives and notes the Minutes of the Environment Advisory Committee Meeting held on 10 February & 14 April 2025.

REPORT

The Minutes of the Environment Advisory Committee held on 10 February & 14 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

Economic	There are no economic and financial considerations.
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Environment	<p>Minimise household and commercial waste.</p> <p>Manage the environmental health of waterways.</p> <p>Protect, enhance and maintain areas of endangered ecological communities and high quality bushland as part of an attractive mix of land uses.</p> <p>Raise community awareness and support action in relation to environmental issues.</p>
Social	<p>Raise awareness in the community about the available services and facilities.</p> <p>Preserve and maintain heritage, both landscape and cultural as urban development takes place.</p>
Civic Leadership	<p>Act as an environmental leader in the community.</p> <p>Undertake communication practices with the community and stakeholders across a range of media.</p> <p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Facilitate the development of community leaders.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Deliver services that are customer focused.</p> <p>Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. EAC Minutes 10 February 2025 (Under separate cover)
2. EAC Minutes 14 April 2025 (Under separate cover)

CTTE 02

**Minutes of the Tourism and CBD Committee
Meeting held on 6 May 2025**

Strategic Objective	Evolving, Prosperous, Innovative Maintain strong relationships with agencies, stakeholders and businesses to achieve beneficial outcomes for the city
File Ref	164961.2025
Report By	Jessica Walters - Visitor Economy and Place Officer
Approved By	Shayne Mallard - Director City Futures

EXECUTIVE SUMMARY

This report is tabled to present the Minutes of the Tourism and CBD Committee Meeting held on 6 May 2025.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Tourism and CBD Committee Meeting held on 6 May 2025; and
2. Endorse the recommendations in the Minutes

REPORT

The Minutes of the Tourism and CBD Committee Meeting held on 6 May 2025 are attached to this report for the information of Council.

The Minutes contain the following actions or Committee recommendations:

- Tourism and CBD Community Representatives to be invited to attend the Liverpool2050 Stakeholder Engagement Roundtable on 22 May 2025.

- Council to invite the Ingham Institute for Applied Medical Research to submit an expression of interest to be a Community Representative on the Tourism and CBD Committee.

FINANCIAL IMPLICATIONS

None of the actions contained in the minutes will have a financial impact on Council.

CONSIDERATIONS

Economic	<p>Further develop a commercial centre that accommodates a variety of employment opportunities.</p> <p>Facilitate economic development.</p> <p>Facilitate the development of new tourism based on local attractions culture and creative industries.</p>
Environment	<p>There are no environmental and sustainability considerations.</p>
Social	<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>
Civic Leadership	<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>
Legislative	<p>There are no legislative considerations relating to this report.</p>
Risk	<p>There is no risk associated with this report.</p>

ATTACHMENTS

1. Minutes of Tourism and CBD Committee 6 May 2025



This meeting was recorded for minute taking purposes.
This meeting occurred on MS Teams.

Minutes

MINUTES OF TOURISM AND CBD COMMITTEE 6 May 2025

COUNCILLORS:

Fiona Macnaught	Chair
Dr Betty Green	Councillor

COMMITTEE MEMBERS:

Jessica Bono	Liverpool Catholic Club
Michelle Caruso	Community Representative
Fazila Farhad	South West Sydney Tourism Taskforce NSW Inc.
George Khoury	Khourys & Associates
Maja Georgievska	Western Sydney International Airport
Dr Garth Lean	Western Sydney University
Belinda Thomson	The William Inglis

COUNCIL STAFF

Susana Freitas	Acting Coordinator Innovation Grants and Partnerships
Jessica Walters	Visitor Economy and Place Officer (Minutes)
Alicia Howard	Strategic Grants and Funds Officer
Hiba Soueid	Manager City Strategy and Performance

APOLOGIES:

Mira Ibrahim	Councillor
Sam Karnib	Councillor
Peter Ristevski	Councillor
Nataly Rahme	Community Representative



This meeting was recorded for minute taking purposes.
This meeting occurred on MS Teams.

Minutes

OPEN

Meeting opened at 10:02 am

1. WELCOME, ATTENDANCE, APOLOGIES AND OPENING

1.1 Chair opened the meeting and acknowledged the traditional custodians of the land

2. DECLARATIONS OF INTEREST

NIL

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 Chair took the minutes of the last meeting as read and acknowledged them. No action required as the minutes have already been accepted by Council

4. PRESENTATION

4.1. Liverpool2050 briefing by Manager City Strategy and Performance

Highlights:

- The objectives of the plan are:
 - Social: Healthy, Inclusive, Engaging
 - Environmental: Liveable, Sustainable, Resilient
 - Economic: Evolving, Prosperous, Innovative
 - Civic Leadership: Visionary, Leading, Responsible
- Key changes highlighted from the community are healthcare improvements, public transport and roads, infrastructure, safety and crime reduction, and affordable housing
- The pillars for Liverpool2050 are:
 - University and Education City
 - Innovation and Medical Precinct
 - Transport and Logistics City
 - Our Community
 - Liveable, Green and Connected City
- Liverpool2050 is a forward-thinking, long-term plan
- Children's drawings of what they think the future of the city looks like shows that children are not afraid of development but still want the trees, nature ways and open spaces
- Committee members discussed how Liverpool has been left out of State and Federal Government plans



This meeting was recorded for minute taking purposes.
This meeting occurred on MS Teams.

