

ATTACHMENT BOOKLET

ORDINARY COUNCIL MEETING
23 JULY 2025

BOOK 2

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Department of Planning, Housing and Infrastructure

Gateway Determination

Planning proposal (Department Ref: PP-2024-1920): New Liverpool Local Environmental Plan

I, the Executive Director at the Department of Planning, Housing and Infrastructure, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Liverpool Local Environmental Plan 2008 to prepare a new Liverpool Local Environmental Plan should proceed subject to the following :

The LEP should be completed on or before 27 August 2026.

Gateway Conditions

1. Prior to exhibition, the planning proposal including mapping and supporting documentation is to be amended and forwarded to the Minister under s 3.34(6) of the Act as below-
 - a. Remove relevant references and mapping for-
 - i. Rezoning of R3 medium density residential to R2 Low Density Residential for land at Moorebank, Carnes Hill Centre, Wattle Grove, Prestons and Cecil Hills
 - ii. Rezoning of R4 High Density land identified as smaller scale local centre, faced interface issues and are located out of a centre area.
 - iii. All commercial land amendments which seek to reduce height and, as a consequence, floor space ratio.
 - iv. Endeavour Energy Sites rezoned under PP-2024-1481
 - v. 27 Willowie Way, Pleasure Point
 - b. Update description and/or mapping-
 - i. Include a note that the draft proposed clauses will be subject to legal drafting and may alter under this process.
 - ii. Address inconsistency with Ministerial Direction 4.4 Remediation of Contaminated Land by confirming that the residential zoned sites proposed to be rezoned for higher density were not subject to land uses or activities which may cause contamination
 - iii. Update discussion for new provisions-
 - Public Art Installation
 - Urban Heat
 - Waste as Essential Service

- iv. Remove all references to Build-to-rent as a land use under the Land use table
- v. Ensure that the indicated number of Council owned land parcels to be rezoned to recreation zone is consistent
- vi. Include amendments requested by Transport for New South Wales (TfNSW) for
 - 300-304 and 318-324 Hume Highway Liverpool and 310-316 Hume Highway, Liverpool
 - Gimes Park - 27, 29, and 37 Grove Street Casula, and Lot 100 DP880218

In this regard, include TfNSW's request as part of the public exhibition package.

- vii. Amend description rectifying discrepancy in zoning reference for proposed RE2 Private Recreation zoned land at Moorebank area (table 84 of the mapping report)
 - viii. Include mapping of all privately owned land proposed for acquisition
 - ix. Include mapping for Middleton Grange and Edmonson Park under clause 7.11 Minimum Dwelling Density provision
 - x. Include mapping for all new land proposed under clause 7.25 Food and drink premises and shops on certain land in Zone E1 provision
 - xi. Confirm and provide further details (if relevant) on associated development standards proposed to be amended for Moorebank Voluntary Acquisition Scheme
 - xii. Relocate items under table 32 of the mapping report to a relevant section (housekeeping) and provide proposed mapping for each item at
 - Leacocks Lane, Casula
 - 73 Woodlands Road, Liverpool
 - Bernera Road, Prestons
2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
- (a) the planning proposal is categorised as principal as described in the *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023) and must be made publicly available for a minimum of 30 working days; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023).

- (c) Council is to write to all affected landowners providing notice of the proposal and public exhibition for any proposed amendments associated with:
- a. Transport for NSW land at Gimes Park
 - b. Privately owned land identified for acquisition
3. Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9 of the Act:
- Department of Climate Change, Energy, the Environment and Water – Environment and Heritage
 - Department of Climate Change, Energy, the Environment and Water – Water
 - Transport for NSW
 - Sydney Water
 - WaterNSW
 - Department of Planning, Housing and Industry- Western Sydney Aerotropolis
 - Western Sydney International Airport
 - Civil Aviation Safety Authority (CASA)
 - NSW Health
 - Adjoining Councils
- Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 40 working days to comment on the proposal.
4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
5. As part of the post exhibition package submitted to the Department for the LEP finalisation, Council is to include –
- a. a draft DCP for Medium Density development on corner lots
 - b. discussion on the consultation outcome for the TfNSW requested land rezoning at Casula

Dated 22 April 2025



Daniel Thompson
A/Executive Director
Local Planning and Council Support
Department of Planning, Housing and
Infrastructure

**Delegate of the Minister for Planning and
Public Spaces**

Council Report & Resolution: Draft Principal Planning Proposal to establish a new LEP

29 May 2024

PLAN 05	Draft Principal Planning Proposal to establish a new Liverpool Local Environmental Plan
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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	152161.2024
Report By	Luke Oste - Coordinator Strategic Planning
Approved By	Lina Kakish - Director Planning & Compliance

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 2 February 2022, Council endorsed the “100-Day Plan” which included the following commitments to reform the *Liverpool Local Environmental Plan 2008* (LLEP 2008):

- “Start the process to create a new Liverpool LEP as a matter of urgency”; and
- “Prepare a Planning Proposal to lower the height of buildings development standards in the Liverpool Local Environmental Plan 2008 down to 12 metres in Carnes Hill, Casula, Cecil Hills, Chipping Norton, Green Valley, Hammondville, Prestons and Wattle Grove”.

Since this Resolution of Council, significant work has been undertaken to prepare the Principal Planning Proposal (**Attachment 1**). This includes Councillor workshops, preliminary engagement with the community, stakeholders and the development industry, as well as additional investigations such as design and feasibility testing to support the new Local Environmental Plan (LEP).

The primary objective of the Principal Planning Proposal is to establish a new Liverpool Local Environmental Plan, in alignment with the strategic vision of the Western City District Plan (District Plan) and Liverpool’s Local Strategic Planning Statement (LSPS) ‘*Connected Liverpool 2040*’. This takes into account numerous short and medium term actions within Liverpool’s Land Use Strategies (i.e. Local Housing Strategy, Centres and Corridors Strategy, and Industrial and Employment Lands Strategy).

The new LEP has been informed by community consultation, which occurred during the development of the LSPS and land use strategies listed above, as well as early community engagement conducted as part of the LEP Review process.

The new LEP considers the current planning context of the broader Liverpool LGA, such as the:

- extensive controls introduced by Amendment 52 to enable the development of Sydney's third CBD in the Liverpool City Centre;
- significant growth of the greenfield areas such as Austral, Leppington North and Edmondson Park; and
- need for housing diversity within suburban areas to assist with affordability.

The new LEP proposes varying land use zones, development standards and local provision clauses in comparison to the LLEP 2008. This includes changes relating to Residential, Commercial, Industrial, Environmental, Recreational and Infrastructure zoned land, as well as miscellaneous and housekeeping matters. It is noted that certain aspects of the LLEP 2008 are intended to be transferred into the new LEP. The key differences in comparison to the LLEP 2008 are noted within this Report.

Recommendations for the new LEP has been informed by additional investigations by Mecone, Smith & Tzannes, and Atlas Economics. A Residential Land Investigation (**Attachment 2**), Commercial Lands Investigation (**Attachment 3**) and Industrial Lands Investigation (**Attachment 4**) were conducted to review the impacts of amendments proposed within the exhibited Scoping Report, as well as to provide feasibility and design testing of the proposed changes, and to refine recommendations for development standards under the new LEP.

The Principal Planning Proposal was presented to the Liverpool Local Planning Panel (LPP) on 21 December 2023. The LPP were supportive of the principles for the new LEP, as well as the scoping, consultation and analysis undertaken. Further discussion on the recommendations from the Panel is provided in this Report.

Since the LPP on 21 December 2023, the Principal Planning Proposal for a new Liverpool Local Environmental Plan was presented to the Ordinary Meeting of Council on 28 February 2024. The item was deferred to enable facilitation of a further workshop for Councillors on the Draft Proposal.

Following the workshop, the item was referred and subsequently deferred at the Ordinary Meetings of Council on 27 March 2024 and 24 April 2024.

It is strongly recommended that the Principal Planning Proposal is endorsed by Council. Following Council endorsement, the Planning Proposal would then be submitted to the Department of Planning, Housing and Infrastructure (DPHI) for a Gateway determination.

Subject to a favourable Gateway decision, this would enable further community engagement to occur across the Liverpool LGA. The outcomes of further engagement would subsequently be reported to Council prior to finalisation.

RECOMMENDATION

That Council:

1. Notes the advice of the Liverpool Local Planning Panel;
2. Endorses the Principal Planning Proposal to establish a new Liverpool Local Environmental Plan;
3. Forwards the Principal 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;
4. Subject to Gateway determination, undertakes public exhibition and community consultation in accordance with the conditions of the Gateway determination, the Liverpool Community Participation Plan 2022, *Local Government Act 1993* and the LEP Review Community Engagement Strategy;
5. Receives a further Report on the outcomes of public exhibition period; and
6. Delegates to the CEO (or delegate) to amend the Principal Planning Proposal and attachments for any typographical and other minor errors / amendments if required.

REPORT**BACKGROUND INFORMATION**

Following the establishment of Council's Local Strategic Planning Statement (LSPS) in 2020, Land Use Strategies and the Phase 1 Liverpool Local Environmental Plan (LEP) Review which occurred from 2018 to 2021, the progression of the Phase 2 LEP Review, has occurred as follows:

- **February 2022:** Council endorsed their commitment to “*Start the process to create a new Liverpool LEP as a matter of urgency*”;
- **May - June 2022:** Councillor bus tour and four workshops to determine the scope and priorities for the new Local Environmental Plan (LEP);
- **July 2022:** Endorsement of LEP Review Principles by Council;
- **August 2022:** Endorsement of the LEP Review Scoping Report for public exhibition and agency consultation;
- **September - November 2022:** Public Exhibition of the LEP Review Scoping Report;

- **October 2022:** Medium Density Housing Workshop with development industry and stakeholders;
- **March 2023:** Post-Exhibition Report to Council deferred for further discussion regarding height of buildings for commercial areas;
- **April 2023:** Post-Exhibition Report to Council detailing outcomes of the exhibition period;
- **February - August 2023:** Procurement processes to engage a Consultant to undertake additional investigations to support the Planning Proposal;
- **August - November 2023:** Additional investigations including yield, feasibility and design testing undertaken by Mecone, Smith & Tzannes, and Atlas Economics. Refer to the Residential, Commercial and Industrial Lands Investigations at **Attachments 2, 3 and 4**;
- **November 2023:** Preparation of the Principal Planning Proposal and attachments;
- **December 2023:** Presentation of the Principal Planning Proposal to the Local Planning Panel (LPP). Refer to **Attachment 17** for the LPP Report, which includes additional information regarding the outcomes of Mecone's investigations, including design and feasibility testing;
- **February 2024:** Principal Planning Proposal for a new Liverpool LEP was presented to Council at the Ordinary Meeting of Council on 28 February 2024 and the matter was deferred for a further workshop;
- **March 2024:** Further Councillor Workshop on the new Liverpool LEP was held on 11 March 2024. The matter was rereported to the Ordinary Meeting of Council on 27 March 2024 for Council consideration and again deferred;
- **April 2024:** The matter was rereported to the Ordinary Meeting of Council on 24 April 2024 for Council consideration and again deferred; and
- **May 2024:** A further Councillor briefing on the LEP Review Project was undertaken at the May Governance Committee Meeting on 14 May 2024.

Refer to **Attachment 10** for consolidated Council Reports and Resolutions, which contains detailed background information at each stage of the LEP Review process.

Principal Planning Proposal

The Principal Planning Proposal (**Attachment 1**) has been prepared in accordance with the DPHI's Local Environmental Plan Making Guideline. The objectives of the Principal Planning Proposal are to:

1. Establish a new Liverpool Local Environmental Plan, in alignment with the strategic vision of the Western City District Plan (District Plan) and Liverpool LSPS '*Connected Liverpool 2040*';
2. Implement endorsed Liverpool Land Use Strategy actions; and
3. Repeal the *Liverpool Local Environmental Plan 2008* (LLEP 2008).

The intended outcomes of the Principal Planning Proposal are outlined by the LEP Principles for residential, commercial and industrial land, as endorsed by Council at its Ordinary Meeting of Council on 27 July 2022. This is to ensure a consistent approach to land uses within the new LEP. Refer to the Local Planning Panel Report for a summary of the LEP Principles (**Attachment 17**).

The Planning Proposal justifies the new LEP against all relevant legislation, plans, strategies and Ministerial Directions, and the proposed legislation is shown to have site-specific and strategic merit.

It is recommended that the Planning Proposal be submitted to the Department of Planning, Housing and Infrastructure (DPHI) seeking a Gateway determination, which would enable a formal consultation period to occur for further engagement with the community, industry and stakeholders.

Whilst the Planning Proposal is for a new Liverpool LEP, for the purposes of this Report, the proposed amendments have been detailed in comparison to the LLEP 2008.

Residential Land

The LEP Principles for residential land are focused around locating higher density near centres and transport, enabling a transition between high and medium density zones, encouraging medium-density housing and protecting the character of low-density neighbourhoods.

- 

1 Encourage high density residential development around the City Centre, Town Centres and transport corridors
- 

2 Facilitate appropriate transitions from R4 High Density to R3 Medium Density Residential
- 

3 Promote high quality medium density residential development near centres
- 

4 Incentivise Medium Density housing to create housing diversity
- 

5 Protect suburban character of low-density areas

Figure 1 - Five Priorities for Residential Land (Exhibited Material)

A summary of the proposed changes is provided below. For a detailed explanation of the new provisions, refer to **Attachment 1** 'Principal Planning Proposal' or **Attachment 17** 'Local Planning Panel Report'.

Mecone's Residential Lands Investigation at **Attachment 2** also details the findings of the design and feasibility testing of the proposed amendments. The LEP currently has a latent capacity of 31,825 new residential dwellings. The new LEP will enable capacity for 41,250 new residential dwellings within the LEP application area (p88 **Attachment 2**). It is noted this figure includes a 'loss' of 7,450 dwellings which is no longer proposed as part of the LEP Review (details in low density section below).

High Density Residential Summary

- Height of Buildings of R4 High Density Residential land is to be lowered to 12m (as per the Scoping Report). This is to occur in Moorebank (currently 12m, 15m and 18m), Casula (currently 12m, 15m and 18m), Green Valley (currently 12m and 15m), and Ashcroft (currently 18m). This is to enable a three-storey built form in suburban areas.
- The new LEP will include exceptions to the 12m Height of Building limit, including in Liverpool (12m-77m), Warwick Farm (21m-35m), Miller and surrounding Busby/Sadlier (15m-21m), Edmondson Park (15m-21m), Lurnea and Cartwright (12m-18m).
- Floor Space Ratio of 0.9:1 is proposed to all R4 High Density and R1 General Residential land with a HOB of 12m (increased from 0.75:1 under the LLEP 2008), in accordance with Mecone's recommendations.
- Apply the R4 High Density Residential zone to 'Edmondson Park Villages' (currently R3), as per the Scoping Report, to reflect their intended use for shop top housing.
- Apply the R3 Medium Density Residential zone to certain R4 High Density Residential land where interface issues would occur. This is proposed for certain land in Liverpool, Casula, Green Valley, Lurnea and Cartwright (as per Scoping Report).
- Apply the R3 Medium Density Residential zone to certain R4 land in Ashcroft and Chipping Norton (as per Scoping Report) to limit out of centre development which doesn't align with the infrastructure of the area.

Medium Density Residential Summary

- The new LEP will continue to permit dwelling houses, semi-detached dwellings, attached dwellings and multi dwelling housing. It is proposed that dual occupancies are included as permissible uses in the R1 and R3 zones, with a lot size requirement of 550sqm (overriding the Complying Development size of 400sqm). This still allows for approximately 60% of lots within the R3 zone to undertake Complying Development.

- Additional R3 zoned land is proposed to a certain part of Chipping Norton, in the vicinity of the Local Centre.
- A 9m Height of Building is proposed to align with *SEPP (Exempt and Complying Development Codes) 2008*. This would enable two-storey built form, potentially with a third storey attic space.
- As recommended by Mecone, a nil FSR is proposed for the R3 zone. This will recognise the diversity in FSR which can be achieved depending on the type of housing, and assist in improving feasibility of different dwelling types. Guidance on FSR can be provided in a DCP. In lieu of the FSR standard, it is proposed that a 25% site landscaping standard is applied to control building footprint and reinforce the value of permeable ground for landscaping.
- A 200sqm lot size for Torrens Title subdivision is proposed to encourage redevelopment of single sites. No size limit is proposed for strata subdivision.
- Recent development within the R3 zone is mainly new single dwellings, and this is a significant constraint in the delivery and feasibility of medium-density housing. Therefore, a minimum lot size of 400sqm is proposed in the R3 zone for new single dwellings. This will deter from the development of single dwellings in medium-density areas, resulting in improved housing diversity and choice.
- Design testing found that corner sites and block ends (see Figure 2) can be amalgamated to facilitate mid-rise medium density forms, such as terraces and/or small scale apartments. The new LEP is proposed to include a bonus provision, which enables 11.5m HOB, 10% landscaping, and additional permitted use of Residential Flat Buildings, where amalgamation occurs resulting in 25m frontages to each street, and a minimum of 1,000sqm. This would enable three-storey built form, and is subject to a Development Control Plan.
- A summary of medium density development standards is provided in Table 1:

Table 1: Proposed Medium Density Development Standards in comparison to LLEP 2008

Development Standards	LLEP 2008	New LEP
Height of Building	8.5m	9m
Floor Space Ratio	Generally 0.55:1	Nil
Landscaping	Nil	25%
Lot Size Medium Density (Torrens)	Generally 250sqm	200sqm
Lot Size Single Dwellings	300sqm	400sqm
Corner / End Block Sites	Nil	Bonus provisions for amalgamation

- Mecone provided recommended controls for a supporting Development Control Plan for these medium-density uses. It is anticipated a supporting DCP amendment will be exhibited as part of the Planning Proposal, however will be subject to the outcomes of the DPHI Gateway process. Refer to p75-78 of **Attachment 2**.
- It is noted that the complex 'Area 1, 2, 3' provisions are proposed to be removed from the LEP. A two year savings provision is proposed for the R1 General Residential zoned areas of Middleton Grange and Edmondson Park, as a small quantity of remaining development is still utilising these provisions.



Figure 2: Examples of Corner and End Blocks (Mecone 2023)

Low Density Residential Summary

- As per the Scoping Report, the R2 Low Density Residential zone is to apply to certain areas currently zoned R3 or R4, to reflect their current and likely future low-density character. This is proposed in Wattle Grove, Carnes Hill, Moorebank, Prestons, Cecil Hills and Hinchinbrook.
- The zone will continue to permit dwelling houses, semi-detached dwellings and attached dwellings (similar built form to dual occupancies and terraces) within this zone. Dual Occupancy and Multi Dwelling Housing is not proposed within this zone, as Complying Development pathways are not appropriate in low density areas where there is poor infrastructure provision and sensitive local constraints. Shop top housing and neighbourhood shops are proposed to deliver minor retail in these 'retail cold spots'.

- A Minimum Lot Size of 400sqm (for new single dwellings) is generally proposed for the R2 zone (generally 300sqm under the LLEP 2008). Where certain areas contain alternative lot sizes under the LLEP 2008 (e.g. Warwick Farm, Hoxton Park have 450sqm), these are to be retained.
- Semi-detached and attached dwellings in R2 Low Density zones are proposed to retain the 300sqm lot size requirement. This means that these low scale, medium-density uses can continue on 300sqm lots (i.e. a 600sqm lot can undertake a semi-detached DA). This has been proposed following Mecone's investigations, and will overcome the 'loss' of 7,450 dwellings (**Attachment 2**, p49) factored in Mecone's assessment of the lot size change above.
- The height of building control is to remain at 8.5m, and Floor Space Ratio of generally 0.5:1 for this zone. This is a two-storey built form.

Commercial Land – Liverpool City Centre

In relation to activating the Liverpool City Centre in a post-Covid economy, the following amendments are proposed to Clause 7.5A (which enables a bonus height and floor space ratio to certain developments in the City Centre):

- **Reduced Commercial Gross Floor Area (GFA):** Reduction of 20% GFA requirement for commercial uses to minimum of 15% GFA, to achieve the bonus development standards. The market can still exceed the 15% requirement if demand is present.
- **Inclusion of Build to Rent:** Introduction of Build to Rent (BTR) to be classified as a 'commercial use', to achieve the bonus development standards as per this clause.
- **Clause 4.6 Variation:** Removal of this Clause as a prohibition of Cl. 4.6 Exception to Development Standards, to enable flexibility where minor variations can be accommodated to the site size and street frontage requirements specifically.
- **New Area for Liverpool Hospital:** Expansion of 'Area 9' provision to land directly west of the Liverpool Hospital (see Figure 3). This area contains the recently-gazetted Private Hospital, which contains similar development standards as the bonuses within Area 9 (Cl. 7.5A).