Minutes

Action: Tourism and CBD Community Representatives to be invited to the 2050 Stakeholder Engagement Meeting on 22 May 2025

5. PRESENTATION

5.1 Western Sydney Tourism Taskforce Update by Chair Western Sydney Tourism Taskforce NSW Inc.

Highlights:

- Western Sydney Tourism Taskforce has developed a new website to help promote Western Sydney <https://www.visitwesternsydney.com/>
- The Taskforce has connected with other countries, especially Asia Pacific nations, to encourage people to travel there
- The Taskforce is running a *Winter in Western Sydney* campaign, as the region was not highlighted in the Destination NSW campaign
- The Western Sydney Tourism Awards will be held on 5 September 2025 at Liverpool Catholic Club, with 13 award categories
- Aviation Forum will be held at Campbelltown Catholic Club on 30 May 2025. Panel will include Destination NSW, WSI, aviation experts, QANTAS, and travel agents
- Discussion from members about the lack of representation of businesses from Liverpool with Western Sydney Tourism Taskforce and its board

6. PRESENTATION

6.1 Western Sydney International Airport Update by External Affairs & Communication Manager at Western Sydney International Airport

Highlights:

- Western Sydney International (WSI) Airport is on track to open in late 2026 with QANTAS, Jetstar, Singapore Airlines, QANTAS Freight, Menzies Aviation Cargo, and Dnata. Airline tickets go on sale at the end of this year
- M12 will be completed before the airport opens, but the Metro is 6 months behind. WSI is in discussion with Transport for NSW on alternative options
- WSI Construction update:
 - Terminal 95% complete
 - Airside 99% complete
 - Landside 93% complete
 - Cargo facility 30% complete
- Three phases to Operational Readiness, Activation and Transition:
 - Internal establishment phase
 - Basic trial phase
 - Advanced trial phase



This meeting was recorded for minute taking purposes.
This meeting occurred on MS Teams.

Minutes

- The Federal Government committed to \$1 billion between Leppington to Bradfield City Centre & \$1 billion for Fifteenth Ave, Dnata is investing \$17 million, and the NSW Government and WSI announced a \$16 million Western Sydney International Take-Off Fund

7. PRESENTATION

7.1 Tourism and CBD Update by Visitor Economy and Place Officer

Highlights:

- The Visitor Economy Strategy is being drafted
- Stakeholder consultation findings:
 - Liverpool's cultural diversity and strategic location position it well for growth, particularly in dining, arts, and international education
 - Key challenges include aging infrastructure, safety concerns, and limited nightlife
 - Opportunities lie in leveraging Western Sydney Airport, enhancing international student support, and activating public spaces to build a vibrant, inclusive brand
- The draft vision positions Liverpool as a vibrant and inclusive global city, and the strategy aims to establish Liverpool as a sustainable and globally recognised destination through increased visitation, stronger identity, improved infrastructure, and industry collaboration
- Key pillars focus on marketing, vibrant places, an 18-hour economy, cultural celebration, enabling tourism growth, and stakeholder partnerships
- Committee members raised queries about the community consultation process and participation. Visitor Economy and Place Officer confirmed:
 - Surveys were completed by a diverse range of stakeholders with different perspectives
 - Study NSW and Destination NSW were consulted to ensure that the strategy aligns with their visions

Committee members raised and discussed the following matters:

- The rejuvenation of the CBD and Macquarie Mall, addressing the perception of safety, and activating from the Mall down to the river
- Items to be considered in the Visitor Economy Strategy: Moore Point, dining precincts (designated eat street), potential experiences, tours and music festivals (a Beatles festival similar to Parkes' Elvis Festival), short stay accommodation



This meeting was recorded for minute taking purposes.
This meeting occurred on MS Teams.

Minutes

- Committee representation and not having a representative from the Ingham Institute, which brings in a lot of visitors to the Liverpool area

Action: Invite the Ingham Research Institute to submit an expression of interest to be a community representative member of the Tourism and CBD Committee

8. GENERAL BUSINESS

8.1 Staffing update by Acting Coordinator Innovation Grants and Partnerships

- Coordinator Innovation Grants and Partnerships is going on leave for 12 months. Key contact for the committee:
 - Jessica Walters, Visitor Economy and Place Officer
 - Ph: (02) 8711 7809 or M: 0448 892 199
 - E: WaltersJe@liverpool.nsw.gov.au

8.2 Question raised to clarify who maintains the outdoor dining structures in the Macquarie Mall, noting they are unkempt

Chair advised the Committee that it is the responsibility of Council to maintain, not shop owners, and there hasn't been anything allocated in the budget for cleaning or rejuvenation. Chair will enquire with staff on future plans for maintenance and/or rejuvenation and relay the information to the Committee

9. CLOSE

Meeting closed at 11:51 am

CTTE 03

**Minutes of the Liverpool Local Traffic Committee
Held 21 May 2025**

Strategic Objective	Liveable, Sustainable, Resilient Promote and advocate for an integrated transport network with improved transport options and connectivity
File Ref	176325.2025
Report By	Patrick Bastawrous - Coordinator Traffic and Transport
Approved By	Lina Kakish - Director Planning & Compliance

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Liverpool Local Traffic Committee Meeting held on 21 May 2025.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Liverpool Local Traffic Committee Meeting held on 21 May 2025.
2. Endorse the recommendations in the Minutes.

REPORT

The Minutes of the Liverpool Local Traffic Committee held on 21 May 2025 are attached for the information of the Council.

The minutes contain the following actions or Committee recommendations:

AGENDA ITEMS

ITEM NO: AI 01

SUBJECT: Adams Road, Luddenham - Proposed removal of 3T load limit and road upgrade works

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council approves:

1. Implementation of the signage and line marking plan as indicated in Attachment 1, with exception of the Adams Road and ARRC Access Road intersection which will be considered at a future LTC.

ITEM NO: AI 02

SUBJECT: Proposed subdivision stage 1 & 2 of 1382-1402 Camden Valley Way, Leppington NSW 2179 - Line marking and signage plan

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Traffic Committee defers the matter for further information to be provided

ITEM NO: AI 03

SUBJECT: Edmondson Park - Proposed LANDCOM Precinct 3 Stage 2 Civil and Infrastructure - Linemarking and Signage Plan

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council approves:

1. The implementation of the line marking and signage plan for the proposed LANDCOM development for Precinct 3, Stage 2, as indicated in Attachment 3

ITEM NO: AI 04

SUBJECT: Cartwright Avenue outside Busby Fire Station - Upgrade of central median island

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council approves:

1. The line marking and signage plan for the proposed modification of the central median island and associated works in Cartwright Avenue, as indicated in Attachment 4.

ITEM NO: AI 05

SUBJECT: Australis Avenue between Daintree Drive and Conroy Road, Wattle Grove - Proposed traffic facilities

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council approves:

1. The replacement of the existing crossing with a raised marked pedestrian crossing with associated signage and line marking as indicated in Attachment 5.
2. Modification of the two roundabouts at Conroy Road and Daintree Drive, with associated signage and line markings as indicated in Attachment 5.

ITEM NO: AI 06

SUBJECT: Jardine Drive, Edmondson Park - Line marking and signage plan for the proposed road and culvert upgrade

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes that the Traffic Committee defers the matter to a future Committee meeting

ITEM NO: AI 07

SUBJECT: Graham Avenue, Reserve Road and Grove Street intersection, Casula - Modification of Roundabout

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council approves:

1. The line marking and signage plan for the modification of the roundabout at the intersection of Graham Avenue, Reserve Road and Grove Street, as indicated in Attachment 7.

ITEM NO: AI 08

SUBJECT: Festival of Chariots - Bigge Park, Liverpool CBD

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council approves:

1. The classification of the event as a Class 2 Special Event with all associated conditions including:
 - a. Police approval for the management of road closures as indicated in TCP.
 - b. Advertisement of the event via VMS Boards for at least 7 days prior to the closure.
 - c. The applicant to obtain a Road Occupancy License from the Transport Management Centre.
 - d. Submission of Certificate of Currency for Liability Insurance
 - e. Council liaises with the event organisers, Police and local bus company to ensure that traffic impact of the event is minimised.
 - f. Event organizers will be responsible for community notification via letter box drop to the residents/business that would be affected or advertisement via variable message signs of the event one week prior to the event

ITEM NO: AI 09

SUBJECT: Status Update on LTC Approved Items

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council notes the tabled items that have received LTC approval in the last three-year period as indicated in Attachment 9.

ITEM NO: AI 10

SUBJECT: Items Approved Under Delegated Authority

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

The Council notes the above Delegated Authority applications approved by Council staff under the TfNSW 'Instrument of Delegation and Authorisation' over the two-month period between April 2025 and May 2025.

GENERAL BUSINESS ITEMS

ITEM NO: GBI 01

**SUBJECT: No Left turn into Maryvale Avenue from Hoxton Park
Road – TMP**

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes that the turn restriction is approved, subject to final review and approval by TfNSW.

ITEM NO: GBI 02

SUBJECT: Elizabeth Hills and Cecil Hills - LATM Update

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes the ongoing investigations and collaboration with Council Staff and TfNSW

ITEM NO: GBI 03

**SUBJECT: Major new estate development applications - Traffic
Control measures**

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes that the Council staff will investigate the concerns raised and consult with all relevant internal stakeholders such as Planning, Development assessment and engineering team

ITEM NO: GBI 04

**SUBJECT: Carnes Hill Aquatic and Recreation Centre project - WSIGP
(Western Sydney Infrastructure Grants Program) project**

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes the proposed Carnes Hill Aquatic and Recreation Centre and the discussion. Comments to be forwarded to the design team for further consideration

ITEM NO: GBI 05

**SUBJECT: Maxwells Ave, Ashcroft NSW 2168 - Traffic Calming
Measures**

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes that Council Staff will investigate possible traffic calming measures in Maxwell Avenue and provide the outcome of the assessment to a future Traffic Committee meeting.

ITEM NO: GBI 06

**SUBJECT: George Street, Liverpool, NSW 2170 - Modification of
raised pedestrian crossing, south of Liverpool Court House
and Police Station**

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes the implications of the proposed modifications to the existing pedestrian crossing as part of the George Street and Moore Street Cycleway Project and further discussions will be undertaken between Council and TfNSW

ITEM NO: GBI 07

**SUBJECT: Oliveri Crescent, Green Valley – Conversion of a Bus Stop
to a Bus Zone with supplementary No Parking Restrictions**

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

Council notes that Council Staff will investigate the possible conversion of a Bus Stop to a Bus Zone with supplementary No Parking restrictions on Oliver Crescent

ITEM NO: GBI 08

SUBJECT: Pedestrian Safety Concerns on Speed Street, Liverpool

TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL

That the Council notes the ongoing investigations regarding speed street and further discussions to occur.