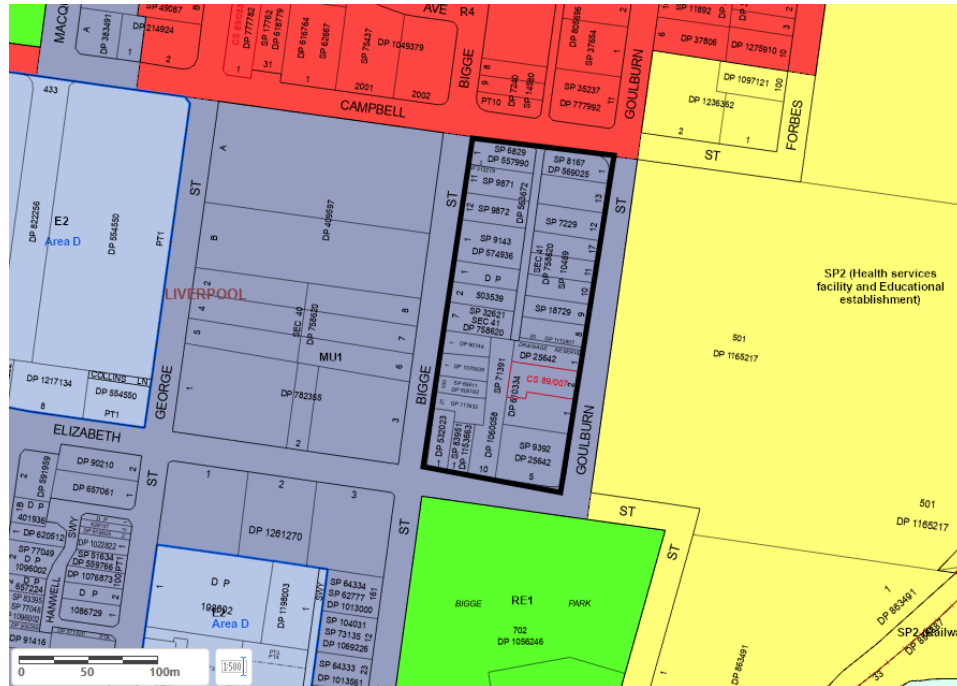


Figure 3: Additional 'Area 9' provisions marked in black

Commercial Land – Other Centres

Mecone recommended not to progress with the proposed changes to building heights in centres outside of the Liverpool CBD as it would limit opportunities for sites to renew and provide local employment and enhanced retail opportunities. Despite this, in accordance with Council's previous resolutions and the 100-day Plan, a reduction in the Height of Buildings (HOB) to certain commercial centres is proposed. Mecone provided the following recommendation if the height reduction is to proceed:

If Council wishes to progress the proposed reduction in building height, then:

- For centres where a 10m height is proposed, the height should be increased to 11.5 or 12m to better accommodate three (3) storeys and a FSR of 1.3:1 adopted.*
- For centres where a 12m height is proposed, a FSR of 1.3:1 should be adopted.*
- For centres where a 15m height is proposed, a FSR of 1.4:1 should be adopted.*

Therefore, most commercial centres and corridors are to generally apply the development standards of 12m HOB and 1.3:1 FSR. Refer to **Attachment 8** 'Comparison to LLEP 2008 Mapping' for a list of existing and proposed development standards for each centre and corridor in the LEP application area.

These standards would enable a low-rise shop-top housing form which can activate the street frontage with retail and provide opportunities for smaller apartments on the second and third storeys (see Figure 4).

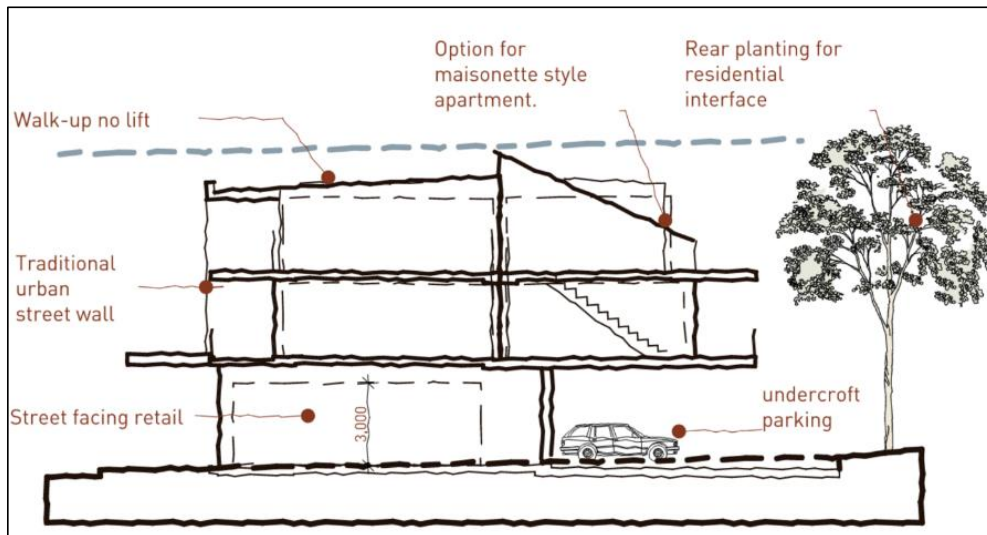


Figure 4 - Shop-top cross section (Mecone 2023)

The following areas are proposed to be exceptions to the 12m HOB application. These areas are to generally retain existing development standards as per the LLEP 2008 (or will reduce HOB to align with the surrounding high-density area):

- Liverpool City Centre MU1 Mixed Use zone;
- Miller Town Centre;
- Local Centres of Holsworthy and Middleton Grange;
- Warwick Farm Neighbourhood Centres (Goulburn St and Mannix Pde);
- Cartwright Neighbourhood Centre on Hoxton Park Road (reduced HOB to match R4);
- Stand Alone Centres of Flowerdale Road, Casula and Prestons Woolworths on Hume Highway, and Orange Grove;
- Business Corridors of 240 Governor Macquarie Drive, Warwick Farm and 124 & 146 Newbridge Rd, Moorebank; and
- Bulky Goods Centres of Casula Crossroads and Sappho Road Warwick Farm.

Industrial Land

Across the 11 industrial precincts in the LEP application area, the industrial land use zones are to be retained.

Within the Industrial Lands Investigation (**Attachment 4**), Mecone recommended the consistent application of Nil FSR, as height and setbacks can be used to manage the bulk of proposed development on a site. It also noted that the specification of an FSR, especially a low FSR of 0.75:1 can be a perceived barrier to development. This recommendation has been supported, and Nil FSR is proposed across the Precincts (except Cecil Park, which will retain its FSR and the Nil HOB standards for this site, due to a recent Planning Proposal).

Mecone recommended the consistent application of an 18m HOB to sites currently with 15m HOB, to ensure consistency with the development standards within *SEPP (Exempt and Complying Codes) 2008*. This means the HOB has been increased within certain parts across nine industrial precincts. The other existing heights under the LEP are proposed to be retained in the new LEP.

Mecone recommended not proceeding with the 1,000sqm lot size for certain industrial land (as per the Scoping Report), as this would lead to further land fragmentation and adverse traffic implications with heavy vehicles being unable to leave the site in a forward direction. Instead, Mecone's recommendation for a standard 8,000sqm lot size (compared to the existing 2,000sqm) is proposed for all industrial precincts. Strata subdivision would still be permitted, however the increased lot size will retain large floorplates for future development (e.g. multi-storey warehousing which requires large lots).

An additional local provision for 10% landscaping is proposed for industrial development, following the advice of the Local Planning Panel. This aligns with landscaping controls stipulated within the Liverpool Development Control Plan.

Environmental Land

The early community engagement period found that the protection of the environment and management of urban heat were the top priorities for the community. Therefore, the following environmental matters are to be progressed (as per the Scoping Report):

- **Terrestrial Biodiversity Map & Clause:** A new map and clause will protect native flora and fauna. This will replace the outdated (from pre-1997) Environmentally Significant Land map and clause in the LLEP 2008. The new provisions are informed by the *Liverpool Biodiversity Study 2019 (Attachment 11)* and would work in the same way as the existing LEP provisions, by restricting Complying Development on the site, to ensure an assessment via a Development Application occurs.
- **Environmental Clauses:** The new LEP will contain the following new clauses, which will ensure environmentally friendly and sustainable development under the new LEP:

Recycled Water, Stormwater and Water Sensitive Urban Design, Waste as essential service, Urban Heat and Landscaping.

Recreation Land

The LLEP 2008 land use zone map has been reviewed to update recreation zones in the new LEP. Updates are generally housekeeping in nature, and include:

- **Council Owned Land:** Apply the RE1 Public Recreation zone to 363 Council owned sites, which are classified as Community Land (refer to **Attachment 12**). This will accurately reflect the current and/or intended future use of the site as public open space.
- **Pocket Parks:** Apply the RE1 Public Recreation zone to certain sites identified as future pocket parks within the Liverpool Public Domain Masterplan (as per Scoping Report).
- **Moorebank Voluntary Acquisition Scheme:** Apply the RE1 Public Recreation zone to sites acquired by Council under the Scheme along the Georges River.
- **Anomalies and errors:** Minor amendments to remove the application of the RE1 Public Recreation zone as noted in the Recreation Section of **Attachment 8** 'Comparison to LLEP 2008 Mapping'.
- **RE2 Private Recreation:** Minor changes are proposed regarding RE2 Private Recreation zoned land, as noted in the Recreation Section of **Attachment 8** 'Comparison to LLEP 2008 Mapping'.

Infrastructure Land

The SP2 Infrastructure zone and Land Reservation Acquisition layer of the LLEP 2008 has been reviewed, to ensure updated provisions under the new LEP. Changes are generally housekeeping in nature and include:

- **Land Acquisition Mapping Review:** Refer to **Attachment 13** 'Land Acquisition Layer Review' which identifies all parcels required for land acquisition in the new LEP. Sites which have been acquired by Council or Transport for NSW have been removed from mapping. Acquisition markings yet to be acquired are retained on maps, and new acquisition markings are proposed when required by the land use zone (i.e. RE1 Public Recreation). It is noted that not all existing and proposed marking are mapped within a Contributions Plan, however the Contributions Plan will be reviewed following the LEP, to ensure alignment where needed.
- **Endeavor Energy & Sydney Water Sites:** In consultation with relevant agencies, 10 Endeavour Energy sites and seven Sydney Water sites are to be zoned SP2 Infrastructure, to reflect their current and future intended uses.

- **Council Drainage:** 18 Council-owned parcels of land to be rezoned to SP2 Infrastructure (Drainage) as it is used for drainage purposes (refer to **Attachment 12**).
- **Transport for NSW Sites:** Additional consultation occurred in early to mid-2023 regarding TfNSW-owned sites. The following land owned by TfNSW and zoned SP2 Infrastructure is requested to be relinquished and rezoned to adjoining land uses (refer to **Attachment 8** 'Comparison to LLEP 2008 Mapping').
 - 27, 29 & 39 Grove St, Casula: TfNSW noted this is surplus land which is no longer required to be acquired as it is outside of their dedicated infrastructure boundary. This land can be rezoned in accordance with the adjoining R2 Low Density Residential land.
 - 300-324 Hume Highway, Liverpool: TfNSW noted that this land was surplus to the requirements of the Hume Highway Corridor and have abandoned the upgrade. This land can be rezoned in accordance with the adjoining MU1 Mixed Use land.

Miscellaneous Amendments

The new LEP will include various other changes in comparison to the existing LLEP 2008. This includes the following matters:

- **Public Art Clause:** The proposed clause would not require consent for public art if the Applicant has notified Council, and Council has advised that it is satisfied the proposed public artwork meets a listed set of requirements (refer to Part E of **Attachment 6** 'Written Instrument Report').
- **Gateway Site Clause:** As requested by Council in their workshops, a Gateway Site clause is proposed to ensure high quality architectural design on certain key sites identified on main roads leading into the Liverpool City Centre. Refer to Part of **Attachment 8** 'Comparison to LLEP 2008 Mapping'.
- **Airport Noise Maps:** The LLEP 2008 contains Australian Noise Exposure Concept (ANEC) mapping for the Western Sydney International (Nancy-Bird Walton) Airport and the Bankstown Airport. The new LEP is to contain updated Australian Noise Exposure Forecasted (ANEF) mapping which is the more accurate mapping standard.
- **Land Use Tables:** Additional permissible uses in accordance with the nature of land use zones. Refer to **Attachment 17** 'LPP Report' for a summary.
- **Other housekeeping matters:** Review of clauses and maps across the LLEP 2008 and remove redundant clauses, including where development has occurred and provisions are no longer required, updates to Key Site Maps to correct errors and boundaries etc.

Local Planning Panel Comments

The Planning Proposal was presented to the Liverpool Local Planning Panel (LPP) on 21 December 2023. The LPP were supportive of the scoping, consultation, analysis and principles undertaken for the new LEP. Refer to the LPP Report and Minutes at **Attachment 17**. The following comments were provided:

- Reconsider the Nil FSR for the R3 zone, to ensure size and bulk of buildings is considered. Undertake design modelling of potential outcomes, to ensure medium density and Residential Flat Buildings (RFB's) are designed comfortably within height and setback controls. Additionally, consider a minimum lot size for RFB's in the R3 zone.
 - Council Response: The proposed permissibility of RFB's across the R3 Medium Density Zone (as per Mecone's Report) has been refined following the Panel's advice. RFB's in the R3 zone are now proposed as part of the bonus provision for corner and end-block sites only, and would require a minimum lot size of 1,000sqm.

Additionally, a supporting DCP would include guidance on suitable FSR based on the development type (e.g. semi-detached vs multi-dwellings) and the lot type (e.g. mid-block vs end-block sites). This ensures a flexible approach based on the specific circumstance of development. Further testing and consultation will occur regarding future DCP controls to support the new LEP.
- Recommend undertaking modelling of potential built forms under the proposed HOB and FSR in the R4 zone, to ensure compatibility of development standards.
 - Council Response: This was undertaken as part of Mecone's Residential Lands Investigation. Refer to **Attachment 2** of this report.
- Reconsider whether the proposed 9m and 12m HOB's align with the anticipated number of storeys, to reduce clause 4.6 variations.
 - Council Response: The Planning Proposal has been amended following LPP's advice to clarify that 9m in the R3 zone is to enable two-storey built form (with potential attic space), where as 11.5m in the R3 zone (corner and end block sites) and 12m in the R4 zone are to enable three-storey built forms. Future supporting DCP's will also provide further design guidance.
- Supportive of the 8,000sqm lot size for industrial development and the retention of the 'closed' land use industrial zones. A minimum landscape and/or site cover for industrial development in the LEP is recommended.

- Council Response: A minimum of 10% (as per the existing DCP) is proposed in the new LEP.

Next Steps

Following endorsement by Council, the Principal Planning Proposal would be submitted to the DPHI seeking a Gateway determination. Following receipt of a Gateway determination, the proposal would then be publicly exhibited for further consultation with the community and stakeholders.

The Planning Proposal would then be reported to Council post-exhibition for Council's consideration prior to finalisation. Due to the nature and scale of the new LEP, Council will not be the plan-making authority, and finalisation would be undertaken by the DPHI.

FINANCIAL IMPLICATIONS

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

201594 – LEP & DCP Review	2023-24 Remaining
Employee – LEP Review Staff	\$1,248
Consultants	\$179,043
Total	\$226,908

CONSIDERATIONS

Economic	<p>Further develop a commercial centre that accommodates a variety of employment opportunities.</p> <p>Encourage and promote businesses to develop in the hospital health and medical precinct (of the City Centre).</p> <p>Enhance the environmental performance of buildings and homes.</p> <p>Facilitate economic development.</p>
Environment	<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>

Social	Preserve and maintain heritage, both landscape and cultural as urban development takes place. Regulate for a mix of housing types that responds to different population groups such as young families and older people.
Civic Leadership	Act as an environmental leader in the community.
Legislative	Division 3.2 and 3.4 of the <i>Environmental Planning and Assessment Act 1979</i> .
Risk	The risk is deemed to be Low. The new <i>Liverpool Local Environmental Plan</i> will lead to implications for landowners in the LGA (where land use zone, development standards and/or mapping varies from the LLEP 2008). However, extensive community engagement has already occurred, and further engagement will continue to occur as part of the Planning Proposal process. The risk is considered within Council's risk appetite.

[Please click on this link for attachments 2-17 \(click on the 'documents' tab\)](#)

ATTACHMENTS

1. Draft Principal Planning Proposal (Under separate cover)
2. [Mecone Residential Lands Investigation](#)
3. [Mecone Commercial Lands Investigation](#)
4. [Mecone Industrial Lands Investigation](#)
5. [Part 3B Codes SEPP Report](#)
6. [Written Instrument Report \(Part 2 Explanation of Provisions\)](#)
7. [Land Use Matrix](#)
8. [Comparison to LLEP 2008 Mapping](#)
9. [Comparison to LLEP 2008 Written Instrument](#)
10. [Consolidated Council Reports and Resolutions](#)
11. [Liverpool Biodiversity Study 2019](#)
12. [Council Owned Land Review](#)
13. [Land Acquisition Review](#)
14. [LEP Review Engagement Action Plan](#)
15. [LEP Review Early Engagement Outcomes Report](#)
16. [Draft LEP Mapping \(Part 4 of Planning Proposal\)](#)
17. [Local Planning Panel - Report and Recommendations](#)

9

Clr Kaliyanda left the Chambers at 2:58pm.
 Clr Kaliyanda returned to the Chambers 3.02pm
 Clr Hadid left the Chambers at 3.07pm.
 Clr Hadid returned to the Chambers at 3.10pm
 Clr Ammoun left the Chambers at 3.11pm.
 Clr Ammoun returned to the Chambers at 3.12pm

ITEM NO: PLAN 05
FILE NO: 152161.2024
SUBJECT: Draft Principal Planning Proposal to establish a new Liverpool Local Environmental Plan

COUNCIL DECISION

Motion: **Moved: Clr Macnaught** **Seconded: Clr Rhodes**

That Council:

1. Notes the advice of the Liverpool Local Planning Panel;
2. Endorses the Principal Planning Proposal to establish a new Liverpool Local Environmental Plan;
3. Forwards the Principal 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;
4. Subject to Gateway determination, undertakes public exhibition and community consultation in accordance with the conditions of the Gateway determination, the Liverpool Community Participation Plan 2022, *Local Government Act 1993* and the LEP Review Community Engagement Strategy;
5. Receives a further Report on the outcomes of public exhibition period;
6. Delegates to the CEO (or delegate) to amend the Principal Planning Proposal and attachments for any typographical and other minor errors / amendments if required;
7. Makes the following changes/amendments to the proposed Principal Planning Proposal before issuing to the Department of Planning, Housing and Infrastructure;
 - a. Council extend northern boundary to Memorial Avenue and southern boundary to Charles Street of Amendment 52 boundaries and further investigates additional sites within the city centre that are capable of developing within the controls set out in Amendment 52 of the Liverpool LEP 2008, including but not limited to larger sites that do not require amalgamation;

10

- b. Council reject the rezoning of 300-324 Hume Highway, Liverpool and keep it zoned infrastructure and strongly encourage TfNSW to continue with the upgrade;
 - c. 27 and 29 Grove Street, Casula, notes TfNSW's communication that it is surplus land and keep the zone as is;
 - d. 39 Grove Street, Casula to be rezoned R2 as per the recommendation;
8. Investigates options to encourage basements in the R2 and R3 zone, including basement parking up to the footprint of the house be excluded from the calculation of Floor Space Ratio (FSR) as part of a comprehensive review of the Liverpool Development Control Plan 2008, and any necessary changes to the LEP;
 9. Investigate possible gateway sites (entrances to the LGA) to encourage key site development to be welcoming (including appearance uplift, signage, gardens, entrance uplift and density controls), including but not limited to the following locations:
 - o Elizabeth Drive from Flowerdale Road to the Hume Highway,
 - o Hume Highway from Casula (Crossroads),
 - o The Hume Highway at Warwick Farm, and
 - o Newbridge Road Moorebank.
 10. Requests the Department of Planning Housing and Infrastructure finalises Landcom's Mod 5 application to support the delivery of additional housing supply in the Liverpool LGA;
 11. Supports the NSW Government's Diverse and Well Located Housing reforms and writes to the Department to be applied to the area around Edmondson Park Train Station and as part of that letter also explores application to access the \$200mil fund into improving green spaces and sporting facilities;
 12. Initiate community consultation to inform the community of the progress and proposed changes of the LEP so that they are briefed pre-gateway determination; and
 13. Urgently write to the NSW State Government informing Council's response to their housing targets and the increase dwelling capacity that this LEP will provide and encourage its timely approval through gateway as well as the other planning proposals in the system.

11

RECESS

Mayor Mannoun called a recess of meeting at 3.22pm during discussion of PLAN 05 - Draft Principal Planning Proposal to establish a new Liverpool Local Environmental Plan.

RESUMPTION OF MEETING

The meeting resumed in Open Session at 3.44pm with all Councillors present and continued with PLAN 05 - Draft Principal Planning Proposal to establish a new Liverpool Local Environmental Plan.

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

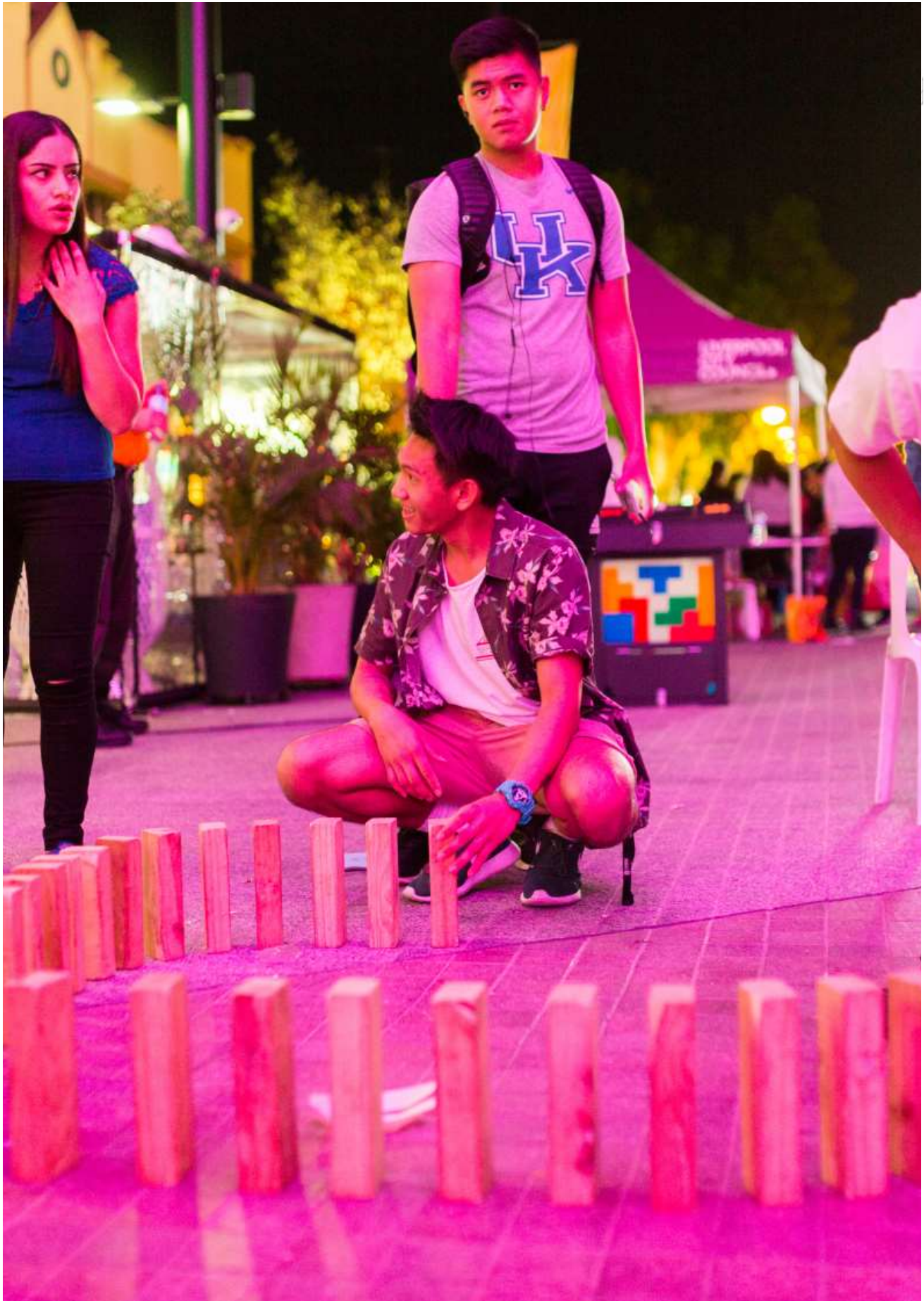
Vote for: Mayor Mannoun, Cllr Ammoun, Cllr Goodman, Cllr Hadid, Cllr Harle, Cllr Macnaught and Cllr Rhodes

Vote against: Cllr Green, Cllr Karnib and Cllr Kaliyanda

CITY ACTIVATION STRATEGY 2019-2024

LIVERPOOL
CITY
COUNCIL





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MAYOR'S MESSAGE



WENDY WALLER
MAYOR

Liverpool is an exciting place to be. Already, it's a bustling hub where people come to live, work, learn and shop, but it can be so much more.

This City Activation Strategy is about making Liverpool the best place it can be for those already here and for those set to arrive in coming years.

It gives us a clear strategy to encourage a thriving 18-hour economy and foster a lively City Centre with a range of different activities for our broad mix of people.

We want to drive collaboration with businesses, government agencies, building owners and residents to make the Liverpool City Centre a place where people enjoy spending time and where businesses thrive.

The strategy highlights the advantages Liverpool has, including a walkable and easy-to-navigate street layout, its rich cultural and food scene and emerging student population.

It also highlights some of the areas we can improve on, like connectivity to the Georges River.

Liverpool is Sydney's third CBD and we have a fantastic opportunity to guide the development of a lively City Centre, with a thriving nightlife.

A handwritten signature in dark ink, appearing to read 'Wendy Waller', written in a cursive style.

Mayor Wendy Waller

CEO's MESSAGE



KIERSTEN FISHBURN
CEO

Liverpool is rapidly evolving into the third CBD in the Greater Sydney Commission's grand vision for Sydney.

Barely a month goes by where we don't hear news of national or multinational companies looking to set up in Liverpool.

It's an energising time to live and work in Liverpool, but we must ensure we look beyond the excitement of the moment and plan for the future.

The recent rezoning of 25 hectares of our City Centre to allow mixed-use development will have a profound effect on the built environment.

The City Activation Strategy gives us a way to harness Liverpool's growth, building civic participation with events, activities and initiatives.

We want to ensure Liverpool remains a place people take pride in.

Our goal is to make our walkable city a vibrant place with an 18-hour economy and this strategy gives us a clear path towards that goal.

A handwritten signature in black ink, appearing to read 'Kiersten Fishburn'.

Kiersten Fishburn
CEO



1. EXECUTIVE SUMMARY

1.1. Introduction

Stafford Strategy (the Project Team) were engaged by Liverpool City Council (Council) to undertake the development of a City Activation Strategy (the Strategy) for the Liverpool City Centre.

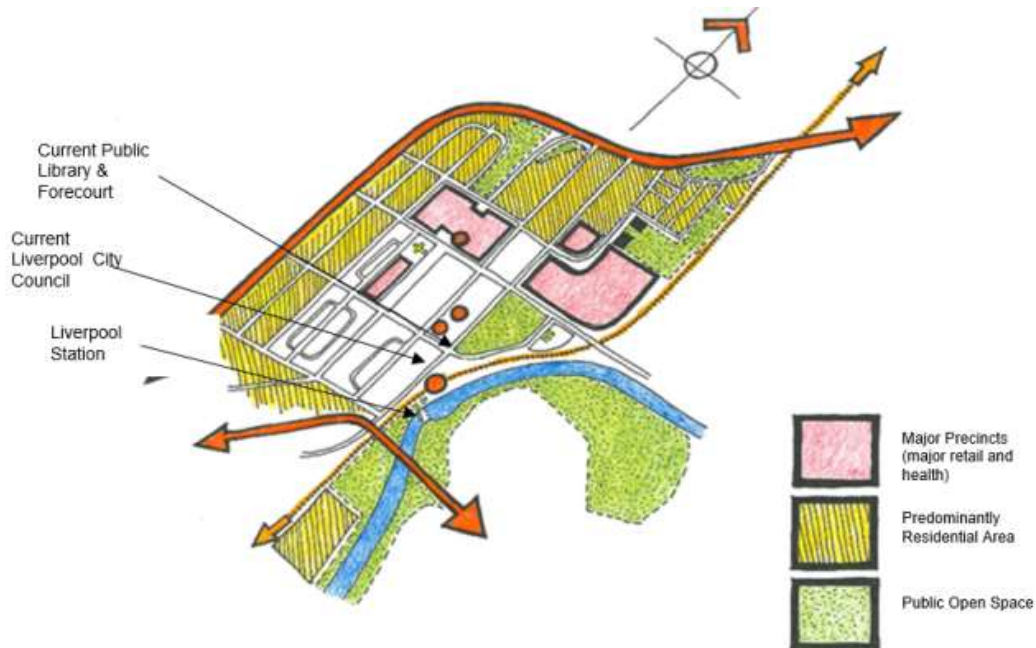
The primary purpose of the Strategy is to offer an innovative model for precinct activation that will ultimately encourage the development of a well-integrated and economically vibrant City Centre. There is also a need to ensure that a variety of social, cultural and environmental benefits can be generated.

There is a need to improve Liverpool's public domain, its current business, social and cultural offerings and to assist with changing perceptions to make Liverpool a much stronger and more desirable hub for a variety of activities.

Council will utilise the Strategy to attract private investment and stimulate Liverpool's communities (businesses, residents, students, workers and visitors) to make greater use of the City Centre and its attributes.

As shown in Figure 1, which highlights the City's existing circumstances, the City Centre is physically well defined by the Hume Highway to its northern and western edges; the Georges River and the rail corridor to its eastern edge; and gently rising land, predominant residential uses and the A34 road to its southern edge.

Figure 1: Central Liverpool—Existing Circumstances



1. EXECUTIVE SUMMARY

1.2. Key Findings

The following indicates the key findings identified:

- Liverpool's City Centre offers a physically well-defined and contained space of a walkable scale and with a cohesive street layout.
- While the City Centre has a variety of connected, mid-block service lanes, they are not yet utilised as potential sites for public activation.
- There are currently well-established daytime public spaces for a variety of uses but the City Centre lacks a night time economy to extend activities to an 18-hour day.
- Potential does exist to better link the Georges River to the City Centre, though the severance challenge of the rail corridor and the level change between the City Centre and the river lands below impedes this.
- Liverpool has a rich cultural, food and retail scene which offers residents and visitors a point of difference.
- The public spaces are well maintained by Council and appear generally well designed.
- The City Centre offers a good mix of retail, education, broader services and amenities, and Government office support as well as residential apartments.
- The emerging student population continues to grow and offers important potential (particularly for night time activation) to help stimulate a variety of new activities to enliven the City Centre.
- It is understood that commercial partner involvement already exists, which is positive.

1.3. Recommendations

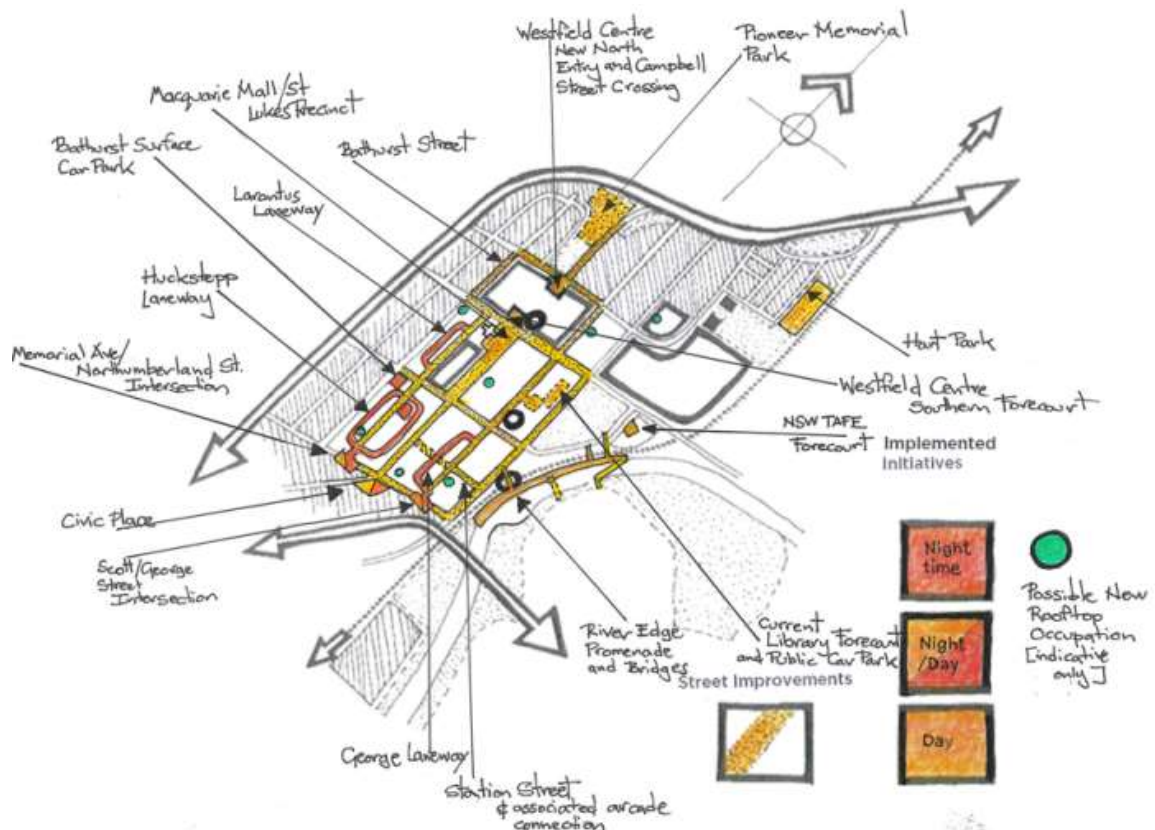
The Strategy's primary purpose is to provide a framework for the development of events, initiatives and activation programs within the public realm. The key recommendations of the Strategy, to be implemented through short, medium and long-term initiatives are:

- Develop a staged roll out of a lively City Centre night time economy.
- Enhance the library forecourt through youth programming and improvements to its physical setting.
- Strengthen the public activation offer to balance the currently well-developed Macquarie Mall/Westfield end of the City Centre with the less developed offering at its southern end.
- Develop a coordinated annual program of public activation initiatives in Macquarie Mall, potentially emphasising the seasonal change.
- Build on current assets of the health precinct north of Bigge Park and grow the tertiary education sector within the City Centre.
- Introduce wayfinding and storytelling, particularly in association with various heritage sites within the City Centre.
- Develop a convention centre within the City Centre, with a full-service, commercial accommodation component attached.

1. EXECUTIVE SUMMARY

- Develop a well-connected visual and public space relationship between the east side of the City Centre and the adjacent Georges River.
- Foster collaboration and capacity building of City Centre retailers and building owners to establish a more supportive and participatory environment that helps to drive the Strategy and its staged implementation.
- Develop a program of youth and student targeted activations within the City Centre to draw in and hold these growing audiences and to offer a more positive presence.
- Gradually develop a sponsorship/partner program to support and potentially help partly fund the City Centre's activation initiatives.
- Review and refine existing noise and disturbance arrangements between the Council and new City Centre residents to support the intent of the Strategy.

Figure 2: Liverpool City Centre – New Activation Possibilities





Vision

To foster an 18-hour walkable city with a lively and well-integrated mix of activities, in order to attract private investment and stimulate Liverpool's communities to make greater use of the City Centre and its attributes.





2. INTRODUCTION

Stafford Strategy was commissioned by Liverpool City Council to undertake the development of a City Activation Strategy to enhance Liverpool's City Centre.

The City Activation Strategy addresses a number of directions in Council's Community Strategy Plan, *Our Home, Liverpool 2027*. It will address a goal in the social direction, Creating Connection, by delivering a range of community events and activities (C.2) but will also be boosting the economy by attracting businesses for economic growth and employment opportunities (G.2) and creating an attractive environment for investment (G.3) which is from the economic direction, Generating Opportunity.

The Strategy is required to:

- Build the City Centre's reputation as a location for innovation and activation;
- Determine what constitutes successful public activation;
- Determine the strategic framework for how best to offer short, medium and longer-term activation programs within the City Centre;
- Identify how best to deliver to Council the major projects it aspires to have within (or adjacent to) its City Centre;
- Identify the risks to a successful activation strategy and how best to ameliorate these; and
- Identify how to best establish and grow a sustained night time economy within the City Centre.

2.1. Methodology

The approach undertaken for this exercise has involved:

- Initial meetings with key Council personnel;
- A detailed literature review of all relevant Council, State Government (along with other) reports and data to understand previous work and trends;
- Presenting the process at a major workshop involving Councillors, Council Officers, the Chamber of Commerce, and major stakeholders
- Preparing a draft City Activation Strategy to be used for further consultation;
- Facilitating a series of workshops with key stakeholders in Liverpool to test various options and assumptions;
- Placement of the draft City Activation Strategy on public exhibition for community feedback;
- Refining the draft City Activation Strategy based on feedback; and
- Finalising the City Activation Strategy after final discussions with Council.

The process deliberately aims to offer sufficient engagement with key stakeholders noting that responsibility and resourcing for City Centre activation cannot live purely with Council. There is a need for the active involvement of private sector interests as well as key sectors already with a strong investment focus in Liverpool's City Centre, including the health sector, education sector, cultural and arts sector, and State Government.

In addition to this is the opportunity for some of the projects identified to be put forward as part of government grant applications (including via the City Deal program). This particularly applies to major works related to a purpose-built conference centre (with an adjacent or combined hotel) and to other important civic amenities to help grow the local economy.

Liverpool will be Sydney's third CBD. Its importance of Liverpool as the key South Western Sydney city and its link to the new Western Sydney Airport (amongst other projects) cannot be emphasised strongly enough. This positioning supports the activation proposed for the Liverpool City Centre.



3. SITUATION ANALYSIS

The following provides a summary overview to reflect on Liverpool and its City Centre. It also offers a SWOT analysis (strengths, weaknesses, opportunities, and threats) to help set the scene for the activation principles and initiatives which follow.

3.1. About Liverpool

Liverpool is one of the oldest urban centres in the Greater Sydney Area, having been founded in 1810 by Governor Macquarie. It is one of the most culturally diverse centres within the Greater Sydney Commission's (GSC) Western Parklands City. In addition, Liverpool is one of the GSC's District Metropolitan City Clusters (along with Greater Penrith and Campbelltown) and will benefit from its proximity to the Western Sydney Airport.

The following 2016 ABS data provides a snapshot of the cultural diversity of those living in Liverpool.

Table 1: Liverpool's cultural diversity

Country of birth	Liverpool (C)	%	New South Wales	%	Australia	%
Australia	105,551	51.7	4,899,090	65.5	15,614,835	66.7
<i>Other top responses</i>						
Iraq	9,885	4.8	40,271	0.5	67,352	0.3
Vietnam	6,651	3.3	84,130	1.1	219,355	0.9
Fiji	6,541	3.2	33,879	0.5	61,469	0.3
India	5,265	2.6	143,459	1.9	455,389	1.9
Lebanon	4,169	2	57,381	0.8	78,653	0.3

In Liverpool (LGA), 51.7% of people were born in Australia. The most common countries of birth were Iraq 4.8%, Vietnam 3.3%, Fiji 3.2%, India 2.6% and Lebanon 2.0%.

3. SITUATION ANALYSIS

3.2. About Liverpool City Centre

Liverpool's City Centre is compact, both in its physical form and its concentration of activities. The City benefits from its Hoddle Grid layout of streets and service lanes. It is well established to build a strong and creative regional reputation through its approach to public activation and the associated economic benefits which can flow as a result.

The City Centre's edges are well-defined (physically and visually) as shown in Figure 3. These comprise:

- A stretch of the Georges River and the river aligned rail corridor on its eastern edge;
- The curve of the Hume Highway on the northern and western edges of the City Centre; and
- The combined edge of Memorial Avenue and Scott Street offering a subtle rising terrain to the south and a transition in land use from a mix of commercial and retail to predominantly residential to the south.

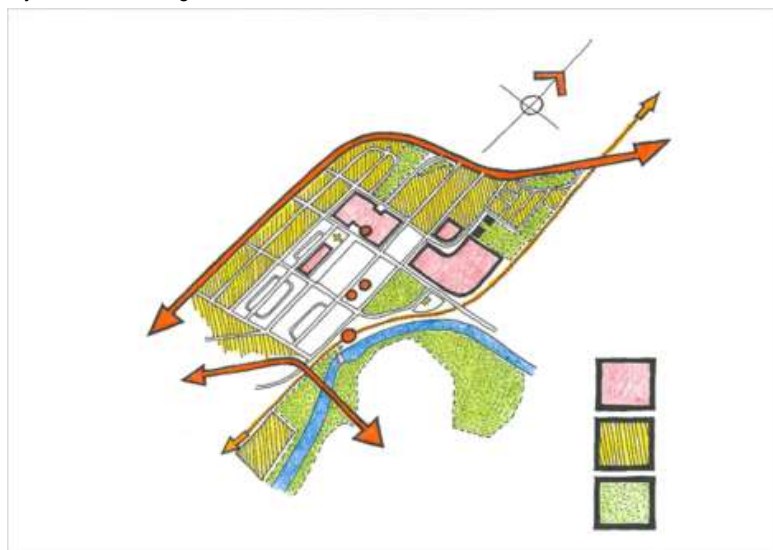
The City Centre is highly structured around a north-south aligned grid of streets and laneways marked by long and fairly narrow north-south urban blocks east of Bathurst Street. These blocks are subdivided by a series of U-shaped service lanes (or narrower streets) which run through the middle of these blocks with connections back into the City Centre's main north-south streets to either end of these blocks.

A number of east-west aligned arcades link through two of the City Centre's four large central blocks, clustered either side of Macquarie Street.

The City Centre mixes an equally compact collection of retail outlets and recreational and institutional destinations (health, education, justice and local government), with these institutional destinations spreading out along city blocks nearest to the river and the train line, and to the immediate north and western side of Bigge Park.

While the city blocks south of Moore Street are less intense from a retail perspective, they do contain many of the City Centre's health clinics, pharmacies, dentists and other social service providers. These are integrated with a collection of cafes, smaller produce markets and restaurants which reflect the City's ethnic diversity.

Figure 3: Liverpool City Centre – Existing Circumstances



3. SITUATION ANALYSIS

The following map of Liverpool's City Centre details the links between its road system and Liverpool Station.

Figure 4: Map of Liverpool City Centre



3. SITUATION ANALYSIS

There are a number of City Centre properties currently used for surface car parking (at grade) along the City Centre side of the Hume Highway and at the eastern end of Elizabeth Street, near Bigge Park.

Potential needs to be considered for utilising these at grade surface car parking areas for night time activation with the introduction of events and pop-up facilities, where this is possible.

There are also residential clusters, largely west of Bathurst Street, south of Memorial Avenue/ Scott Street, and to the northeast and west of the City's central retail area. All are within an easy walking distance of the City Centre's Macquarie Street spine and its river edge districts.

In summary, the City Centre appears well founded with a good mix of genuine uses which provide the chance for leverage and development.

3.3 SWOT Analysis

The following SWOT Analysis (Table 2) is based on the Project Team's observations of Liverpool, a review of relevant Council, State Government and other source material, and from consultation.