FINANCIAL IMPLICATIONS

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

Item	Description	Funding, Indicative Cost and Timing
1	Adams Road, Luddenham - Proposed removal of 3T load limit and road upgrade works	Funding – Developer Funded Indicative Cost – N/A Timing – Subject to Development Program
2	Proposed subdivision stage 1 & 2 of 1382-1402 Camden Valley Way, Leppington NSW 2179 - Line marking and signage plan	Funding – Developer Funded Indicative Cost – N/A Timing – Subject to Development Program
3	Edmondson Park - Proposed LANDCOM Precinct 3 Stage 2 Civil and Infrastructure - Linemarking and Signage Plan	Funding – Developer Funded Indicative Cost – N/A Timing – Subject to Development Program
4	Cartwright Avenue outside Busby Fire Station - Upgrade of central median island	Funding – Council's Capital Budget Program Indicative Cost – \$100,000.00 Timing – Subject to funding allocation
5	Australis Avenue between Daintree Drive and Conroy Road, Wattle Grove - Proposed traffic facilities	Funding – Council's Capital Budget Program Indicative Cost – \$200,000.00 Timing – Subject to funding allocation
6	Graham Avenue, Reserve Road and Grove Street intersection, Casula - Modification of Roundabout	Funding – Council's Capital Budget Program Indicative Cost – \$200,000.00 Timing – Subject to funding allocation
7	Festival of Chariots - Bigge Park, Liverpool CBD	Funding – Organiser Funded Indicative Cost – N/A Timing – Sunday 29 June 2025
8	Status Update on LTC Approved Items	Funding – Operational, Capital, State and Federal Budget Programs Indicative Cost – N/A Timing – Subject to funding allocation
9	Items Approved Under Delegated Authority	Funding – Council's Operational Budget Program Indicative Cost – \$10,000.00 Timing – Subject to funding allocation

CONSIDERATIONS

Economic	Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways. Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.
Environment	Promote an integrated and user friendly public transport service. Support the delivery of a range of transport options.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	NSW Roads Act 1993 Road Transport Act 2013
Risk	The risk is deemed to be Low.

ATTACHMENTS

1. Liverpool Local Traffic Committee - Minutes - 21 May 2025 (Under separate cover)
2. Liverpool Traffic Committee - Agenda - 21 May 2025 (Under separate cover)
3. Liverpool Traffic Committee - Attachment Booklet - 21 May 2025 (Under separate cover)

CTTE 04

**Minutes of the Civic Advisory Committee held on
20 May 2025**

Strategic Objective	Healthy, Inclusive, Engaging Embrace the city's heritage and history
File Ref	187550.2025
Report By	Katrina Harvey - Councillor Executive and Support Officer
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

This report is tabled to present the Minutes of the Civic Advisory Committee Meeting held on 20 May 2025.

RECOMMENDATION

That Council receives and notes the Minutes of the Civic Advisory Committee Meeting held on 20 May 2025.

REPORT

The Minutes of the Civic Advisory Committee Meeting held on 20 May 2025 are attached for the information of Council.

The minutes contain the following actions or Committee recommendations:

Item 4- Confirmation of Previous Minutes held on 1 April 2025

Action:

The Committee requested the amendments to the minutes.

Addendum to minutes:

1. Under Apologies, remove wording '(online)' against Ellie Robertson as she was an apology.
2. Item 5. Civic Awards Policy - Sixth paragraph change the wording to read:

The Civic Advisory Committee move to further discuss the Awards Policy and Charter.

Item 5- Civic Advisory Charter Review

Action:

- QTON- Civic and Executive Services to confirm who makes the decision to recommend and endorse members on the Civic Advisory Committee and to check the policy and confirm that it aligns.
- The Committee requested a standing item to be tabled at each meeting to provide the Committee with visibility of Council matters currently on Public Exhibition with the opportunity to provide feedback through Council consultation avenues.
- The Committee noted a matters register will be prepared for requests to be actioned accordingly.

Civic Awards Policy

Action:

- It was recommended to add to the Civic Awards Policy that the Young Citizen of the year should be invited to attend Mayoral reception events.

Item 6- Update on Status of Resolutions from previous meetings

Action:

- All Item to be included in the matters register for committee to track ongoing progress.

FINANCIAL IMPLICATIONS

None of the actions contained in the minutes will have a financial impact on Council.

CONSIDERATIONS

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

Civic Leadership	Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision-making processes. Deliver services that are customer focused. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	There are no legislative considerations relating to this report.
Risk	The risk is considered within / outside Council's risk appetite.

ATTACHMENTS

1. Minutes of the Civic Advisory Committee Meeting held on 20 May 2025



MINUTES FROM CIVIC ADVISORY COMMITTEE MEETING

20 MAY 2025

COUNCILLORS:

Deputy Mayor Peter Harle
Councillor Fiona Macnaught
Councillor Dr Betty Green

Chairperson
Councillor
Councillor

COMMITTEE MEMBERS:

Stephen Dobell-Brown
Bob Brassell
June Young
Beryl Lucas
Colin Harrington
Alf Vella

Former Councillor
Former Civic Officer
Community Member
Liverpool Quota Inc.
Former Mayor
Former Councillor

COUNCIL ATTENDEES:

Tina Bono (online)
M'Leigh Brunetta (online)
Justine Young
Madison Young
Katrina Harvey

Director – Community and Lifestyle
Manager – Civic and Executive Services
Acting Manager - Civic and Executive Services
Civic and Citizenship Coordinator
Council and Executive Services Officer

APOLOGIES:

Scott McGrath

General Manager – Liverpool Hospital

**OPEN**

Meeting opened at 1.11pm.

1. WELCOME AND ATTENDANCE

Deputy Mayor Harle opened the meeting and welcomed everyone to the meeting.

Deputy Mayor Harle noted the resignation from Ms Ellie Robertson effective immediately. He noted Ms Robertson was part of the Civic community membership, always a good supporter of the committee and it is sad to see her leave.

2. APOLOGIES

Apology was noted from: Scott McGrath, General Manager Liverpool Hospital.

3. DECLARATIONS OF INTEREST

There was no declaration of interest.

4. CONFIRMATION OF PREVIOUS MINUTES HELD ON 1 APRIL 2025

The minutes of the previous meeting were received and noted.

The Committee requested the amendments to the minutes.