Table 2: SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> Proximity to the Western Sydney Airport. Public transport connections to Central Sydney. A well-defined and walkable City Centre. The existence of mid-block U-shaped laneways. The mix of major institutional precincts (health, justice, education, local government). A major Westfield Shopping Centre and associated Events Cinema Complex. The existence of a number of large development sites within, or in close proximity to, the City Centre. The potential to connect with an undeveloped river corridor and its associated parklands. A well-designed and maintained public space system to leverage off. A range of scattered heritage elements, including buildings, etc. Strong daytime use of the City's retail offerings and use of public spaces. Strong, diverse retail offer reflecting Liverpool's uniqueness. Well-established residential presence already within the City Centre. An emerging student population, and strong youth presence. The potential for commercial partnerships for components of the activation strategy with existing businesses, developers and investors. 	<ul style="list-style-type: none"> The absence of a night time economy. The perception of Liverpool regarding elements of public safety. The lack of connected spaces between the Mall and St Luke's Church Precinct, at its northern end. Traffic movements and parking within the U-shaped laneways making activation challenging. Variable quality of City Centre arcades. Lack of wayfinding (signage and online digital wayfinding). The physical limitations of the public library forecourt as an inviting space for youth. The disparity in levels of street activity and tenancy occupation between northern and southern ends of the City Centre, especially along Macquarie Street. Lack of easy walkability and lack of visual and direct pedestrian connection between the City Centre and the Georges River. The current extent of surface car parking within the City Centre. A lack of more dedicated public space for activation programs at the southern end of the City Centre. The dead space and noticeable fall off in activity created by the back of the Westfield Shopping Centre, facing Campbell Street, at the northern end of the City Centre. Lack of historic support by some retail operators and owners for activation strategies. Lack of historic ability to generate support for City Centre events. Perception issues of local residents that may limit activating the City Centre at night.

3. SITUATION ANALYSIS

Opportunities	Threats
<ul style="list-style-type: none"> • The staged development of a night time economy based on focused event activity, particularly targeting the City Centre laneways, Railway Street and the Library forecourt. • Creating a strong visual and walkable connection between the City Centre and the Georges River corridor and parklands. • Activating the undeveloped southern end of the City Centre with stronger public activity. • Development of a coordinated and well-funded annual program of public initiatives. • A feasibility assessment for a fully-serviced conference centre and associated hotel as a major economic driver of City Centre activity and further employment, and to strengthen the potential of a link to the Western Sydney Airport. • Introduction of shade and shelter facilities to parts of the City Centre's streetscape to improve all-weather walkability and comfort between major sites. • Exploring the crossover potential between the Strategy and the growing City Centre tertiary education sector. • Enhancing the various heritage sites within the City Centre by offering storytelling through digital information and wayfinding signage • A program to improve the level of support of City Centre retail tenants and building owners for wider activity, including night time activity. • A strategy for engaging youth and student activity within the City Centre to offer a variety of activities of a positive nature. • A program of partnership and sponsorship opportunities with all key stakeholders to support mechanisms for activating the City Centre. • Development of a noise and disturbance pact between Council and new City Centre residents (permanent and short-term) which actively supports City Centre activation needs. • Activation potential for Pioneer Memorial Park at the northern end of the City Centre. 	<ul style="list-style-type: none"> • Failure to develop an effective night time economy with an ongoing (and increased) perception of lack of public safety at night. • Significant resistance or non-participation from City Centre retailers and business owners. • Disinterest in, or failure to engage with, the City's major ethnic communities to activate the Strategy. • Failure to commit an appropriate annual budget along with adequate staffing resources to achieve the Strategy. • Failure to maintain the current well-defined City Centre through inappropriate public and private development. • Failure to link the implementation of the Strategy within Council's wider strategic objectives and related actions. • Local resistance to perceived noise levels and the risk of claimed public nuisance impacts from City Centre activation. • Failure to adequately maintain and adapt the City Centre's public space areas. • Failure to achieve necessary sponsorship and partnership to support the Strategy's implementation. • Inability to create the City Centre's pedestrian link across to the Georges River and associated parklands. • Failure to adapt Pioneer Memorial Park as an enhanced public space for activation at the northern end of the City Centre. • Failure to persuade Westfield to develop their Campbell Street edge as a new northern frontage with a strong pedestrian connection to Pioneer Memorial Park. • Failure to introduce flexible infrastructure to Macquarie Mall and to create a link between the Mall and St Luke's Precinct. • Inability to generate State and Federal Government support for major funding initiatives. • The challenge of duplication with Penrith in seeking to create an equidistant commercial hub (tourism and other purposes) to support Western Sydney Airport's development.



4. ACTIVATION PRINCIPLES

It is important to note that the strategy for activation is at a high level to help indicate the overall direction which should be taken to deliver the desired outcomes for Liverpool's City Centre. To achieve this, a set of guiding principles has been created to ensure effective development and delivery of the Strategy. These cover the necessary qualities to be expected, the operational practices that would need to be followed and the resourcing requirements crucial to the successful implementation of the Strategy.

4.1. Local Authenticity

There is a need to ensure that at least 60% of activation initiatives have strong specific local content and link well with the existing social and cultural profile of Liverpool. This is important to ensure a local distinction is offered by Liverpool's City Centre activation, creating a clear point of difference from other, neighbouring City Centre areas in Western Sydney. There is strong competition from not only Parramatta and Penrith, but also Campbelltown in the south west.

4.2. Creativity

There is a need to generate and utilise creative content, which emphasises a local vernacular over anything generic or overly familiar. Creative content is required to emphasise local authenticity and to help generate partnerships and collaboration (particularly with the cultural and arts sector, which is noted as strong in Liverpool).

4.3 Agility

As much as a strategy can provide a game plan for moving forward, there is a need to be able to respond quickly to unexpected opportunities as well as challenges. This has equal application to making use of all unanticipated opportunities. This includes co-opting activations by others, making use of unexpected spatial opportunities (short and long term), and creatively modifying variations to an existing activation program.

At times, the ability to generate support in the form of resources and funding from State or Federal Government programs may offer a more immediate opportunity for activation. Having flexibility and agility to respond to these opportunities is particularly important.

4.4. Curation

This involves the ordered application and selection, arrangement and management of an activation program. In essence, curation aligns events to places with particular attention to the primary activation idea and to the detail of actual delivery, including emphasising the type of audience experience which needs to be generated. This is as much about offering potential areas for different forms of events (where lighting, seating, security, catering, etc., are all well planned in advance) to ensuring the desired activation outcome is achieved. It also requires sufficient resourcing by Council to achieve a curated outcome of high quality.

4. ACTIVATION PRINCIPLES

4.5. Leverage

The Strategy needs to link with Council's current strategic objectives, and major private development initiatives through the targeted staging and development of aligned activation opportunities. This may involve the crafting of an overall activation program including advancing public safety at night, securing a conference facility and increasing development interest overall, by way of example, to strengthening Liverpool's identity and importance as a mega (or local) city within the mix of Greater Sydney.

The Strategy, therefore, has to be able to dovetail with, and leverage off, Council's current community, economic and related objectives as it is deployed and gains recognition and support. Making sure these all align is essential for success.

4.6. Research

In devising a particular activation initiative, it is far better to work from an evidence-base which is well researched. This is required particularly to help address a number of City Centre issues, including the following:

- Being clear about a perceived opportunity and whether it is going to address an existing problem or fulfil a product gap.
- Determining what the best fit between an activation and a particular physical space should be.
- Clarifying whether the space currently exists, or whether it needs to be created or potentially repurposed.
- Determining if the activation space needs to be permanent or temporary (a pop-up scenario).
- Clarifying who the target audience needs to be (local youth, local residents, regional visitors or a broader mix).
- Once a space for activation has been selected, this needs to be carefully interrogated through a process which is efficiently robust. This interrogation may need to include being clear about:
 - who currently uses the space and does this offer an opportunity or a challenge;
 - how is the space currently used and what do users actually need from it;
 - what are the actual attributes of the space and what, if anything, does it lack;
 - who used to use the space but is not there now, and does this provide an opportunity to encourage a returning user; and
 - who is planned to be there in the future?

4.7. Trial and Error

Successful activation involves a willingness to take a degree of manageable risk, if creativity is to drive an activation program. Risks are best managed through a trial and error process where new initiatives are introduced carefully and on a staged basis. A nimble, flexible approach is required when an initiative fails to meet expectations. Most often, there are simple reasons why something has failed. Past experience indicates that a lack of adequate research into what could work and why is often the reason behind such failures. On other occasions, it may relate to the lack of adequate resourcing.

4. ACTIVATION PRINCIPLES

4.8. Invitation

Being invited to participate is an important condition of successful activation. Invitation involves places where a public welcome is offered and understood and the attraction to use it is strong. Effective and timely communication is very important as part of an invitation. Where social media can be the vehicle to achieve this, the invitation will always be key. The places of invitation ideally should be largely free of any onerous conditions. Ideally, these should be neutral spaces where the audience involved can be easily tailored to the activation itself.

There is a need to offer compelling, targeted invitations to differing City Centre groups (e.g. business and retailers; developers and investors) and to specific target audiences (e.g. students, ethnic communities, wider Sydney visitors, and special interest groups) to get involved in aligned activation initiatives.

4.9. Collaboration

Activation has many contributors. While Council, as the lead public agency, will take a dominant role, by providing content, structure, timetabling, coordination, etc., collaboration with industry, community and other major stakeholders is essential.

Collaborations may involve patrons or partners in a specific activity, creative individuals, groups or organisations, etc. Importantly, the City's various communities of interest play a key role whether they be from the education sector, the business community, health sector, retail or cultural sectors. An activation program founded on various forms of creative and financial collaboration will more likely build a stronger, more secure and more varied activation offer to support Liverpool's City Centre. As a by-product of this network of current and new collaborators, the resultant impact will help support Liverpool's reputation for innovative practice and as a Council willing to be flexible about how it defines and implements activation initiatives.

4.10. Effective Resourcing

Devising an effective activation program with its various demands and with the necessary attention to detail requires a commitment to effective resourcing (human resource commitments and budgetary support). Activation also benefits from acknowledging its function as a learning practice which can be improved and refined over time. This cannot happen without a consistent level of active communication, careful reflection and a commitment to creative practice within the Council's delivery unit responsible for its activation programs.

The opportunity exists to find partners and sponsors (such as local businesses, major operators of shopping centres etc.) to work with Council to help develop and promote the Strategy. Council, for its part, has to be able to show sufficient benefit to partners and sponsors from an activation to warrant their support. More often this needs to be through generating higher pedestrian traffic, opening up potential marketing opportunities not otherwise available, generating greater sales revenue, and the like).



5. ACTIVATION INITIATIVES

Building on, and creating new activation initiatives involves establishing a program of activity which is within the ability of Council to deliver. Too often initiatives are put together that stretch Council resources or fail to provide a logical sequencing that gives adequate profile to the Strategy and builds confidence in it.

Consequently, what is proposed is a program of short, medium and longer-term Initiatives which require:

- Adequate research and preparation to support each activation time period and the resourcing for each of the actions involved;
- Mapping the physical locality of initiatives within the City Centre to share the benefits around the area as much as possible; and
- Looking at changes to the way activation is offered within Council's existing operational structures, and, externally, via collaboration with a variety of stakeholders whose input is either necessary, or is going to be of particular value.

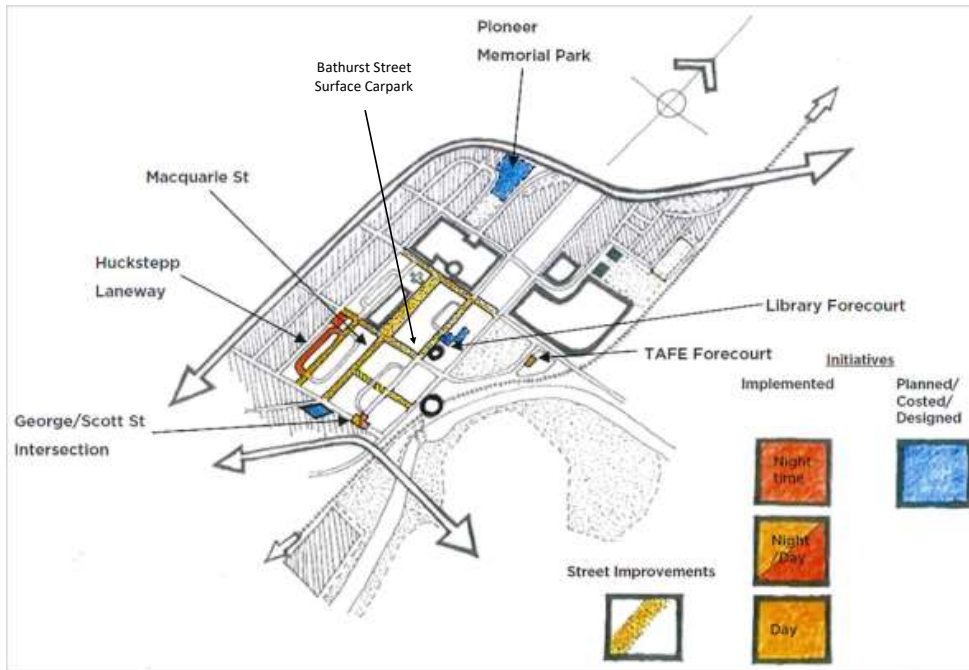
5.1. Short-term Activations (1-2 years)

Figure 5 illustrates potential activation measures which, for strategic reasons, should be undertaken in the short-term. These include the following.

- Development of Railway Street as a "shared street" (vehicles and pedestrians), with the potential to close it off as a "pedestrian only" event space at specific times during the year.
- Improvements in connection/wayfinding and public space quality to the arcade/laneway connection between Railway Street and Macquarie Street South.
- Trial night time initiatives, including temporary closure/activation of laneways.
- Develop and trial off-street, surface car park activations, with potential to link with laneway activations.
- Establish a robust activation program for Macquarie Mall that emphasises a seasonal awareness.
- Develop the existing library forecourt as a youth space. It currently has informal use as a youth space which should be formalised through planned activations.
- Develop a temporary activation program for the NSW TAFE forecourt.
- Investigate the feasibility of a convention centre development and associated full-service hotel.
- Establish a City Activation Project Control Group.
- Ensure the design of Civic Place carefully considers its use as a public space/meeting point/key activation site, and make appropriate infrastructure and design provisions to foster this.
- Identify public space improvements through the development of a City Centre Master Plan.
- Ensure future developments of Woodward Park are sympathetic to its proximity to the City Centre, and its potential as a key public space for City Centre users.
- Ensure that any reviews of planning regulations align with the Strategy's ambitions of fostering an activated 18-hour economy.

5. ACTIVATION INITIATIVES

Figure 5: Short Term Activations



5. ACTIVATION INITIATIVES

reference	Initiative	Actions	2019	2020	Responsibility	Costed
1.	Railway Street's development as a shared street.	<ul style="list-style-type: none"> Investigate Railway Street for its shared street potential. Take pedestrian counts and record street's current cross-sectional layout, furniture, services and landscape. Develop a temporary trial shared street design (traffic calming and increased pedestrianisation). Design and implement a shared street activation programme. On completion of trial, review and assess street space, ground floor retail outcomes and user attitudes. Develop and cost a detailed design for a permanent shared street (adjusting for trial outcomes). 	X X X X X	 X	City Economy	Yes Yes Yes Yes No No
2.	Improved links between Railway Street and Macquarie Street.	<ul style="list-style-type: none"> Review and report on the public space condition and wayfinding qualities of the arcade link. Identify areas for improvement – wayfinding measures, surface treatment, furniture. Design generous, consistently treated surface treatments at Railway Street, George Laneway and Macquarie Street crossings to express arcade link. Document, cost and implement arcade link improvements. 	 X	X X X X	City Economy; City Infrastructure and Environment; City Design	Yes Yes No No
3.	Develop and trial a night time laneway activation.	<ul style="list-style-type: none"> Investigate George, Huckstepp, Railway and Northumberland Serviceways for their current nature of building ownerships and tenancies, their parking and required access arrangements, operating hours and any night time presences. Identify a target laneway with the greatest activation potential (especially where this is adjacent to a current off-street surface car park). Identify one off-laneway (ground or first floor) tenancy space with potential to offer a night time bar space to operate concurrent with a laneway activation. Design a layout and appropriate infrastructure for transforming the laneway for a 4 hour, evening activation. Develop an activation programme for a 4 hour event. Develop associated branding and promotional material to give this event local distinctiveness. Assess the trial initiative against its objectives – taking account of the initiative's physical design, operational performance and program effectiveness. Utilise these findings and user feedback to design a permanent laneway activation initiative to be scheduled as a regular event. 	X X X X X X X X	X X X X X X X X	City Economy	Yes Yes Yes Yes Yes Yes Yes Yes

5. ACTIVATION INITIATIVES

reference	Initiative	Actions	2019	2020	Responsibility	Costed
4.	Develop and trial an off-street, surface car park activation	<ul style="list-style-type: none"> Identify an off-street, surface car park with activation potential (adjacent to one of the City Centre's laneways). Investigate the required temporary infrastructure necessary to establish a temporary (4 hour) activation and a program to animate it. Design and cost this initiative as a stand-alone event or as one tailored to run concurrent with an adjacent laneway activation. Implement the initiative as a stand-alone night time event or as a night time event shared with an adjacent, related laneway activation. Review the activation for its effectiveness and any issues requiring adjustment. 		X X X X	City Economy	Yes Yes Yes Yes
5.	Establish a robust activation program for Macquarie Mall that emphasises a seasonal awareness.	<ul style="list-style-type: none"> Design and implement a seasonal activation program for the Mall with one medium-scale activation initiative to emphasise and celebrate each of the four seasons. Design and implement small, regular activations within (or adjacent to) the Mall to include music performance, school holiday events and events that utilise the digital screen (e.g. evening cinema). 	X X	X X	City Economy	Yes Yes
6.	Develop the existing library forecourt as a youth space.	<ul style="list-style-type: none"> Investigate the potential for the forecourt to, on occasion, work concurrently with an extended activation program within part of the adjacent public car park floor. Develop an annual activation program for the forecourt with a clear emphasis on its definition as a City Centre youth space. Develop and cost a redesign of the forecourt to transform its current utilitarian persona. In doing this, consider a thorough redesign of surfaces, landscape elements, seating, lighting, power provision, edge treatments and shade structures to create a softened and welcoming public space tailored to a predominant youth presence. 	X X	 X	City Economy, Community Development and Planning	Yes Yes No
7.	Temporary Activation of the NSW TAFE forecourt.	<ul style="list-style-type: none"> Explore with the TAFE the potential for the forecourt to act as a host space for a temporary activation program. If this is acceptable to the TAFE, design a possible activation program for the space that emphasises its role as night time space with a youth (and student) focus. Implement the trial and follow it up with a full review of how the space performed and any issues that require further thought and adjustment. 	X X X		City Economy	No No No

5. ACTIVATION INITIATIVES

reference	Initiative	Actions	2019	2020	Responsibility	Costed
8.	A convention centre development and associated full-service hotel	<ul style="list-style-type: none"> Commission a feasibility study and business case for the Convention Centre and Hotel. 		X	City Economy; Property	No
9.	City Activation Project Control Group	<ul style="list-style-type: none"> Establish a City Activation PCG to meet at agreed, regular intervals and assist/support the Council's staff in the development and promotion of a City Centre activation program. Secure a membership that includes engaged representatives from the business community, City Centre retailers, the health and education sectors, youth, creative and cultural communities. Set the PCG's agenda to be a positively focussed resource for inviting/reviewing creative program content, problem identification and solving and as to act as the Strategy's champion. 	X X X	 X	City Economy	N/A
10	Prepare the Civic Place development for future activations	<ul style="list-style-type: none"> Liaise with designers and architects to ensure that appropriate event infrastructure is in place in relevant public spaces. Develop and cost a launch event and ongoing activation program for the site . 	X	X X	City Economy; Property	Yes No
11.	Identify public space improvements through a City Centre Master Plan	<ul style="list-style-type: none"> Undertake a strategic review of current City Centre streetscape, lighting, furniture, pavement, finishes and all other elements of the public realm. Develop a comprehensive master plan to guide public space improvements. 	X X		City Design & Public Domain	Yes Yes
12.	Woodward Park Connections	<ul style="list-style-type: none"> Liaise with relevant consultants and Council staff to establish connections between the City Centre and Woodward Park developments. 	X		City Economy; Property	Yes
13.	Planning reviews	<ul style="list-style-type: none"> Liaise with relevant consultations and Council staff in reviews of planning noise regulation to ensure alignment with proposed activations, particularly those occurring at night. 	X	X	City Economy; Planning & Transport	Yes

5. ACTIVATION INITIATIVES

Figure 6: Railway Street Project- shared street arrangement (pedestrian mode) and arcade connection



Figure 7: Trial night time Laneway Initiative

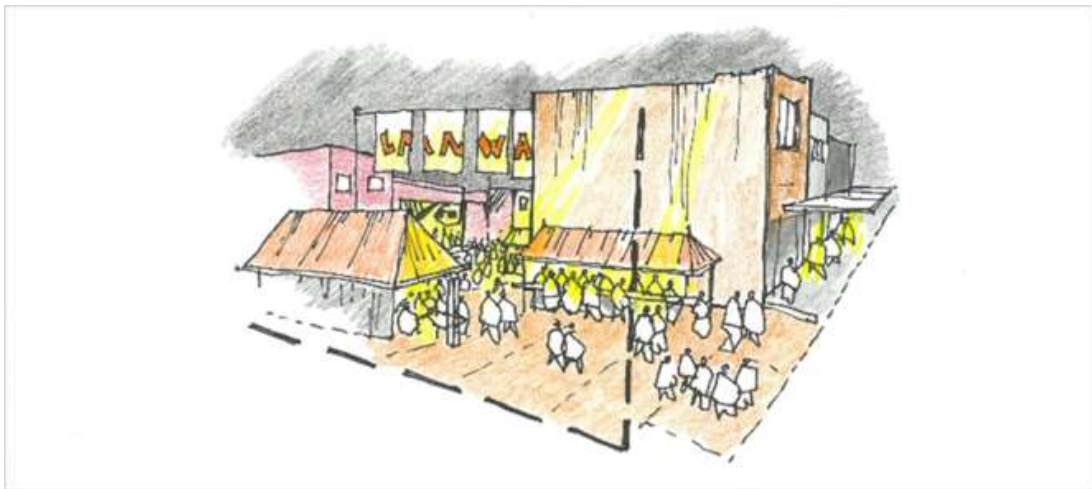


Figure 7 illustrates the potential initiative to trial a night time laneway. It includes consideration of the following measures:

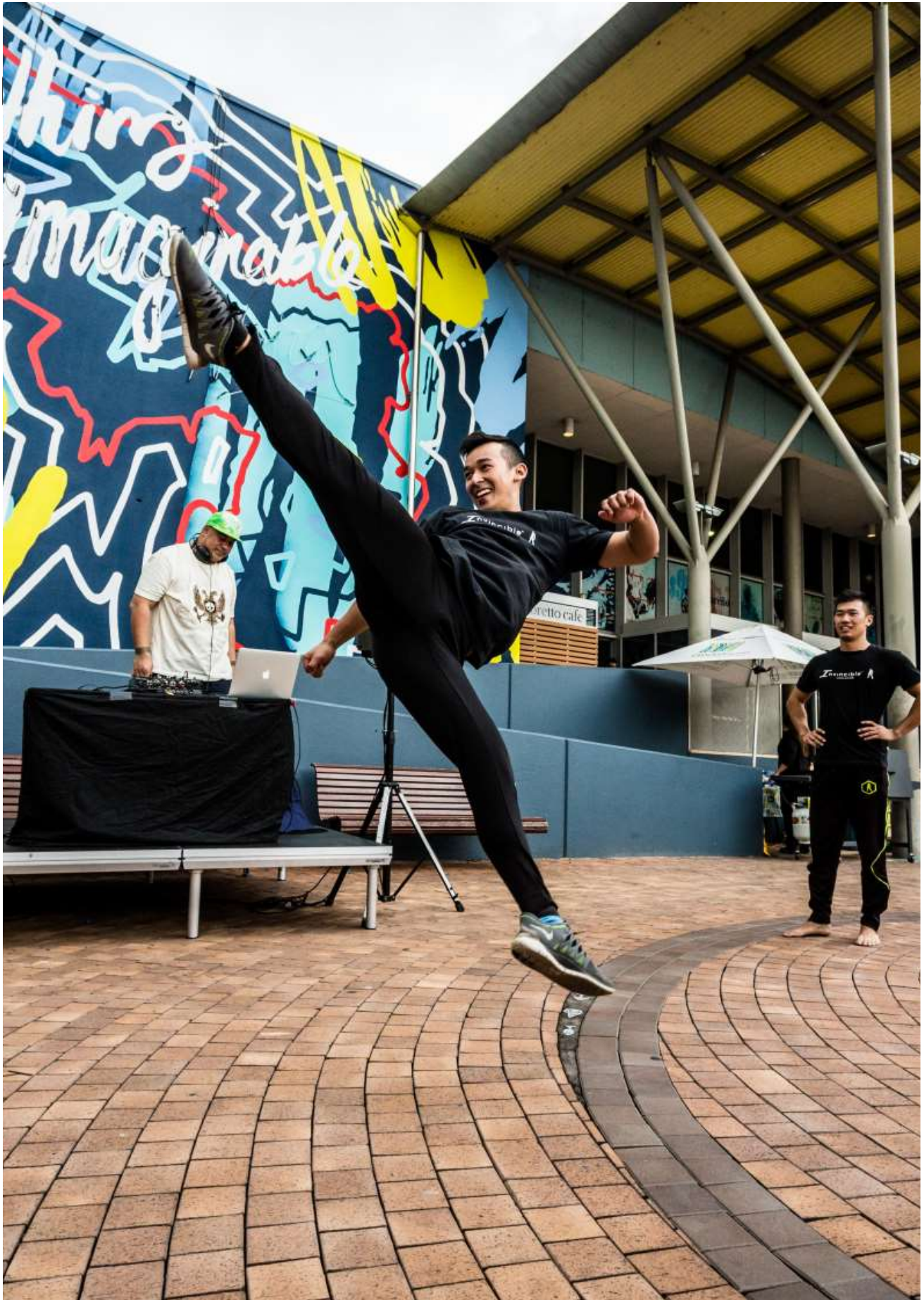
- The temporary closure of laneways to traffic for 4 hours from 6.30pm.
- The trialling of a temporary bar in an adjoining ground floor interior or as a laneway pop up.
- The design of an activation to explore a choreographed combination of single-bowl food, feature night lighting, banner decoration, temporary tent structures, long shared tables and seating, a dance stage and live music.

5. ACTIVATION INITIATIVES

Figure 8: Liverpool TAFE Forecourt Initiative



Figure 8 illustrates the potential initiative of using the TAFE Forecourt as a specialised activation space. This would require arrangements to be negotiated with the TAFE, as well as a venue program targeted at the City Centre's growing student population (e.g. movies on a large, removable screen).



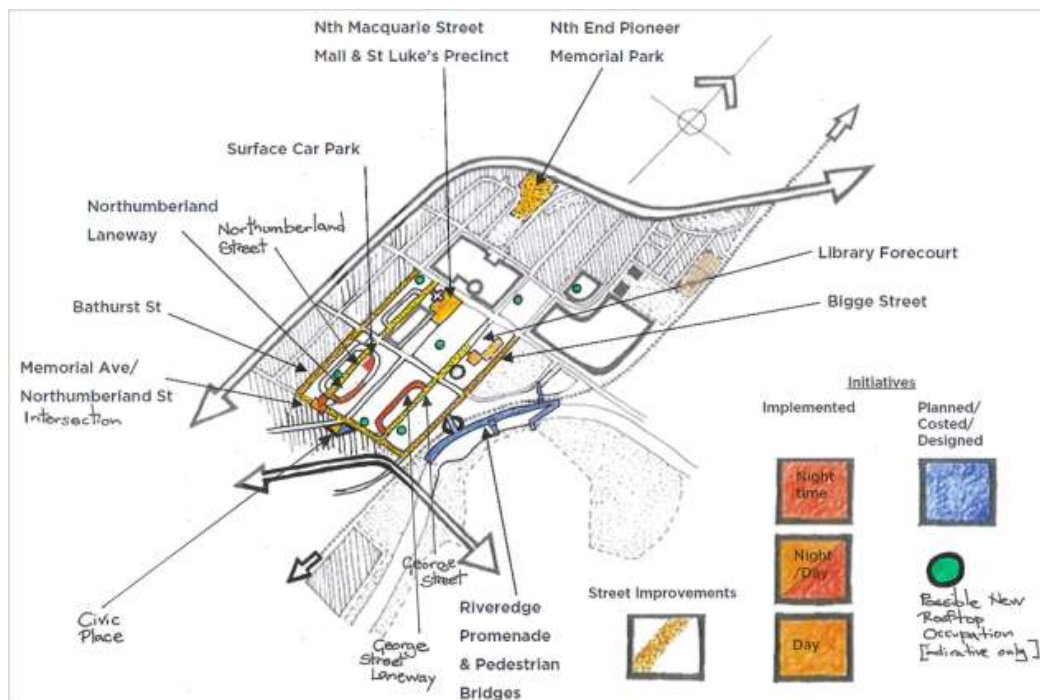
5. ACTIVATION INITIATIVES

5.2. Medium-term Activations (3-5 years)

A two-year review of the Strategy will evaluate the outcomes of short-term activation initiatives and make decisions regarding their continuation, adjustment or cessation. In addition to these actions, Council will also undertake medium-term activations outlined for consideration. While some of these can be commenced in the shorter-term if resources permit, the scale of most of these initiatives will require an extended period to carefully plan and introduce them and to address, as well as manage, any potential cost implications for Council. Shown in Figure 10 below, these include:

- Investigate library forecourt improvements, and continuation of a youth-orientated activation program.
- Investigate and trial a joint north Macquarie Mall and St Luke's Precinct activation program.
- Trial temporary and occasional closures to key intersections to the south of the City Centre for public pedestrian activation.
- Develop and deliver a Civic Place activation program.
- Explore opportunities for rooftop recreation and hospitality spaces.
- Develop a Night Time Activation Strategy off the back of previous trials and initiatives in this activation area.
- Develop a Heritage Activation Strategy.
- Develop an ongoing broader consultation program.
- Prepare an investigation, design and cost estimates for a river edge boardwalk along the eastern perimeter of the City Centre.

Figure 9: Medium Term Activations



5. ACTIVATION INITIATIVES

5.2.1. Library Forecourt Improvements

The library forecourt needs a complete physical overhaul to soften its look and feel, and create a more inviting space for activation. This would involve:

- The commissioning of a design review to ensure that it delivers what the space currently lacks, focusing on encouraging stronger youth activity within it.
- The commissioning of design consultants to undertake the upgrade, in consultation with local youth.
- Once the upgrade of the space has been completed, a new activation program for the space can be created based on its improved qualities and its ability to attract a stronger youth focus. This should extend to developing a variety of possible night time activations.

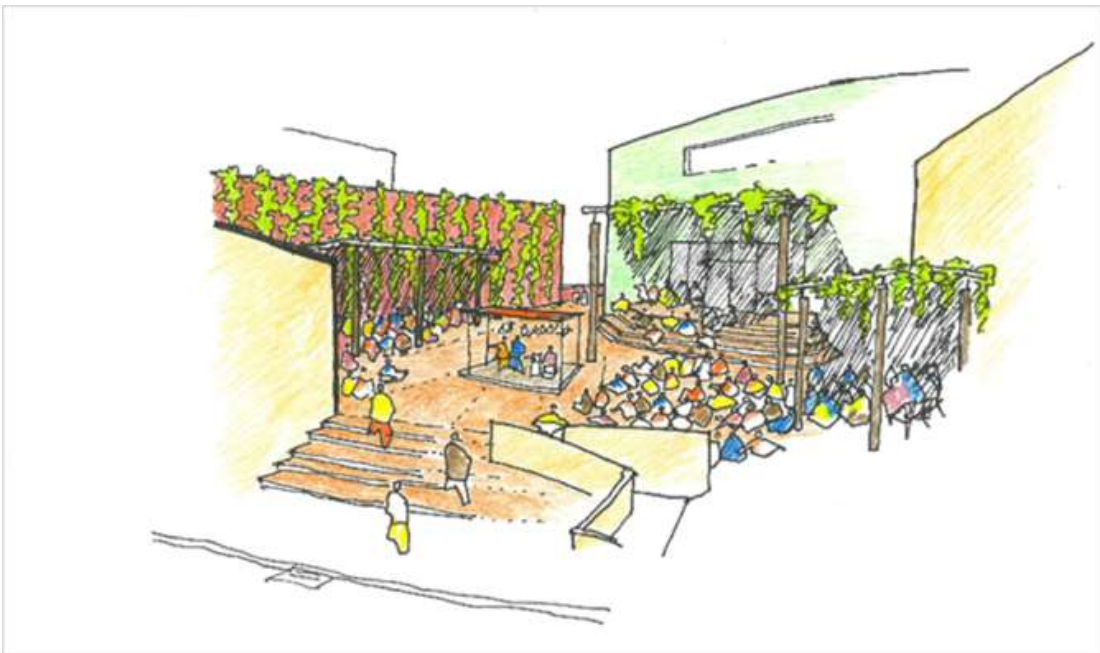


Figure 10: Public Library Forecourt Initiative

Figure 10 illustrates a possible re-design of the library forecourt's infrastructure to improve its comfort, shelter and physical definition as, primarily, a youth activation space. Key points to note include:

- Surface material revised to soften the appearance of the space.
- New (planted) shade pergolas located on the edges of the space and a green wall to visually screen the neighbouring building to the space's northern perimeter.
- A centrally-located, removable stage structure with generous power provision.
- New seating to shaded areas.

5. ACTIVATION INITIATIVES

5.2.2. North Macquarie Mall and St Luke's Precinct Activations

Noting that the City Centre is already well-endowed with public open space venues, the opportunity to further strengthen and enlarge the number of public venues on offer should be further examined. An example of this is the apparent opportunity presented by private open space located adjacent to the northern end of the City's Macquarie Street spine. A case supporting this should take account of the following:

- The northern end of Macquarie Mall is currently separated from the adjacent St Luke's Church grounds by a fence line (possibly of heritage significance). There is little on-site evidence of any tradition of shared space for activation between the Church precinct and the northern end of the Mall.
- This should be understood as an opportunity to develop a creative concept for the activation of a shared space if the Church can be persuaded that some of its land, directly adjacent to the Mall, could be utilised, on an occasional basis, as a joint public space.
- The potential exists to create a new, larger temporary public space at the northern end of Macquarie Mall.
- This concept, if realised, would be based on a use protocol between the parties that addresses both church and Council requirements and needs.
- The proposal would best be implemented as a trial event followed by an assessment of success or difficulties experienced by both parties.
- In conceiving this project, the Church should be regarded as a potential creative partner in the project, where the project meets the Church's objectives, best defined by a partnership with Council.

5.2.3. Temporary closures of key intersections

To further strengthen the city centre's southern end activation:

- Investigate the implications of a regular temporary street closure as a possible temporary public space venue. The intersection of George and Scott Streets appears to provide this opportunity as the City Centre's street network provides other temporary traffic movement options during the anticipated, short (2-3 hour) period of street closure.
- Once the site has been determined and secured, generate a creative concept for its regular activation (every 2-3 months). The length of closure is, to some extent, determined by the concept being created but the duration of the closure during daytime hours would need to be for a minimum period (1.5-2 hours). Alternatively, it may be possible to utilise the space as part of a night time activation in tandem with adjacent laneways.
- Investigate and secure a south-end sponsor/partner.

The Scott/George Street Intersection Initiative is illustrated in Figure 11. This shows the temporary (lunch time) closure of the intersection of Scott and George Streets, combined with street improvements to both - as well as the creation of locally inflected programs to activate the space for public use.

5. ACTIVATION INITIATIVES

Figure 11: The Scott & George Street Intersection Initiative



5.2.4. Exploring Opportunities for Rooftop Recreation and Hospitality Space

The future development of Civic Place will provide the southern end of the City Centre with a significant new space. Special care needs to be taken with the design and programming of this space. The following should be noted and addressed:

- By its very association, this space is likely to rival the Mall as the City Centre's principal public space.
- Program curation will be an important component of the space's activation character and its premier status within the City's public space network.
- Civic Place's physical nature and its activation program should strive to give it city-wide status as a central meeting point and activation hub of the City Centre.

5.2.5. Rooftop recreation and hospitality spaces

The City Centre's rooftops – where these involve flat, unoccupied roof space with reasonably safe access – provide the opportunity to create a new kind of semi-public space with activation potential. This kind of hidden space (from the street) could substantially add to the City's night time economy and its transition to an 18 hour city. The uses involved would include bars, restaurants, performance spaces, and the potential for an outdoor, all-season rooftop cinema.

It is recommended that:

- A survey be carried out by Council to identify any flat roofs within the City Centre with the potential for relatively easy (or obtainable) public access (lift and stair) and, preferably, a parapet edge - required for safety.
- If such spaces are available, one could be prioritised (including a willing building owner and a credible, entrepreneurial operator) to develop as a trial roof top space. This would involve developing a viable business case and securing all necessary approvals and a lease based on the trial concept.

5. ACTIVATION INITIATIVES

- Once secured and operating, and as part of the trial, the existence of this new roof top space should be well publicized with the intent of leveraging similar opportunities on the basis of the trial's assumed success.
- Include rooftop recreation and hospitality space as part of any strategy for Night Time Activations.

5.2.5 Develop a Night Time Activation Strategy

Following from short-term trials and initiatives of night time activations, a strategy should be developed which advances Council's 18-hour ambitions for the City Centre. The strategy would align with the needs of new and growing worker, student and residential populations occupying the City Centre, finding ways to regularly discover and occupy the 'back-of-house' and undiscovered parts of the City.

5.2.6 Develop a Heritage Activation Strategy

The Liverpool Heritage Activation Strategy would aim to enhance the liveability and landscape of the Liverpool City Centre by enhancing the opportunities provided by heritage items within the City, owned by Council. The strategy will consider the activation of spaces like the Former Memorial School of Arts as well as the passive spaces of Liverpool Pioneers Memorial Park through interpretation, landscaping and enhanced public accessibility.

5.2.7. Develop an ongoing broader consultation program

With the development of each new initiative the objective would be to ensure that all relevant stakeholders are actively involved in an initiative's development. The intention would be to actively encourage an ever-wider group of interested parties to provide feedback and ideas into the continuing program of activating Liverpool's City Centre.

Initiatives may need to include the following.

- Finding ways to encourage inner-city office workers to be able to input ideas and options for consideration.
- Encouraging input from tertiary students, particularly as expanded on-site accommodation continues to be offered and the City Centre's student numbers grow.
- Identifying mechanisms for encouraging active participation from different cultural communities within Liverpool.
- Ensuring that consultation burnout is avoided and input from key stakeholders and the wider community is encouraged, supported and well managed.

5. ACTIVATION INITIATIVES

5.2.8 Developing the river edge concept

Currently, accessing the river and its parklands is difficult. The rail corridor, and the escarpment along the eastern edge of the river, act as barriers and a solution to these needs to be found so that the river corridor, its public spaces and its recreation activity become closely allied with the public life of the City Centre.

To address this the following should be considered:

- Advance a design concept to meet these objectives. This could involve building a wide pedestrian promenade, along the eastern side of the rail corridor and potentially accessed through a modification of the Station's existing entry bridge structure. It would be constructed of timber and steel and be cantilevered out from the river-edge escarpment. The promenade would run from the Station north to a pedestrian connection, re-entering the Central City, just south of the TAFE buildings. Access to the river from the promenade would be via a possible sloping bridge (making use of the existing former bridge pylons in the river), with an alternative connection being provided via an outdoor lift from a mid-point along the promenade to the Lighthouse Memorial space below. A new, at-grade pedestrian bridge would connect from the Memorial space across to the eastern bank of the river.
- Prepare an associated business case and feasibility study.
- Align this work with proposals set out in the current Georges River Masterplan and detailed conceptual design work already commissioned by the Council.
- Appoint appropriate consultants with the necessary skills (including strategic, financial and economic planning and design) so this exercise is evidence-based from a market-led perspective, and not design driven.
- Ensure that the relevant communities are adequately consulted, along with all other stakeholders.
- Assuming a positive result is reached from the feasibility and business case (as well as the broader consultation) determine whether this project could be supported either under a City Deals initiative, if large enough, or under other State and Federal programs for city activation and enhancement. This is particularly the case where the proposal is able to offer a high quality public amenity for local communities and also act as a potential drawcard feature for visitors.





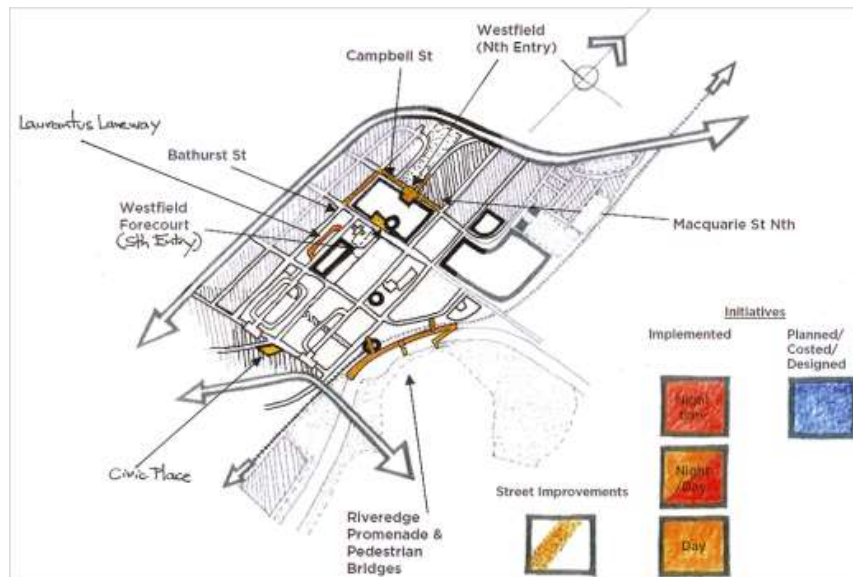
5. ACTIVATION INITIATIVES

5.3. Longer-term Activations (6 years +)

The differentiation between short, medium and longer-term initiatives is primarily based on the capital cost, the complexity involved and related implications associated with these. Time is also a great instructor and other ideas around activation will emerge off the back of the Strategy's progressive implementation, the lessons learnt and the successes achieved. Consequently, the following are noted as longer-term initiatives, although the initial planning for these may actually start in the short or medium term if resources permit.

- Construct a new river edge promenade and a signature pedestrian bridge (as described above) to the east bank of the river, linking back to the City Centre and showcasing a piece of innovative urban design. The intention would be to create a space capable of hosting an event as well as acting as a passive outlook to the river corridor.
- Create a new northern entry/frontage to Westfield Liverpool at Campbell Street, in cooperation with Scentre Group. Team this with a new 4-5 metre wide pedestrian crossing to link to Macquarie Street North.
- Look to build opportunities for longer-term sponsorship and partnership arrangements with a mixture of stakeholders who can work with Council and take responsibility for specific spaces and their ongoing development and marketing..