Addendum to minutes:

1. Under Apologies, remove wording '(online)' against Ellie Robertson as she was an apology.
2. Item 5. Civic Awards Policy - Sixth paragraph change the wording to read:

The Civic Advisory Committee move to further discuss the Awards Policy and Charter.

Tina Bono- Director Community and Lifestyle noted that a memo will be circulated to all Councillors before the May Council meeting on adopted changes.

Subject to the above amendments the minutes were adopted.

Motion: Moved: Stephen Dobell-Brown Seconded: Bob Brassell

5. CIVIC ADVISORY CHARTER REVIEW

The Manager, Civic and Executive Services presented the updated Civic Advisory Committee Charter to the Committee.

The presentation noted the challenges of the Committee based on feedback and identified improvements, as well as the current purpose and the proposed functions of the Committee.

Discussion occurred on the Charter wording with updates to be incorporated into the draft Charter.

A draft copy of the Charter was provided to all at the meeting to review and provide further feedback prior to the next meeting in July.



Clr Macnaught left the meeting at 2.31pm
Clr Macnaught returned to the meeting at 2.34pm

The presentation was received and noted.

Action:

- A question with notice was taken by the Manager, Civic and Executive Services to confirm who makes the decision to recommend and endorse members on the Civic Advisory Committee and to check the policy and confirm that it aligns.
- The Committee requested a standing item to be tabled at each meeting to provide the Committee with visibility of Council matters currently on Public Exhibition with the opportunity to provide feedback through Council consultation avenues.
- The Committee noted a matters register will be prepared for requests to be actioned accordingly.

CIVIC AWARDS POLICY

Further discussion occurred on the draft Civic Awards Policy and the suggested amendments.

A copy of Mr Brassell's suggested changes and inclusions was copied and provided to all at the meeting.

The Committee agreed to refer the suggested changes to the Manager, Civic and Executive Services, to incorporate into the draft Policy, if necessary, and review it again prior to the next meeting.

The Civic Awards Policy was also discussed at the Governance meeting and comments reflected in the Policy.

Ms Brunetta advised that the draft policy as it stands has already gone on public exhibition for a minimum of 28 days, where community will be asked for feedback on this policy. Concurrently we will continue consultation with the Civic Advisory Committee, the Governance Committee and other groups.

Further discussion focused on the endorsement of Award recipients, noting it was an operational matter in which the CEO should have the final decision rather than it being taken to a Council meeting.

The proposed motion went to a committee vote for the CEO to endorse the recommended Award recipients.

For: Deputy Mayor Harle, Clr Macnaught, Clr Green. Colin Harrington, June Young, Alf Vella, Bob Brassell, and Beryl Young

Against: Stephen Dobell-Brown

The motion was declared CARRIED.

**Action:**

- It was recommended to add to the Civic Awards Policy that the Young Citizen of the year should be invited to attend Mayoral reception events.

6. UPDATE ON STATUS OF RESOLUTIONS FROM PREVIOUS MEETING**6.1. John Edmondson VC Statue**

Following the written update at the April meeting, 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

A written update was provided as follows:

- Update from Mark Hannan, Manager City Planning:

No change from the previous update provided in January 2025. Both Frasers Property Australia and Council are still negotiating the components of the Draft Planning Agreement.

An update will be provided once we are clear when the Draft Agreement is being referred to Council for consideration.

Action:

- Item to be included in the matters register.

6.2. Upgrade of existing sign at Berryman Reserve – Warwick Farm

The Committee recommended that the cost of the upgraded 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.

A written update was provided from Thomas Wheeler as follows:

My understanding is that the brown sign is an RMS sign and is likely related to the Remembrance Drive which runs from Sydney to Canberra along the Hume and Federal Highways to which Berryman Reserve is an identified site. I do not believe these brown signs can be changed beyond what they already include as these are standard Australian Standard signs.

In terms of the bright blue Berryman Reserve sign, this would be the site-specific park sign that we install at all our parks. This could be replaced with something more interpretative; I have done that at other sites including Liverpool Pioneers Memorial Park and Remount Park, but in both those cases I was able to access funds through Parks and Open Space Construction and I am not sure whether they would have the financial capacity next year for a similar approach.

To get something more interpretative, you would be looking at between \$3,000 and \$6,000 depending on size, material and content.



However, it is important to note that regardless of whatever approach we take, the sign would not be big enough to be visible for drivers on the Hume Highway, it would only be for people walking through or past the site and possibly local drivers on the adjacent local road.

Again, it's a road safety issue.

Action:

The Civic Advisory Committee requested a further information of promoting the Cenotaph through the following suggestions:

- Review information on walking tours around Liverpool.
- Seek an update of funds required to include the Cenotaph wording on available signage
- Is any information on the Cenotaph included on a pamphlet or through social media for things to go and see when visiting Liverpool; and
- Seek advice from the Tourism and CBD Committee on what they do to promote Liverpool and provide an update on the things they have in place.
- Item to be included in the matters register.

6.3. Defence not Defiance (Tank Stopper)

Dr Clare Cochrane provided a written update on the stages of the Defence Not Defiance project, which was tabled for the Committee's information, confirming that the installation will be located near the banks of the Georges River near the Casula Powerhouse Arts Centre.

The Committee noted that funds have already been secured for the installation of the Defence not Defiance project.

A Civic event will be held to mark the installation, which is expected to be before the end of the year.

The report was received and noted.

Action:

- Staff to provide further clarification on:
 - What is included in the funding and what has been incorporated in the installation;
 - Confirm the placement of solar lights around the structure;
 - Cost to place a fence around the structure, due to the sharp edges of the artwork; and
 - Request Thomas Wheeler to investigate a grant from the Military, which came out at the end of April 2025, which could assist with additional funding if necessary.
- Item to be included in the matters register.



6.4 Civic Advisory Committee Membership

Received and noted.