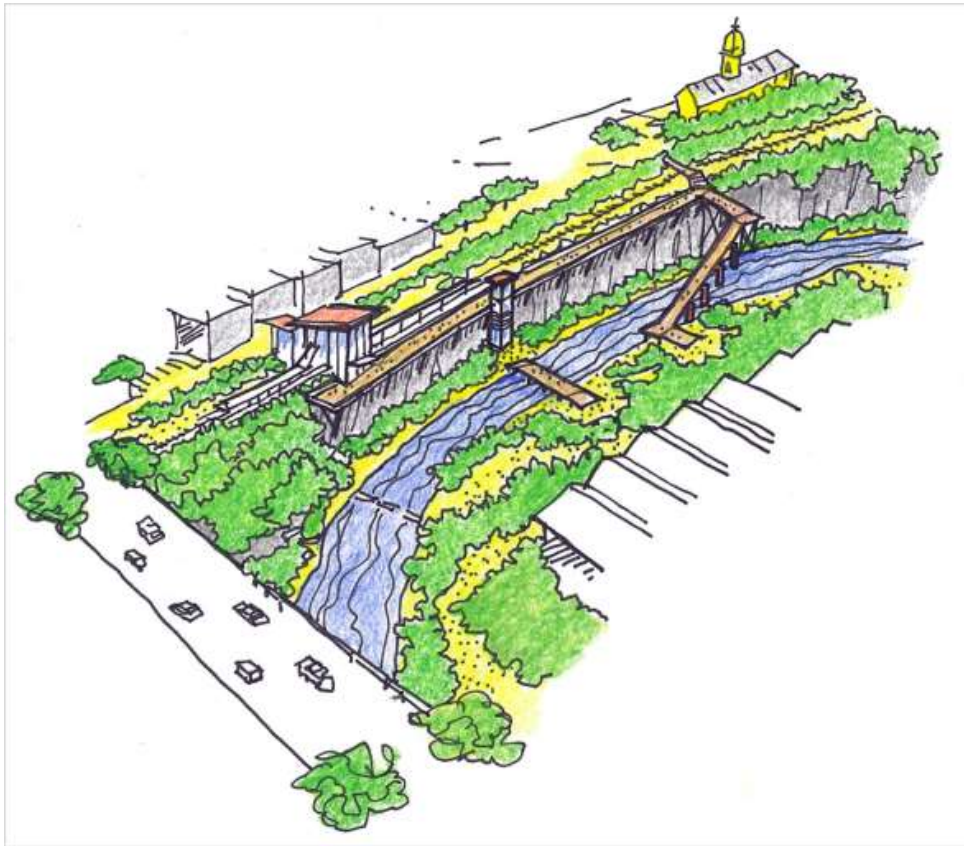
Figure 12: Longer Term Activations

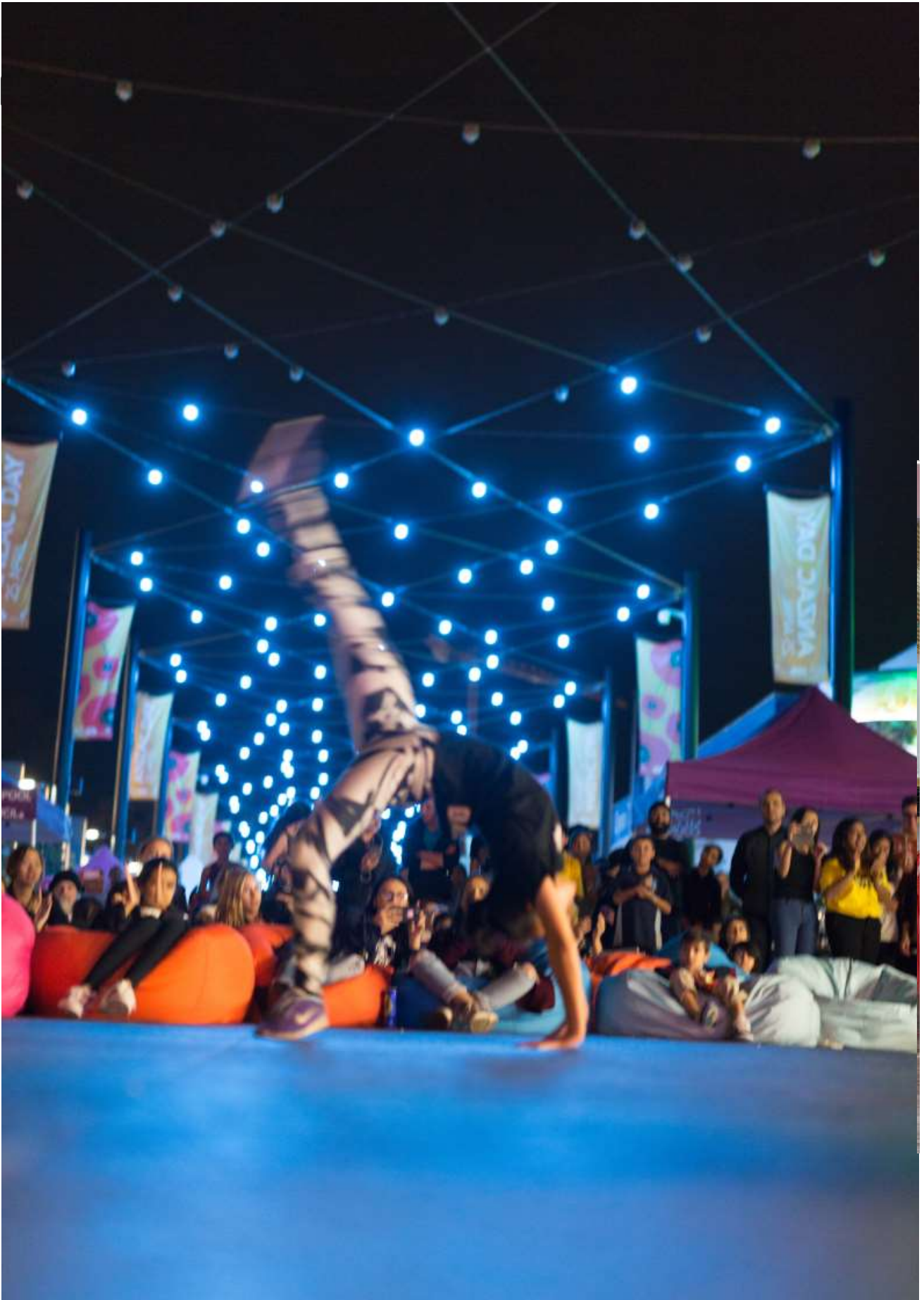


5. ACTIVATION INITIATIVES

As illustrated in Figure 13, a new river edge pedestrian promenade is constructed to overlook the Georges River corridor from the city side. Additionally, two new pedestrian bridges are constructed to span across to the east bank of the river from both ends of the promenade. The promenade is connected back to the City Centre via a walking bridge at its northern end and the Station entry is modified to act as the principal pedestrian access from the City Centre to the promenade. The promenade space should have the capacity and structure to act as an event space in its own right.

Figure 13: The River Edge Boardwalk & Pedestrian Bridges Initiative





6. EVALUATION AND REVIEW

Council will evaluate and review the Strategy two years after adoption. The review will focus on the following:

- Council's ongoing commitment to the purpose and objectives of the Strategy;
- Evaluation of the short-term activation initiatives and their effectiveness in realising the purpose and objectives of the Strategy;
- Review of medium-term initiatives and their appropriateness going forward, in light of deliverables from the short-term initiatives.
- Development of an Action Plan for the medium-term initiative with considerations of related resources and costing.





7. SUMMARY

The Liverpool City Centre has a number of urban strengths which allow a variety of activations to occur, potentially quite quickly if resources can be committed. It is essential, however, that a broad range of stakeholders are actively involved and partnered with Council, to achieve the strengthening of City Centre street life, which these activations can help provide.

While the temptation is to try and take on many initiatives at the same time, the reality is that resources and available time require a very careful and staged approach be followed.

It is important that one or two initial activations are looked at, noting the current limited resources which Council has in this area and the strong need to leverage off support from the local business community as well as other major stakeholders. These start-up initiatives should be prepared to embody some manageable risks in order to involve genuinely creative content, and by offering new examples of how to define and progress this Strategy.

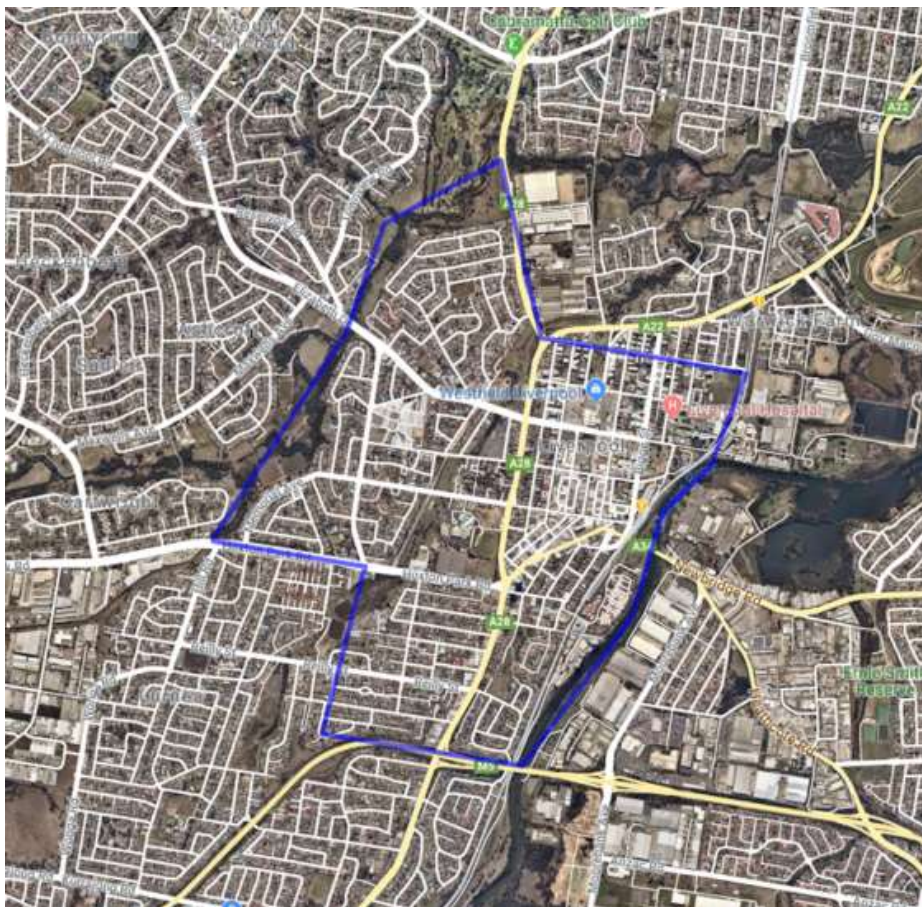
What needs to be avoided is a scenario where an unsuccessful activation is focused on and which knocks the confidence of stakeholders to want to engage in future activation initiatives.

Major projects, such as the desired conference centre for the Liverpool City Centre, have the potential to be catalysts to encourage a variety of activations to occur. This is likely to be a major economic driver which will support the City Activation Strategy over and above the existing and organic growth in economic activity which is already occurring. The ability to activate this more quickly has major implications for the staging of other activations.

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Appendix 1— Liverpool CBD Demographics

Liverpool CBD has an estimated resident population of 29,366 as of 2017 which demonstrates a growth of 925 people from the previous year.



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Appendix 1— Liverpool CBD Demographics

2016	Liverpool CBD	Liverpool LGA	Greater Sydney	New South
Median age	33	33	36	38
Aboriginal and Torres Strait Islanders population	0.9%	1.5%	1.5%	2.9%
Couples with children	33%	46%	35%	32%
Older couples without children	5%	6%	8%	10%
Lone persons households	20%	15%	20%	22%
Medium and high density housing	71%	25%	44%	33%
Median weekly household	\$1,067	\$1,548	\$1,745	\$1,481
Median weekly mortgage repayment	\$373	\$484	\$495	\$456
Median weekly rent	\$346	\$377	\$447	\$384
Households renting	49%	30%	33%	30%
Households with a mortgage	19%	37%	32%	30%
Overseas born	55%	41%	37%	28%
Language at home other than English	65%	52%	36%	25%
University attendance	4%	5%	6%	5%
University qualification	15%	16%	28%	23%
Trade qualification (certificate)	14%	17%	15%	18%
Unemployment rate	11.6%	7.5%	6.0%	6.3%
Participation rate (population in Labour force)	45%	57%	62%	59%

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Appendix 1— Liverpool CBD Demographics

Population group (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Males	13,457	49.7	49.3	49.3
Females	13,638	50.3	50.7	50.7%
Aboriginal and Torres Strait Islanders population	249	0.9	1.5	2.9%
Australian citizens	17,851	65.9	79.5	82.7%
Eligible voters (citizens aged 18+)	13,239	48.9	60	63.0%
Population over 15	21,397	79	81.3	81.5%
Employed population	8,522	88.4	94	93.7%
Overseas visitors (enumerated)	287	-	-	-

Ancestry - Ranked by size (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Indian	2,617	9.7	4.0	6.5
Australian	2,475	9.1	23.5	30.2
English	2,212	8.2	25.3	30.8
Serbian	2,077	7.7	0.6	0.5
Iraqi	2,043	7.5	0.5	0.3
Chinese	1,103	4.1	10.1	6.9
Vietnamese	991	3.7	2.2	1.5
Lebanese	988	3.6	3.3	2.2
Arab - not further described	811	3.0	0.4	0.3
Italian	763	2.8	4.2	3.6

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Appendix 1— Liverpool CBD Demographics

The major differences between the ancestries of the population in Liverpool and Greater Sydney were:

- A *larger* percentage of people with Iraqi ancestry (7.5% compared to 0.5%)
- A *smaller* percentage of people with English ancestry (8.2% compared to 25.3%)
- A *smaller* percentage of people with Australian ancestry (9.1% compared to 23.5%)

The largest changes in the reported ancestries of the population in this area between 2011 and 2016 were:

- Indian (+506 persons)
- Iraqi (+478 persons)
- Serbian (-303 persons)
- Vietnamese (+280 persons)

Overseas born (usual residence)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Year of arrival in Australia (2016)				
2006 to 9 August 2016	4, 172	27.6	21.4	20.5
2006 to 2010	2, 838	18.8	14.5	13.9
2001 to 2005	1, 751	11.8	10.0	9.4
1991 to 2000 (10 year period)	2, 899	19.2	16.0	15.0
1981 to 1990 (10 year period)	1, 496	9.9	14.4	13.9
1971 to 1980 (10 year period)	692	4.6	8.6	9.2
1961 to 1970 (10 year period)	535	3.5	7.2	8.7
Arrival in 1960 or earlier	356	2.4	4.5	5.9
Not stated	335	2.2	3.3	3.6
Total	15, 108	100	100	100

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Appendix 1— Liverpool CBD Demographics

Proficiency in English (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Speaks English only	6,028	22.3	58.4	68.5
Speaks another language, and English well or very well	13,014	48.1	29.3	20.7
Speaks another language and	4,536	16.8	6.5	4.5
Not stated	3,482	12.9	5.8	6.3
Total population	27,061	100	100	100.0

Need for assistance with core activities by age group (years)	Number	Liverpool CBD %	Greater Sydney %	NSW %
0 to 4	15	0.7	1.1	1.1
5 to 9	33	1.8	2.8	3.1
10 to 19	42	1.5	2.5	2.9
20 to 59	706	4.6	2.2	2.7
60 to 64	246	19.9	6.7	6.8
65 to 69	248	24.2	8.5	8.2
70 to 74	211	29.3	11.8	10.8
75 to 79	245	38.7	18.7	16.6
80 to 84	201	47.6	29.9	26.9
85 and over	173	66.3	50.4	47.6
Total persons needing assistance	2,408	8.9	4.9	5.4

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Appendix 1— Liverpool CBD Demographics

Employment status (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Employed	8,522	88.4	94.0	93.7
Employed full-time	5,504	57.1	61.2	59.2
Employed part-time	2,732	28.3	30.9	32.7
Hours worked not stated	285	3.0	1.9	1.9
Unemployed	1,123	11.6	6.0	6.3
Looking for full-time work	622	6.5	3.2	3.4
Looking for part-time work	500	5.2	3.2	2.9
Total labour force	9,645	100	100	100

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Appendix 1— Liverpool CBD Demographics

Employed persons occupation of employment (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Managers	549	6.4	13.7	13.5
Professionals	1,361	16.0	26.3	23.6
Technicians and Trade Workers	1,364	16	11.7	12.7
Community and Personal Service Workers	1,014	11.9	9.6	10.4
Clerical and Administrative Workers	1,068	12.5	14.6	13.8
Sales workers	736	8.6	9	9.2
Machinery Operators and Drivers	1,026	12	5.6	6.1
Labourers	1,158	13.6	7.5	8.8
Not stated or inadequately de-	254	3.0	1.9	1.8
Total employed persons aged 15+	8,534	100	100	100

Workforce and educational engagement by age (2016)		Number	Liverpool CBD %	Greater Sydney	NSW %
Age group	Engagement status				
15 to 24 years	Fully engaged	2,128	62.7	77.6	74.3
15 to 24 years	Partially engaged	346	10.2	9.3	10.8
15 to 24 years	Disengaged	507	15.0	7.6	9.0
15 to 24 years	Undetermined/ not stated	411	12.1	5.5	6.0
15 to 24 years	Total	3,393	100	100	100

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Appendix 1— Liverpool CBD Demographics

Workforce and educational engagement by age (2016)		Number	Liverpool CBD %	Greater Sydney %	NSW %
Age group	Engagement status				
25 to 54 years	Fully engaged	5,022	41.6	58.4	56.0
25 to 54 years	Partially engaged	1,909	15.8	19.5	20.9
25 to 54 years	Disengaged	3,535	29.3	15.9	16.4
25 to 54 years	Undetermined/ not stated	1,611	13.3	6.3	6.7
25 to 54 years	Total	12,079	100.0	100.0	100
55 to 64 years	Fully engaged	732	27.1	39.3	36.4
55 to 64 years	Partially engaged	363	13.5	21.0	21.7
55 to 64 years	Disengaged	1,234	45.7	33.9	35.2
55 to 64 years	Undetermined/ not stated	368	13.7	5.9	6.6
55 to 64 years	Total	2,699	100	100	100
65 years and over	Fully engaged	129	4.1	5.9	5.3
65 years and over	Partially engaged	100	3.1	7.9	7.3
65 years and over	Disengaged	2,491	78.1	76.7	76.6
65 years and over	Undetermined/ not stated	467	14.7	9.4	10.7
65 years and over	Total	3,188	100	100	100
Total aged 15+	Fully engaged	8,013	37.5	49.9	45.8
Total aged 15+	Partially engaged	2,719	12.7	16.1	16.8
Total aged 15+	Disengaged	7,769	36.4	27.4	30.1
Total aged 15+	Undetermined/ not stated	2,859	13.4	6.6	7.4
Total aged 15+	Total	21,361	100	100	100

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Appendix 1— Liverpool CBD Demographics

	2016				2011				Change
Persons aged 15+ individual income quartiles	Number	Liverpool CBD %	Greater Sydney %	NSW %	Number	Liverpool CBD %	Greater Sydney %	NSW %	2011 to 2016
Lowest group	6,054	33.4	25.5	25	5,412	33.2	25.1	25	+642
Medium lowest	5,261	29.1	21.7	25	4,744	29.1	21.7	25	+518
Medium highest	4,553	25.1	24.6	25	4,084	25.0	24.7	25	+468
Highest group	2,239	12.4	28.2	25	2,068	12.7	28.4	25	+171
Total persons aged 15+	18, 109	100	100	100	16,310	100	100	100	+1,799

	2016				2011				Change
Liverpool - Households (Enumerated) (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %	Number	Liverpool CBD %	Greater Sydney %	NSW %	2011 to 2016
Lowest group	2,852	38.2	21.6		2,201	31.4	21	25	+318
Medium lowest	2,247	30.1	22.5		2,357	33.6	22.5	25	+164
Medium highest	1,736	23.3	25.5		1,694	24.1	25.8	25	+78
Highest group	630	8.4	30.3		763	10.9	30.6	25	-91
Total households	7,465	100	100		7,016	100	100	100	+469

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Appendix 1— Liverpool CBD Demographics

Total household Households by type (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Couples with children	3,142	33.1	35.3	31.5
Couples without children	1,455	15.3	22.4	24.2
One parent families	1,384	14.6	10.4	10.7
Other families	131	1.4	1.3	1.2
Group households	292	3.1	4.5	3.9
Lone person	1,928	20.3	20.4	22.4
Other not classable household	1,127	11.9	4.7	4.8
Visitor only households	43	0.5	0.9	1.3
Total households	9,504	100	100	100

Liverpool - Households (Enumerated) (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Fully owned	1,501	15.9	27.7	30.7
Mortgage	1,793	19.0	31.5	30.4
Renting—total	4,655	49.4	32.6	30.3
Renting—social housing	632	6.7	4.6	4.4
Renting—private	3, 986	42.3	27.6	25.3
Renting—not stated	37	0.4	0.4	0.5
Other tenure type	33	0.4	0.8	0.9
Not stated	1,432	15.2	7.4	7.8
Total households	9,417	100	100	100