Action:

- The Committee 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.

6.5 Order of Liverpool Awards

Received and noted.

Action:

- The Committee noted, once the revised Civic Advisory Charter and Policy is endorsed, the Order of Liverpool and Australia Day Awards campaign will be promoted and distributed to the local businesses and community.

6.6 Seeking Recognition

Received and noted.

Action:

- Community Engagement Officer and the Civic and Citizenship Coordinator will draft a proposal and project brief for the Gift of Time event for review at the July meeting, including a list of community volunteers and those eligible for such nominations, as well as a proposed guest list of those to be invited.

6.7 Liverpool Civic Tower – Liverpool City Council Logo

The significance of placing the Council logo on Liverpool Civic Tower was noted.

Deputy Mayor Harle recalled a montage of photos which showed the Council logo of the squares being placed on the rear of the building on Terminus Street, with the Crest placed in the forecourt near Yellamundie library.

Action:

- A report including costs and possible logo size and placement to be brought back to the July meeting for consideration.

7. GENERAL BUSINESS

7.1 Upcoming Civic Events

Received and noted.

7.2 Resignation of Ms Ellie Robertson

Received and noted.



The Committee expressed their sincere thanks to Ms Ellie Robertson for her valuable input with the Civic Advisory Committee and wished her well in the future.

7.3 Wreath laying for Anzac Day

Discussion of the protocols to follow for Anzac Day wreath laying was received and noted.

The Committee were advised that a Memorandum of Understanding (MOU) had been signed with the RSL Sub-Branch Liverpool allowing Liverpool City Council to lead future Anzac Day events.

The Committee noted the Anzac Day dawn service was well received and attended this year.

Action:

- Further discussion to be held for future Anzac Day event ideas to encourage local schools, girl guides and cadets to attend.

7.4 Australian Citizenship ceremonies

The Civic and Citizenship Coordinator provided an update on upcoming Civic events.

A list of upcoming Australian Citizenship ceremonies was tabled at the meeting.

Action:

- Include a standing item on the agenda of upcoming Civic events.

7.5 Contacting Volunteer Groups

It was noted that a working group of four people will be in contact with Rotary, Liverpool Hospital, State Emergency Services and volunteer groups to help with suggestions for Award ceremonies and committee membership.

It was also noted that Council will be celebrating National Volunteer Week with a ceremony for the local volunteers held this Saturday at the Casula Powerhouse Arts Centre.

Action:

- June Young to email a list of suggested people, including the new Police Commander in Liverpool. Bob Brassell provided a list for reference.

7.6 Request for further updates

The Committee requested updates on the use of the following buildings:

- Memorial School of Arts
- Court House

7.7 Next Meeting

Next meeting is scheduled on Tuesday 1 July 2025, 1.00pm – 3.00pm

CLOSE:

Meeting closed at 3.34pm

QWN 01

Question with Notice - Cllr Ristevski - Legal Fees

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	177063.2025

QUESTION WITH NOTICE

Please address the following:

1. Which Councillors have their legal expenses covered by the ratepayers for the Public Inquiry?
2. How much are the legal fees for each Councillors for the Public Inquiry?
3. Will Council's insurance premiums increase because of this?
4. Is there an excess on the legal fees' insurance claim for Councillors for the Public Inquiry and if so who is paying for this?

Responses (to be provided by Corporate Support)

1. It is not expected that any councillors will have their legal expenses covered by ratepayers for the public inquiry. Councillors and employees of Liverpool City Council are covered under the applicable insurance policy as Insured Persons. Therefore, should any councillor, or employee, attend or participate in the Public Inquiry, the associated legal costs will be met by the insurer, subject to the terms and conditions of the policy.
2. While each Councillor is covered under the relevant insurance policy, with respect to the Public Inquiry, the extent of their individual involvement will ultimately determine the amount of legal fees incurred.
3. Council insures through a mutual arrangement involving 27 councils (Civic Risk Mutual). The cost of management liability insurance will be negotiated in October, so any increase is not known at this time. The following matters can be stated:
 - (a) claims will contribute to the claims history of Civic Risk Mutual and may impact the cost of Management Liability insurance,
 - (b) insurance costs are shared between the 27 members of Civic Risk Mutual,

- (c) contributions for management liability insurance are based on council size,
 - (d) there is no factor included for the claim experience of individual councils, so Liverpool will not have any loading added for these claims.
4. Council is awaiting confirmation from the insurers about this. In some circumstances there may be an applicable excess in respect of claims for cover by councillors for the Public Inquiry. To the extent this is applied, this is met by Council.

ATTACHMENTS

Nil

QWN 02

Question with Notice - Cllr Harte - Payouts

Strategic Objective	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	184593.2025

QUESTION WITH NOTICE

Please address the following:

1. Since 2018, how many staff (excluding the executive level) have received a redundancy, or separation payment, or ex-gratia arrangement, or any other confidential settlement that exceeded one year's gross salary?
2. For each occasion, without identifying each former employee:
 - (a) Can the gross amount of payment be provided?
 - (b) Who authorised the payment?
 - (c) Was legal advice obtained?
 - (d) Were such arrangements reported to Council?