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Appendix 1— Liverpool CBD Demographics

Residential location of local works (2016)	Number	%
Live and work in the area	25,598	37.8
Work in the area, but live outside	42,189	62.2
Total workers in the area	67,787	100

Residential location of local workers by LGA (2016)	Number	%
Liverpool	25,598	37.8
Campbelltown	7,406	10.9
Fairfield	6,793	10.0
Camden	4,299	6.3
Canterbury-Bankstown	4,058	6.0
Blacktown	2,297	3.4
Sutherland Shire	2,142	3.2
Penrith	1,894	2.8
Wollondilly	1,516	2.2

Employment location of resident workers (2016)	Number	%
Live and work in the area	25,598	30.5
Live in the area, but work outside	54,481	65
No fixed place of work	3,748	4.5
Total employed residents in the area	83,827	100

8. APPENDIX

Appendix 1— Liverpool CBD Demographics

Method of travel to work by employed persons (2016)	Number	Liverpool CBD %	Greater Sydney %	NSW %
Train	1,399	16.5	16.2	11.2
Bus	207	2.5	6.1	4.4
Tram or ferry	0	—	0.4	0.3
Taxi	11	0.1	0.2	0.2
Car— as driver	4,862	57.3	52.7	57.8
Car—as passenger	456	5.4	3.9	4.3
Truck	64	0.8	0.9	1.0
Motorbike	11	0.1	0.7	0.6
Bicycle	4	0.0	0.7	0.7
Walked only	544	6.4	4.0	3.9
Other	78	0.9	1.1	1.2
Worked at home	136	1.6	4.4	4.8
Did not go to work	568	6.7	7.8	8.7
Not stated	136	1.6	0.9	1.0
Total employed persons aged 15+	8,481	100	100	100

**LIVERPOOL
CITY
COUNCIL**

For further information



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Customer Service Centre
Ground Floor, 33 Moore Street, Liverpool, NSW 2170
Open Monday - Friday, 8.30am - 5pm



Phone

1300 36 2170
Calling from interstate: (02) 8711 7000
National Relay Service (NRS): 133 677
(for hearing and speech impaired customers)



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Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template	Proposal
<p>1. PURPOSE/ OBJECTIVES</p> <p>1.1 The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.</p>	<p>1. Introduction</p> <p>1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of [insert name] council.</p> <p>1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.</p> <p>1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.</p> <p>1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.</p> <p>1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.</p>	<p>Adopt the template wording, which provides an appropriate statement of purpose while also providing relevant context and addressing the interests of staff and the community.</p> <p>1. Introduction</p> <p>1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Liverpool City Council.</p> <p>1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.</p> <p>1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.</p> <p>1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.</p> <p>1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.</p>

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template	Proposal
<p>1.2 The objectives of this policy are to:</p> <p>a) Give guidance to the Mayor and Councillors as to what facilities and resources are available to them;</p> <p>b) Provide a public statement as to how Council sets the payment of fees, and other support allowances, for the Mayor and Councillors when they carry out their role as an elected member; and</p> <p>c) Implement Council's legislative responsibility in adopting a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors.</p> <p>d) Support a diversity of representation through Council's commitment in enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors.</p>	<p>2. Policy objectives</p> <p>2.1. The objectives of this policy are to:</p> <p><input type="checkbox"/> enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties</p> <p><input type="checkbox"/> enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties</p> <p><input type="checkbox"/> ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors</p> <p><input type="checkbox"/> ensure facilities and expenses provided to councillors meet community expectations</p> <p><input type="checkbox"/> support a diversity of representation</p> <p><input type="checkbox"/> fulfil the council's statutory responsibilities.</p>	<p>Retain the objectives that are consistent with the template while ensuring that Council's Policy has the same objectives that OLG has suggested.</p> <p>2. Policy objectives</p> <p>2.1. The objectives of this policy are to:</p> <p>(a) enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties,</p> <p>(b) enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties,</p> <p>(c) Give guidance to the Mayor and Councillors as to what facilities and resources are available to them,</p> <p>(d) ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors,</p> <p>(e) ensure facilities and expenses provided to councillors meet community expectations,</p> <p>(f) provide a public statement as to how Council sets the payment of fees, and other support allowances, for the Mayor and Councillors when they carry out their role as an elected member,</p>

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template	Proposal
		(g) support a diversity of representation through Council's commitment in enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors,(h) fulfil the council's statutory responsibilities.
<p>2. LEGISLATIVE AND GOVERNANCE REQUIREMENTS</p> <p>2.1 Local Government Act 1993 [Full Policy text not included here]</p> <p>2.2 Local Government (General) Regulation 2021 [Full Policy text not included here]</p> <p>2.3 Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for local councils in NSW [Full Policy text not included here]</p> <p>2.4 Guidelines issued by the Office (formerly Division) of Local Government [Full Policy text not included here]</p> <p>2.5 The Model Code of Conduct for Local Councils in NSW [Full Policy text not included here]</p>	<p>Appendix I: Related legislation, guidance and policies</p> <p>Relevant legislation and guidance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local Government Act 1993, Sections 252 and 253 <input type="checkbox"/> Local Government (General) Regulation 2021, Sections 217 and 403 <input type="checkbox"/> Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009 <input type="checkbox"/> Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities <input type="checkbox"/> Local Government Circular 05-08 legal assistance for Councillors and Council Employees. <p>Related Council policies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Code of Conduct <input type="checkbox"/> [insert others as relevant] 	<p>Move the explanation of legislative and governance requirements to an Appendix to aid the reader. Update so that material referenced in the OLG template is included and legislative references are correct.</p>

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template	Proposal												
2.6 ICAC Publication: No excuse for misuse, preventing the misuse of council resources [Full Policy text not included here]														
3. DEFINITIONS Act means the Local Government Act 1993. Guidelines refer to the Office of Local Government Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for local councils in NSW. Policy means the Civic Expenses and Facilities Policy. Regulation refers to the Local Government (General) Regulation 2021. Remuneration Tribunal refers to the Local Government Remuneration Tribunal. IT Consumable: Printer ink and toner / Copier supplies / Paper / Data storage, memory sticks and cards / Computer accessories /Cabling and connectors /- CDs, DVDs & Blu-ray.	Appendix II: Definitions The following definitions apply throughout this policy. <table><tr><th>Term</th><th>Definition</th></tr><tr><td>accompanying person</td><td>Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor</td></tr><tr><td>appropriate refreshments</td><td>Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business</td></tr><tr><td>Act</td><td>Means the <i>Local Government Act 1993</i> (NSW)</td></tr><tr><td>clause</td><td>Unless stated otherwise, a reference to a clause is a reference to a clause of this policy</td></tr><tr><td>Code of Conduct</td><td>Means the Code of Conduct adopted by</td></tr></table>	Term	Definition	accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor	appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business	Act	Means the <i>Local Government Act 1993</i> (NSW)	clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy	Code of Conduct	Means the Code of Conduct adopted by	Move definitions to an Appendix to aid the reader. Retain relevant definitions from Current policy and add definitions from the OLG template that are used in the Policy. Add a definition of CEO rather than General Manager as Council appoints a CEO rather than a General Manager.
Term	Definition													
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor													
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business													
Act	Means the <i>Local Government Act 1993</i> (NSW)													
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy													
Code of Conduct	Means the Code of Conduct adopted by													

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template		Proposal
		Council or the Model Code if none is adopted	
	Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor	
	General Manager	Means the general manager of Council and includes their delegate or authorised representative	
	incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct	
	long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle	
	maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1	
	NSW	New South Wales	
	official business	Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and	

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template		Proposal
		<p>responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:</p> <ul style="list-style-type: none"> meetings of council and committees of the whole meetings of committees facilitated by council civic receptions hosted or sponsored by council meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council 	
	professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor	
	Regulation	Means the Local Government (General) Regulation 2021 (NSW)	

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template		Proposal
	year	Means the financial year, which is the 12 month period commencing on 1 July each year	
No equivalent	<p>3. Principles</p> <p>3.1. Council commits to the following principles:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proper conduct: councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions <input type="checkbox"/> Reasonable expenses: providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor <input type="checkbox"/> Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor <input type="checkbox"/> Equity: there must be equitable access to expenses and facilities for all councillors <input type="checkbox"/> Appropriate use of resources: providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations 		Include a statement of principles in Council's Policy to establish clear expectations for the operation of the Policy. The statement of principles should be as set out in the OLG template.

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template	Proposal
	<input type="checkbox"/> Accountability and transparency: clearly stating and reporting on the expenses and facilities provided to councillors.	
<p>4.1 Remuneration to Councillors and the Mayor</p> <p>4.1.1 All Councillors (including the Mayor) will be paid an annual fee according to determinations made by the Remuneration Tribunal. Under the Act, the Tribunal's role is limited to determining the categories of councils (section 239) and determining the minimum and maximum fee range for Councillors and Mayors in each of those categories.</p> <p>4.1.2 In accordance with section 249 of the Act, the annual fee paid to the Mayor is in addition to the fee payable to the Mayor as a Councillor.</p> <p>4.1.3 In accordance with Section 248 of the Local Government Act 1993 and the determination by the Tribunal, the Council will determine on an annual basis the fee to be paid to the Mayor and Councillors.</p> <p>4.1.4 In accordance with section 254A of the Act, Council may resolve that an annual fee will not be paid to a Councillor or that the Councillor will be paid a reduced annual fee determined by the Council:</p> <p>a) For any period for which the Councillor is absent with or without prior leave from an</p>	No equivalent section.	<p>Retain section 4.1 of the Policy.</p> <p>The section paraphrases provisions of the Local Government Act 1993 dealing with the fee payable to councillors, the additional fee payable to the mayor, and the possibility of paying superannuation. It does not include a relevant statement of policy, but its inclusion is consistent with the policy objective in 2.1(f) and may provide some assistance to Council.</p>

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<p>ordinary meeting or ordinary meetings of the Council; or</p> <p>b) In any other circumstances prescribed by the regulations.</p> <p>4.1.5 If a Councillor is absent with or without leave of Council, from ordinary meetings of Council for any period of more than three months, Council must not pay any annual fee, or part of an annual fee, to that Councillor that relates to the period of absence that is in excess of three months.</p> <p>4.1.6 In accordance with section 254B of the Act, a Council may if resolved by Council, make a payment as a contribution to a superannuation account nominated by a Councillor.</p> <p>4.1.7 The amount of a superannuation contribution payment is the amount the Council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the Councillor were an employee of the Council.</p> <p>4.1.8 The superannuation contribution payment for the Mayor and Councillors will be in addition to the annual allowance.</p> <p>4.1.9 A Councillor who is endorsed as a candidate for federal and state election may choose to voluntarily take leave of absence from council during their candidacy.</p>		

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4.1.10 A Councillor may choose to voluntarily donate their Councillor allowance back to Council whilst on leave of absence from Council during their candidacy.		
4.2 Dispute resolution 4.2.1 Any disputes that arise in relation to this policy will be resolved as follows: a) With the Councillor and the CEO; if unresolved; b) With the Mayor, if unresolved; and c) The Full Council will be asked to review the dispute.	12. Disputes 12.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager. 12.2. If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.	Adopt the wording of the OLG template, subject to referencing the CEO rather than General Manager. The template wording more clearly states the process by which disputes are resolved. It does not give a specific role to the Mayor, which better reflects the division of responsibilities under the Act.
4.3 General allowance 4.3.1 It is not appropriate or lawful for Council to pay general allowances unrelated to actual expenses incurred and which are designed to supplement Councillor's annual fees (DLG Guidelines 2009 page 6). All expenses provided under this policy will be for a purpose specific to the functions of holding civic office.	No equivalent section	Retain the Policy wording as it is consistent with the Guidelines, which state: "It is not appropriate or lawful for councils to pay general allowances unrelated to actual expenses incurred and which are designed to supplement councillors' annual fees. "Councils are encouraged to include a statement in their policies clarifying that general expense allowances will not be paid."
4.4 Support to Mayor 4.4.1 Council is recognised as the third regional city after Sydney and Parramatta. It is experiencing rapid growth and development	10. Additional facilities for the mayor 10.1. [Where a vehicle is provided to the mayor, include Clauses 10.1-10.4] Council will provide to the mayor a maintained	Delete reference to credit card, as there is no similar provision in the OLG template and a credit card is not in use.

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<p>and is being serviced by a full-time Mayor. In the light of these circumstances, Council will provide the Mayor with a range of support and resources, so the Office of the Mayor can function properly, and the Mayor can adequately represent the City at policy, civic and ceremonial levels. In addition to payment of the Mayoral allowance, the following facilities are additional to those outlined elsewhere in this policy and provided to Councillors.</p> <p>4.4.2 Council will provide to the Mayor at its cost:</p> <p>a) A dedicated vehicle of a type deemed suitable to the position of Mayor of Liverpool, which will be equivalent to the range of vehicles to which Council directors are entitled under Council's Fleet Management Policy:</p> <p>i. The vehicle provided for the Mayor is for use on official duties and functions of the Office of Mayor and for private use in accordance with Council's Fleet Management Policy;</p> <p>ii. Council shall meet the fortnightly cost of cleaning (wash and vacuum) the Mayoral vehicle;</p> <p>iii. Council shall supply and meet the usage costs associated with an electronic tag in the Mayoral vehicle;</p> <p>b) An allotted parking space at 33 Moore Street Liverpool;</p> <p>c) A fully furnished Mayoral office;</p>	<p>vehicle to a similar standard of other council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.</p> <p>10.2. The mayor must keep a logbook setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The logbook must be submitted to council on a monthly basis.</p> <p>10.3. The mayoral allowance will be reduced to cover the cost of any private travel recorded in the logbook, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.</p> <p>10.4. A parking space at council's offices will be reserved for the mayor's council-issued vehicle for use on official business, professional development and attendance at the mayor's office.</p> <p>10.5. [Where relevant, include the following clause] Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.</p> <p>10.6. In performing his or her civic duties, the mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the general manager.</p>	<p>Council's Policy differs from the OLG template but is not inconsistent with the Guidelines, which provide:</p> <p>"2.4.2 Provision of additional facilities, equipment and services for mayors</p> <p>"In addition to the facilities, equipment and services provided to councillors, certain additional facilities may be provided to a mayor to recognise the special role, responsibilities and duties of the position both in the council and in the community.</p> <p>"Provision of a motor vehicle</p> <p>"Generally, a fully serviced and maintained vehicle, including a fuel card, should be provided for the sole use of the mayor. The type of motor vehicle and all conditions of use should be specified in the policy.</p> <p>"Councillors, including the mayor, should only obtain incidental private benefit from the provision of a motor vehicle for official use unless the policy specifically provides for private use and has a mechanism in place for a payment to be made for that private use. This mechanism should be outlined in a council's expenses and facilities policy. For an example of an appropriate method of reconciling private usage see 1.6.11.</p> <p>"Other equipment, facilities and services</p>

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<p>d) Dedicated personal assistant;</p> <p>e) Ceremonial clothing including Mayoral robes and chains of office to be worn at civic and ceremonial functions;</p> <p>f) Secretarial, research and public relations services relating to the discharge of his/ her civic functions, including use of official stationery and postage of official correspondence;</p> <p>g) Administrative assistance associated with civic functions, meetings and the like;</p> <p>h) Office refreshments;</p> <p>i) Meals or refreshments in conjunction with Council related business;</p> <p>j) A credit card to facilitate payment of incidental expenses such as attendance at functions, parking and entertainment in conjunction with the discharging of the functions of the Mayoral office:</p> <p>i. The credit card will have limit of \$5,000 per month;</p> <p>ii. The account is to be in the name of Liverpool City Council;</p> <p>iii. The credit card is not to be used for personal expenses; and</p> <p>iv. The account is to be reconciled with receipts on a monthly basis.</p> <p>k) Computer and Multifunction device at Mayoral Office;</p>	<p>10.7. The number of exclusive staff provided to support the mayor and councillors will not exceed [insert number] full time equivalents.</p> <p>10.8. As per Section 4, staff in the mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.</p>	<p>"Other equipment to be provided for the use of the mayor may include, but is not limited to:</p> <ul style="list-style-type: none"> • Ceremonial clothing including mayoral robes, chains of office • Dedicated staff support, including secretarial services • Furnished mayoral office • Allotted parking space at the council premises."

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<p>l) An appropriate mobile phone including usage costs;</p> <p>m) Where required to attend civic functions (e.g. Business Awards, Mayoral Ball), as civic leader of the City, no charge to be incurred for attendance; and</p> <p>n) The use of the Council crest on Mayoral stationery, or other formats of communication such as email, website etc.</p>		
<p>4.5 Support to Councillors</p> <p>4.5.1 In addition to the payment of an annual fee, Council will provide Councillors with a range of support and benefits which allow Councillors to discharge their public duty. The Councillors, including the Deputy Mayor, are entitled to receive the following benefits:</p> <p>a) Use of the Councillor's Room, telephone and limited hospitality facilities;</p> <p>b) Meals or refreshments in conjunction with Council meetings, briefings sessions, committee meetings and planning and training sessions and non-alcoholic refreshments in the Councillor's room;</p> <p>c) Secretarial services subject to specific approval of the CEO;</p> <p>d) An allowance of \$1,000 per Councillor per calendar year for mailing and stationery to assist Councillors in performing their duties as per section 232 (2) of the Local Government Act. These duties include organisation of</p>	<p>9. General facilities for all councillors</p> <p>Facilities</p> <p>9.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:</p> <p><input type="checkbox"/> [where relevant, include the following point:] a councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeonholes and appropriate refreshments (excluding alcohol)</p> <p><input type="checkbox"/> access to shared car parking spaces while attending council offices on official business</p> <p><input type="checkbox"/> personal protective equipment for use during site visits</p> <p><input type="checkbox"/> a name badge which may be worn at official functions, indicating that the wearer</p>	<p>Council's Policy differs from the OLG template but is not inconsistent with the Guidelines, which provide:</p> <p>"2.4.1 Provision of facilities, equipment and services for councillors</p> <p>"The following are examples of equipment, facilities and services that could be included in the policy and provided to mayors and councillors. The provision of facilities, equipment and services is not limited to this list:</p> <ul style="list-style-type: none"> • Office equipment (phones, fax, photocopier) • Mobile phone • Internet • Dedicated computer equipment including a desktop and/or laptop, printer, scanner and software • Furnished councillors' room • Secretarial and administrative support

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<p>community meetings and responding to inquiries (This allowance is reduced to \$50 per month per Councillor for April-September prior to an election);</p> <p>e) Meeting room facilities at 33 Moore Street and 52 Scott Street Liverpool when meeting regarding Council business. The meeting room is to be booked through the CEO;</p> <p>f) When deputising for the Mayor (at his or her request), transport to official functions (if needed), together with the cost of attendance at such functions, where a fee is payable;</p> <p>g) When required to attend functions as part of civic duties (e.g. Business Awards), the cost of attendance to be borne by Council. (Note this does not apply to attendance at the Mayoral Ball or other similar functions of a charitable nature.);</p> <p>h) Supply of name badges, business cards, diaries, memo books, compendium and official ties or scarves; and</p> <p>i) Car parking provision for Councillors at 33 Moore Street Liverpool when performing their duties as a Councillor.</p>	<p>holds the office of a councillor and/or mayor or deputy mayor.</p> <p>9.2. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the mayor's office or other specified staff member.</p> <p>9.3. The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.</p> <p>Stationery</p> <p>9.4. Council will provide the following stationery to councillors each year:</p> <ul style="list-style-type: none"> <input type="checkbox"/> letterhead, to be used only for correspondence associated with civic duties <input type="checkbox"/> business cards <input type="checkbox"/> up to [insert] ordinary postage stamps <input type="checkbox"/> up to [insert] Christmas or festive cards per year for councillors and [insert] for the mayor. <p>9.5. As per Section 4, stamps shall only be used to support a councillor's civic duties. Councillor mail will only be posted using the stamps provided. Any stamps not used will not be carried over to the next year's allocation.</p> <p>Administrative support</p>	<ul style="list-style-type: none"> • Stationery, office supplies, postage, business cards and other consumables • Non-dedicated council vehicle • Car parking set aside for the sole use of councillors • Meals and refreshments • Meals on evenings of council meetings and official dinners, light refreshments at committee and working party meetings • Corporate clothing and protective clothing and equipment. <p>A minor change is proposed to ensure consistency with the Act, Regulation and Guidelines:</p> <p>"4.5.1 In addition to the payment of an annual fee, Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:</p> <p>..."</p> <p>It is proposed to add wording to clarify circumstances in which community facilities are available to councillors:</p> <p>4.5.1 ...</p> <p>j) Councillors may access Council's community facilities for the purpose of conducting their civic duties. A booking request must be made to the CEO or delegate. Access will be based on availability and subject to the terms and conditions contained within Council's Community</p>

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	<p>9.6. Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the mayor's office or by a member of council's administrative staff as arranged by the general manager or their delegate.</p> <p>9.7. As per Section 4, council staff are expected to assist councillors with civic duties only and not assist with matters of personal or political interest, including campaigning.</p>	Facilities Hire Policy. If the access is not supported by a Council resolution, then access will be subject to payment of the applicable hire fees and charges.
<p>4.6 Access to information technology</p> <p>4.6.1 Council will provide all elected members with the necessary corporate software enabling access to key systems and communication networks using secure means. Council will set aside an amount for each elected member, as required, towards the purchase of "IT Hardware, this will provide access to council systems.". A technical standard will be specified for the hardware and the replacement of the IT hardware. Councillors may choose to obtain equipment of a higher cost at their own expense, as long as the hardware standard is observed.</p> <p>4.6.2 Hardware</p> <p>The options available to Councillors in respect of IT hardware are as follows:</p>	<p>Information and communications technology (ICT) expenses</p> <p>[Clauses 6.33-6.35 relate to the contemporary practice of providing a total expenses cap which each councillor can use flexibly to meet the ICT needs associated with his or her civic duties. Where a council prefers to provide ICT devices directly to councillors, alternative clauses can be substituted.]</p> <p>6.33. Council will provide or reimburse councillors for expenses associated with appropriate ICT devices and services up to a limit of \$[insert] per annum for each councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.</p>	<p>Council's Policy is more detailed than the OLG template but remains generally consistent with the Guidelines. A change is proposed to emphasise that access to information technology is for the purpose of councillors undertaking their civic duties:</p> <p>4.6 Access to information technology</p> <p>4.6.1 Council will provide all councillors with the information technology or reimbursement of expenses in accordance with this clause 4.6 to be used to undertake their civic duties, such as:</p> <ul style="list-style-type: none"> • receiving and reading council business papers • relevant phone calls and correspondence • diary and appointment management. <p>4.6.2 Council will provide all councillors with the necessary corporate software enabling</p>

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Provision of Policy	OLG suggested template	Proposal
<p>a) A tablet, Microsoft Surface or Laptop with internet capability;</p> <p>b) A fully maintained and council owned Multifunction Printer will be provided to Councillors'. The specification for such equipment will be determined by Council's Information Technology Team in consultation with Councillors based on likely business use requirements;</p> <p>c) Council will reimburse the cost of associated IT consumables for a Councillor's private computer and or printer, if used in the performance of their civic duties, up to \$500 per annum. The appropriate claim form with receipts will need to be completed and submitted for reimbursement to occur;</p> <p>d) Council will reimburse the cost of associated IT consumables for council issued and owned equipment only in situations where Council is not able to provide the IT consumable, up to \$500 per annum. The appropriate claim form with receipts will need to be completed and submitted for reimbursement to occur; and</p> <p>e) At the end of the four-year term, the equipment may be acquired by the Councillor at the current market value taking account of depreciation and the condition of the equipment. This value will be assessed by Council staff and advised to the Councillor.</p> <p>4.6.3 Software</p>	<p>6.34. Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:</p> <ul style="list-style-type: none"> • receiving and reading council business papers • relevant phone calls and correspondence • diary and appointment management. <p>6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.</p>	<p>access to key systems and communication networks using secure means. Council will set aside an amount for each elected member, as required, towards the purchase of "IT Hardware, this will provide access to council systems.". A technical standard will be specified for the hardware and the replacement of the IT hardware. Councillors may choose to obtain equipment of a higher cost at their own expense, as long as the hardware standard is observed.</p> <p>...</p>

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Provision of Policy	OLG suggested template	Proposal
<p>All Councillors will be provided with standard software including Microsoft 0365.</p> <p>4.6.4 Support</p> <p>a) Councillors will be provided with training as required. The CEO can determine and approve funds for professional development activities;</p> <p>b) Council will also provide support services to assist Councillors in resolving operational problems. All support services provided to Councillors will relate only to Council related business and applications. Support will be provided during the Information Technology Team's normal support hours (currently 8.30am to 5.00pm weekdays). Support requests can be logged by calling the Information Technology Service Desk on 02 8711 7505 or by emailing servicedesk@liverpool.nsw.gov.au; and</p> <p>c) In the event of hardware failure, equipment owned by Council will need to be returned to Council to enable a warranty call to be placed with the manufacturer. Turnaround time will vary depending upon the equipment involved and the availability of parts.</p>		
<p>4.7 Telephone expenses</p> <p>4.7.1 Councillors are required to use their own mobile phones and telephone lines for Council business. In recognition of this situation, Council will contribute towards each Councillor's telephone costs as follows:</p>	<p>Information and communications technology (ICT) expenses</p> <p>[Clauses 6.33-6.35 relate to the contemporary practice of providing a total expenses cap which each councillor can use flexibly to meet the ICT needs associated</p>	<p>No change. Council's Policy includes additional wording by comparison to the OLG template but remains consistent with the Act, the Regulation, the Guidelines and the template.</p>

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<p>a) Mobile phones and home telephone Upon presentation of a copy of a Councillor's mobile phone and/ or home telephone bill, Council will reimburse the cost of mobile phone and telephone calls up to a total maximum of \$120 per month. Reimbursement must be claimed within six months of the date of payment; and</p> <p>b) Additional phone lines The cost of installation and rental for any additional phone lines required by Councillors for connection will not be reimbursed by Council.</p> <p>4.7.2 As an alternative to clause 4.7.1(a) above, Councillors will have an option to be provided with a mobile phone and service with email capability by Council.</p>	<p>with his or her civic duties. Where a council prefers to provide ICT devices directly to councillors, alternative clauses can be substituted.]</p> <p>6.33. Council will provide or reimburse councillors for expenses associated with appropriate ICT devices and services up to a limit of \$[insert] per annum for each councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.</p> <p>6.34. Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:</p> <ul style="list-style-type: none"> receiving and reading council business papers relevant phone calls and correspondence diary and appointment management. <p>6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.</p>	<p>The Regulation requires Council to report annually on expenses and facilities, including:</p> <ul style="list-style-type: none"> the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs), telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes. <p>The Guidelines provide in 2.4.1 for the provision of phones to councillors (see above). The Guidelines also provide that:</p> <p>"2.3.9 Telecommunications</p> <p>Councils should establish a monthly monetary limit for the cost of official mobile, landline and facsimile calls made by councillors. A system should also be established to reconcile all telephone call costs claimed with account statements. Councils should also consider limiting expenses for internet use."</p>

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<p>4.8 Attendance at conferences, seminars and courses</p> <p>4.8.1 Conferences, seminars and courses are an important means of learning and maintaining knowledge, as well as contributing to public policy development. Councillors may attend those conferences, seminars and courses listed below if there is a resolution of Council to do so, if Councillors are nominated by Council to attend and if there is a nominated budget. Councillors may attend training courses and seminars related to their duties as a Councillor at their own discretion provided that the cost can be met within Council's budget allocation and attendance at the course or seminar is organised through Council's CEO.</p> <p>4.8.2 Conference Attendance</p> <p>The conferences, seminars and workshops to which this policy applies, and which require a resolution of Council to attend are the:</p> <p>a) Local Government Association Annual Conference;</p> <p>b) Australian Local Government Women's Association Annual Conference and Australian Local Government Women's Association meetings for the one year term;</p> <p>c) Special "one-off" conferences called by the Local Government Association on important issues or of an educational nature;</p>	<p>Accommodation and meals</p> <p>6.17. [Rural and regional councils may wish to include the following clause:] In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.</p> <p>6.18. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside [insert relevant region e.g. metropolitan Sydney/the Hunter/the Murray].</p> <p>6.19. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.</p> <p>6.20. The daily limits for accommodation and meal expenses outside Australia are to</p>	<p>The wording in relation to conferences, seminars and courses should be amended to better align with the OLG template and OLG Guidelines. Amendments are proposed to:</p> <ul style="list-style-type: none"> • emphasise the role of the CEO, • outline factors relevant to the approval of discretionary conferences, seminars, and courses, and • specify the requirement for expenses to be reasonable, • include daily limits on accommodation and meal expenses, • clarify that Council will not pay for alcoholic beverages, • broaden language used in relation to accompanying persons, and • delete reference to the start date for clause 4.8.7. <p>The following changes are proposed:</p> <p>4.8 Attendance at conferences, seminars, and courses</p> <p>4.8.1 Conferences, seminars and courses are an important means of learning and maintaining knowledge, as well as contributing to public policy development.</p> <p>(a) Councillors may attend those conferences, seminars and courses listed below if there is a resolution of Council to do so, if Councillors are nominated by Council to attend and if there is a nominated budget.</p>

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<p>d) Annual conferences and congresses of the major industry associations and professions in local government (such as LGMA or UDIA and subject to suitable agenda);</p> <p>e) Conferences and/ or annual general meetings of organisations for which Council has appointed delegates; and</p> <p>f) Attending the Sydney Western City Planning Panel meeting in person or online has an allowance of \$1,100 (includes GST) per meeting to a maximum of \$1,100 per day.</p> <p>g) Alternate Council members attending the Sydney Western City Planning Panel meeting in person or online as understudies has an allowance of \$275 (includes GST) per meeting to a maximum of \$275 per day.</p> <p>4.8.3 Registration</p> <p>The Council will pay all normal registration costs which are charged by organisers, including the costs of related official luncheons, dinners and tours which are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.</p> <p>4.8.4 Expenses Incurred</p> <p>Payment or reimbursement of expenses incurred or to be incurred shall be subject to the requirements that:</p>	<p>be determined in advance by the general manager, being mindful of Clause 6.19.</p> <p>6.21. Councillors will not be reimbursed for alcoholic beverages.</p> <p>Professional development</p> <p>6.24. Council will set aside \$[insert] per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.</p> <p>6.25. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.</p> <p>6.26. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.</p> <p>6.27. Approval for professional development activities is subject to a prior written request to the general manager outlining the:</p>	<p>(b) Councillors may attend training courses and seminars related to their duties as a Councillor at their own discretion provided that the cost can be met within Council's budget allocation and attendance at the course or seminar is organised through Council's CEO.</p> <p>(c) In assessing a councillor request, the general manager must consider relevant factors including:</p> <ul style="list-style-type: none"> • relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties, • cost of the conference, seminar, or course in relation to the total remaining budget, • equitable access to conferences and seminars and fair distribution of the budget for such expenses. <p>...</p> <p>4.8.3 Registration</p> <p>The Council will pay all reasonable registration costs which are charged by organisers, including the costs of related official luncheons, dinners and tours which are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.</p> <p>...</p>

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<p>a) Only reasonable amounts are claimed or accepted towards necessary out-of-pocket expenses;</p> <p>b) Out-of-pocket expenses for which amounts are claimed relate only to the verified costs of meals, travel, registration fees, accommodation, stationery, and the like;</p> <p>c) Any time occupied on other than Council business is not included in the calculation of expenses to be paid; and</p> <p>d) The claim is made not later than three months after the expenses were incurred, and upon a voucher form for payment.</p> <p>4.8.5 Payment in advance</p> <p>a) Council will normally pay registration fees, accommodation deposits and airline tickets direct in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent will be paid to the attendee in advance; and</p> <p>b) Councillors may request payment in advance, up to a maximum of \$100 per day, in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advanced payment for the cost of any other service or facility covered by this policy. However, Councillors must fully reconcile all expenses against the costs of the advance when they return within ten days of the close of the conference, seminar, or</p>	<ul style="list-style-type: none"> • details of the proposed professional development • relevance to council priorities and business • relevance to the exercise of the councillor's civic duties. <p>6.28. In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the councillor's remaining budget.</p> <p>Conferences and seminars</p> <p>6.29. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.</p> <p>6.30. Council will set aside a total amount of \$[insert] annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The general manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.</p> <p>6.31. Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:</p>	<p>4.8.6 Categories of payment or reimbursement</p> <p>Subject to nomination in accordance with the provisions of this clause, the categories of payment or reimbursement are as follows:</p> <p>a) Accommodation</p> <p>Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council, subject to the following –</p> <ul style="list-style-type: none"> • the daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually, and • the daily limits for accommodation and meal expenses outside Australia may be determined in advance by the general manager; <p>b) Out-of-pocket expenses</p> <p>Reasonable out-of-pocket expenses will be provided or reimbursed for costs associated with attending the conference, seminar, meeting, or function including entertainment but excluding expenses of a normal private nature and Councillors will not be reimbursed for alcoholic beverages; and</p> <p>c) Accompanying person</p>

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<p>training etc. and repay any unexpended amount.</p> <p>4.8.6 Categories of payment or reimbursement</p> <p>Subject to nomination in accordance with the provisions of this clause, the categories of payment or reimbursement are as follows:</p> <p>a) Accommodation</p> <p>Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council;</p> <p>b) Out-of-pocket expenses</p> <p>Reasonable out-of-pocket expenses will be provided or reimbursed for costs associated with attending the conference, seminar, meeting, or function including entertainment but excluding expenses of a normal private nature; and</p> <p>c) Spouse/Partner</p> <p>Where the attendee is accompanied by his or her spouse/partner, the attendee will be required to pay for any cost supplement involved in the accommodation (room only). All other costs for the spouse/partner (including travel and meals) are to be borne by the attendee.</p> <p>4.8.7 Councillors may voluntarily choose to fund their own expenses for conference fees, accommodation, travel, and meal expenses</p>	<p><input type="checkbox"/> relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties</p> <p><input type="checkbox"/> cost of the conference or seminar in relation to the total remaining budget.</p> <p>6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.</p>	<p>Where the attendee is accompanied by an accompanying person, the attendee will be required to pay for any cost supplement involved in the accommodation (room only). All other costs for the accompanying person (including travel and meals) are to be borne by the attendee.</p> <p>4.8.7 Councillors may voluntarily choose to fund their own expenses for conference fees, accommodation, travel, and meal expenses and not seek reimbursement from Council.</p>

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and not seek reimbursement from Council. This clause will take effect from 1 July 2023.		
No provision	No equivalent	<p>To reflect the Council resolution of 18 June 2025, it is proposed to add the following provision to the Policy:</p> <p>4.9 Non-attendance, apology and repayment</p> <p>4.9.1 If a Councillor requests to attend a conference, seminar, course or other event, or otherwise notifies or declares their attendance by any means (for example by RSVP), or registers to attend, and subsequently does not attend, the Councillor must:</p> <ul style="list-style-type: none"> a) promptly notify the hosting organisation of the Councillor's non-attendance, and b) promptly notify Council's CEO of the reason for the non-attendance. <p>4.9.2 If there is no valid reason for a Councillor's non-attendance at a conference, seminar, course or other event, as determined by Council's CEO acting reasonably:</p> <ul style="list-style-type: none"> a) the Councillor must apologise to the hosting organisation and take all reasonable steps to mitigate any cost to Council,

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		<p>b) the Councillor must repay to the Council any costs incurred by Council, and</p> <p>c) the CEO will report the non-attendance to the next ordinary meeting of the Council at which due notice of the item of business can be given.</p>
<p>4.9 Travel expenses</p> <p>4.9.1 All reasonable travel costs will be met by the Council where the expenses incurred are of the following nature:</p> <p>a) Attendance at conferences, seminars and workshops as specified in clause 6(a) of this policy;</p> <p>b) Council business such as Council, committee, and other meetings where the Councillor is representing Council; and</p> <p>c) Authorised business, meetings, and functions approved by the Mayor where the Councillor is representing the Council and/or the Mayor.</p> <p>4.9.2 Subject to the approvals required for travel, as set out in clause 4.10 of this policy, economy class travel should be used for all travel within Australia and overseas by the Mayor and Councillors. However, official travel by the Mayor to Western Australia, the Northern Territory or overseas is permissible by premium economy or business class air travel.</p>	<p>General travel arrangements and expenses</p> <p>6.1. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.</p> <p>6.2. Each councillor may be reimbursed up to a total of \$[insert] per year, and the mayor may be reimbursed up to a total of \$[insert] per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> for public transport fares <input type="checkbox"/> for the use of a private vehicle or hire car <input type="checkbox"/> for parking costs for Council and other meetings <input type="checkbox"/> for tolls <input type="checkbox"/> by Cab charge card or equivalent 	<p>The provision for travel expenses should be amended to:</p> <ul style="list-style-type: none"> • more closely reflect the roles and responsibilities established by the Act, • encourage the use of the most practicable and economical mode of transport, and • ensure that intrastate air travel is approved prior to the travel. <p>The following changes are proposed:</p> <p>4.9 Travel expenses</p> <p>4.9.1 Travel costs will be met by the Council where:</p> <p>a) the cost is reasonable, and the travel is undertaken using the most direct route and the most practicable and economical mode of transport, and</p> <p>b) the travel is for attendance at conferences, seminars, and courses in accordance with this policy or for the purposes of Council business such as Council, committee and other meetings where the Councillor is representing</p>

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<p>Air travel within NSW must be approved by the CEO.</p> <p>For flights within Australia, the lowest logical fare of the day must be used for all domestic flights. This is the cheapest fare available that meets the traveller's logistical needs.</p> <p>4.9.3 Travel by motor vehicle may be undertaken by Council vehicle (where available), by private vehicle or by taxi. Persons using private vehicles will be paid the mileage allowance at the then current rate set by the appropriate Local Government State Award, but subject to any such payment not exceeding economy class air fares to and from the particular destination.</p> <p>4.9.4 Costs to elected members of vehicle hire and/or taxi fares which are reasonably incurred in the performance of their duties will be met by the Council. Cab charge vouchers will be made available when required. Provision of a wide variety of transport modes is in keeping with access and equity policies.</p> <p>4.9.5 Any travel incurred, other than approved Council business, will not be included in the calculation of expenses to be paid.</p> <p>4.9.6 The driver is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.</p>	<p>□ for documented ride-share programs, such as Uber, where tax invoices can be issued.</p> <p>6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.</p> <p>6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook contents must be provided with the claim.</p>	<p>Council and authorised business, meetings and functions approved by the CEO or governing body where the Councillor is representing the Council.</p> <p>...</p> <p>Air travel within NSW must be approved by the CEO prior to the air travel being undertaken.</p> <p>...</p>

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<p>4.10 Special requirements for interstate and overseas travel</p> <p>4.10.1 Interstate travel</p> <p>Any interstate travel is to be approved by the CEO. This includes the reasonable costs of travel and accommodation to attend interstate Australian Local Government Women's Association meetings for the one year term. The application for approval should include full details of the travel, including itinerary, costs, and reasons for the travel.</p> <p>4.10.2 Overseas travel</p> <p>Councillors should avoid international visits, unless direct and tangible benefits can be established for the Council and the local community.</p> <p>4.10.3 Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking a trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective reimbursement of overseas travel expenses unless prior authorisation of the travel has been obtained. Travel proposals shall be included in the Council business papers. All Council business papers relating to travel requests by Councillors will need to include the purpose of the travel and that tangible benefits can be established for the Council and local Community.</p>	<p>Interstate, overseas and long distance intrastate travel expenses</p> <p>[For councils in metropolitan areas, this section includes reference to long distance intrastate travel. Councils in regional, rural, and remote areas may wish to delete these references].</p> <p>6.5. [Councils located on state borders may wish to include the following clause: Given Council's location [on or near] an interstate border, travel to [insert state name] will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4].</p> <p>6.6. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.</p> <p>6.7. Total interstate, overseas and long distance intrastate travel expenses for all councillors will be capped at a maximum of \$[insert] per year. This amount will be set aside in Council's annual budget.</p> <p>6.8. Councillors seeking approval for any interstate and long distance intrastate travel</p>	<p>Some amendments are proposed to the Policy to ensure that all interstate and overseas travel is subject to prior approval:</p> <p>4.10.1 Interstate travel</p> <p>Any interstate travel is to be approved by the CEO prior to the travel being undertaken. This includes the reasonable costs of travel and accommodation to attend interstate Australian Local Government Women's Association meetings for the one year term. The application for approval should include full details of the travel, including itinerary, costs, and reasons for the travel.</p> <p>...</p>

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<p>4.10.4 After returning from overseas, Councillors must provide a detailed written account to Council on the aspects of the trip relevant to Council business and/or the local community.</p> <p>4.10.5 Details of overseas travel must also be included in the Council's Annual Report.</p>	<p>must submit a case to, and obtain the approval of, the general manager prior to travel.</p> <p>6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.</p> <p>6.10. The case should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties <input type="checkbox"/> who is to take part in the travel <input type="checkbox"/> duration and itinerary of travel <input type="checkbox"/> a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s. <p>6.11. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.</p> <p>6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.</p> <p>6.13. For international travel, the class of air travel is to be premium economy if</p>	

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	<p>available. Otherwise, the class of travel is to be economy.</p> <p>6.14. Bookings for approved air travel are to be made through the general manager's office.</p> <p>6.15. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.</p>	
<p>4.11 Sister City relationships</p> <p>4.11.1 The Council has a policy of sending a delegation to its Sister Cities every two years. Council will be represented at such visits by the Mayor (or Mayor's nominee), CEO (or CEO's nominee) and two other delegates as determined by the Council. Council will meet all reasonable costs associated with delegations to and from Sister Cities. Other Councillors may join official delegations (with Mayor's approval) but must meet all their own costs except accommodation or other expenses agreed to by the host Sister City.</p>	<p>The OLG template does not separately provide for sister city travel other than:</p> <p>6.6. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.</p>	<p>No change proposed. The Policy is consistent with the Guidelines, which provide that:</p> <p>"Details of overseas travel must also be included in councils' annual reports. Councils are also required to report on the benefits of any proposed overseas sister city relationships."</p>
<p>4.12 Insurance expenses and obligations</p> <p>4.12.1 Councillors are to receive the benefit of insurance cover for:</p> <p>a) Personal injury:</p> <p>Personal injury whilst ever on Council-endorsed business covering bodily injury caused by accidental, violent, external and</p>	<p>7. Insurances</p> <p>[Council to insert relevant and accurate text reflecting their own policy. Some wording is suggested below and may be used if it fits with council's policy]</p> <p>7.1. In accordance with Section 382 of the Local Government Act, Council is insured</p>	<p>The Policy should be amended to reflect that all insurance is subject to limitations expressed in the policy of insurance:</p> <p>4.12.1 Councillors are to receive the benefit of insurance cover for:</p> <p>a) Personal injury:</p>

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<p>visible means up to a sub-limit for death total disability and temporary partial disability. The cover does not include medical expenses. Full details of Council's personal accident insurance are set out in Council's Insurance Policy.</p> <p>b