Responses (provided by Corporate Support)

1. **Since 2018, how many staff (excluding the executive level) have received a redundancy, or separation payment, or ex-gratia arrangement, or any other confidential settlement that exceeded one year's gross salary?**

Two (2)

2. **For each occasion, without identifying each former employee:**
 - (a) **Can the gross amount of payment be provided?**
 - (b) **Who authorised the payment?**
 - (c) **Was legal advice obtained?**
 - (d) **Were such arrangements reported to Council?**

Person A

- (a) **Can the gross amount of payment be provided?** *No, confidential under a deed*
- (b) **Who authorised the payment?** *CEO, Dr Eddie Jackson*
- (c) **Was legal advice obtained?** *Yes, legal advice was obtained.*
- (d) **Were such arrangements reported to Council?** *No, operational issue.*

Person B

- (a) **Can the gross amount of payment be provided?** *No, confidential under a deed*
- (b) **Who authorised the payment?** *CEO, John Ajaka*
- (c) **Was legal advice obtained?** *Yes, legal advice was obtained.*
- (d) **Were such arrangements reported to Council?** *No, operational issue.*

ATTACHMENTS

Nil

NOM 01

Michael Wenden Aquatic Leisure Centre

Strategic Objective	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	163409.2025
Author	Peter Ristevski - Councillor

NOTICE OF MOTION

That:

1. Council receive a report showing expenditure on Michael Wenden Aquatic Leisure Centre including:
 - a) Maintenance
 - b) Management of contract
 - c) Capital works
2. The CEO advises when the contract to manage the Michael Wenden Aquatic Leisure Centre is due for renewal.
3. The CEO prepare a report of all metropolitan councils identifying aquatic and leisure centres and identifying if they are operated by council or under a contract.
4. A report be prepared that reviews the viability of bringing the operation of the Michael Wenden Aquatic Leisure Centre in-house including:
 - a) Potential staff costs
 - b) Maintenance of the centre
 - c) Capital works

CHIEF EXECUTIVE OFFICER'S COMMENT

1. In the financial year 2023/24 for Michael Wenden Aquatic centre expenditure breakdown included:

Repairs and Maintenance	\$119,000
Contract Expenses	\$388,000
Capital Works	\$331,000

Council should note however that the Management of Councils Leisure Centres are treated as a collective contract, rather than three standalone agreements. This allows the operator to invest into programs and activities at Wenden from the surpluses generated at Michael Clarke and Whitlam Leisure Centres.

Council predicts that the leisure collective financial performance of the Leisure Centres will provide a financial return to Council in 2026/27.

2. Council undertook a competitive tendering process in 2024. Through that process Council resolved to reject all tender submissions and enter into negotiations with the top two tenderers at its July 2024 Council meeting. Those negotiations are currently being finalised – Council expects a marked improvement in financial performance will result from that negotiation process.
3. Should this motion be endorsed a further report will be provided as the request for information will take considerable commitment from staffing resources to compile.

Council notes preliminary findings from neighbouring Councils:

Council	Operating Model
Wollondilly	Contract Management
Camden	Contract Management
Campbelltown	In-house
Fairfield	In-house
Canterbury	In-house
Blacktown	Operated by Controlled Entity

4. Council engaged Otium Leisure to undertake an investigation into management models in 2018. The Report from Otium recommended the continued operation under a contract management model.

The Report from Otium made an explicit recommendation that Council NOT operate its leisure centres using an in-house model and identified that such a move would inflate operating costs, unnecessarily expose Council to operational risks and provide little benefit to the community.

The Report further recommended that amendments to the contract to provide better financial returns to Council – these recommendations have been included in the proposed contract that is currently being negotiated.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 02	Support for Local Businesses through Tender Loadings in Liverpool LGA
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Strategic Objective	Evolving, Prosperous, Innovative Develop the economic capacity of local businesses and industries
File Ref	167062.2025
Author	Peter Ristevski - Councillor

BACKGROUND

This motion aims to support our local economy, create jobs, and ensure that Liverpool's community benefits directly from the Council's procurement activities.

NOTICE OF MOTION

That Council:

1. Recognises the significant economic challenges facing our community, with Liverpool having one of the highest unemployment rates in the country, and the importance of supporting local businesses to foster economic growth and community resilience.
2. Notes the benefits of prioritising local businesses in Council tenders, including:
 - i. Stimulating local job creation and employment opportunities.
 - ii. Boosting the local economy through increased spending and investment.
 - iii. Strengthening the sustainability and resilience of Liverpool's business community.
3. Resolves to implement a local business loading or weighting system in the tendering process, which provides additional points or considerations for businesses that are based within the Liverpool LGA when bidding for Council contracts.
4. Further resolves to:
 - i. Develop clear criteria and guidelines to ensure transparency and fairness in the tender process.
 - ii. Engage with local businesses and stakeholders to promote awareness and participation.
 - iii. Monitor and report annually on the outcomes of this initiative, including the proportion of council contracts awarded to local businesses and related economic impacts.

5. Calls on the relevant department within Council to commence work immediately to incorporate these considerations into future tenders and to report back to Council within three months on the implementation plan.

CHIEF EXECUTIVE OFFICER'S COMMENT

The procurement policy acknowledges that it has an important role to play in the local economy and is committed to assisting local suppliers engage in business with Council.

Council's procurement standards include a local supplier loading. This loading is applied to local suppliers during a tender process if they can demonstrate they are a local supplier.

A set of criteria questions has been established and is part of the procurement documents.

During a tender process suppliers are required to complete the criteria questions in order to demonstrate they are a local supplier to have the loading applied to their score.

Procurement will establish a process to monitor and report on contracts that are awarded to local suppliers.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 03

Inclusion of Councillors' Political Affiliations on the Council's Website

Strategic Objective	Visionary, Leading, Responsible Place customer satisfaction, innovation and best practice at the centre of all operations
File Ref	167102.2025
Author	Peter Ristevski - Councillor

BACKGROUND

Transparency in local government is fundamental to fostering community trust and ensuring that residents have access to pertinent information regarding their elected representatives. Publishing councillors' political affiliations aligns with best practices in governance transparency and supports an open, accountable local democracy.

NOTICE OF MOTION

That:

1. The Council's official website, under the "Councillors" tab, include a clear indication of each Councillor's political affiliation.
2. Council further resolves that the Council's Communications Department be tasked with implementing this update promptly and that ongoing reviews be conducted to ensure the accuracy and currency of this information.
3. Council notes that this initiative promotes transparency and accountability by providing residents with accessible information about their representatives' political alignments.
4. Council recognises that such transparency can:
 - i. Enhance community trust in local governance.
 - ii. Enable residents to make more informed decisions when engaging with their representatives.
 - iii. Foster a greater understanding of the political landscape within the Council.
 - iv. Support informed debate and civic participation.

CHIEF EXECUTIVE OFFICER'S COMMENT

Currently political party affiliation for Liverpool City Councillors is not displayed on the Councillor index page on Council's website or the downloadable Councillor contact sheet.

Councillors are welcome to include their political party affiliation in their bios published on the Council website, as some opted to do in the vox pop videos. A bio has been requested from all Councillors to be published on the Council website.

For reference, the table below displays the approach taken by a sample of Sydney metropolitan Councils in displaying the political affiliation of Councillors.

COUNCIL	COUNCILLOR POLITICAL AFFILIATION ON WEBSITE
City of Sydney	Noted only in some councillor bios
City of Parramatta	Listed on website
Blacktown City Council	Not listed on website
Camden Council	Not listed on website
Campbelltown City Council	Listed on website for all Councillors except for the Mayor and Deputy Mayor
Canterbury Bankstown Council	Listed on website
Cumberland City Council	Listed on website
Fairfield City Council	Not listed on website
Sutherland Shire Council	Listed on website
Penrith City Council	Not listed on website
Randwick City Council	Listed on website
Wollondilly Shire Council	Not listed on website
Wingecarribee Shire Council	Not listed on website

Any change to the Councillor index page on the Council website or the downloadable Councillor contact sheet would be a decision for Council.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 04	Provision of Food and Snacks for Public Attendees at Liverpool Council Meetings
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Strategic Objective	Visionary, Leading, Responsible Place customer satisfaction, innovation and best practice at the centre of all operations
File Ref	176764.2025
Author	Peter Ristevski - Councillor

BACKGROUND

Community engagement is a cornerstone of effective local governance. By providing food and snacks at council meetings, we can remove barriers to attendance, such as time constraints or lack of refreshments, and demonstrate our commitment to fostering an inclusive and welcoming environment for all residents.

NOTICE OF MOTION

That Council resolves to:

1. Implement the provision of light refreshments, including food and snacks, for members of the public attending council meetings to promote greater community engagement and ensure accessibility for all residents;
2. Allocate the necessary funds for this initiative from the existing budget designated for dinner provisions for councillors attending evening meetings. This reallocation will ensure the initiative is cost-effective and sustainable without requiring additional expenditure;
3. Recognise that offering food and refreshments during meetings encourages increased attendance, participation, and a sense of welcome among community members, thereby strengthening democratic processes within our city; and
4. Establish a process to ensure that the provision of food and snacks is managed efficiently, hygienically, and in accordance with health and safety standards.

CHIEF EXECUTIVE OFFICER'S COMMENT

Currently, Council provides basic refreshments to members of the public attending Council meetings, including water, tea, coffee, and packaged biscuits. There is no allocated budget for catering beyond these provisions.

Furthermore, Council typically does not receive advance confirmation of attendee numbers, nor information regarding cultural preferences or specific dietary requirements. This presents logistical challenges in accommodating more extensive catering arrangements.

Should an expanded catering provision be endorsed, it would be necessary to consider appropriate budget allocation as well as protocols to address dietary, cultural, and logistical requirements.

FINANCIAL IMPLICATIONS

Costs associated with this recommendation are outside of Council's current budget and long-term financial plan.

ATTACHMENTS

Nil

NOM 05

Reimbursement and Accountability for Council-Related Event Attendance

Strategic Objective	Visionary, Leading, Responsible Place customer satisfaction, innovation and best practice at the centre of all operations
File Ref	178173.2025
Author	Peter Ristevski - Councillor

BACKGROUND

Non-attendance at official events, despite acceptance of tickets, can reflect poorly on the Council's reputation and undermine public trust. To uphold transparency, accountability, and professionalism, it is essential to establish clear expectations and consequences regarding attendance at such events.

I propose the following motion as such actions are necessary to maintain the integrity and reputation of Council and to prevent bring the Council into disrepute.

NOTICE OF MOTION

That Council:

1. Implement a policy whereby any Councillor who RSVP'd to attend an event and Council subsequently purchases a ticket on their behalf to attend the event but does not attend the event without valid reason, they shall be responsible for reimbursing the full cost of the ticket to Council;
2. Direct the Chief Executive Officer to develop and implement guidelines and procedures to ensure compliance with this Policy;
3. Request the CEO to communicate this Policy to all Councillors; and
4. Require that the Councillor formally apologises to the hosting organisation for their non-attendance and gets reported at the next scheduled Council meeting.

CHIEF EXECUTIVE OFFICER'S COMMENT

Council recognises the importance of maintaining transparency, accountability, and professionalism in all aspects of its public representation, including attendance at official events. Non-attendance at official functions particularly where tickets have been accepted can impact the perception of Council's integrity and may lead to reputational risk.

Establishing clear expectations around attendance at official events is a reasonable measure to support Council's commitment to good governance. However, any proposed framework should consider individual circumstances, ensure procedural fairness, and align with Council's adopted Code of Conduct.

Should Council wish to proceed with this motion, further work would be required to define the scope of "official events," the nature of accepted invitations, and appropriate accountability measures. This would ensure any policy or protocol developed is balanced, enforceable, and consistent with legislative and ethical obligations.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil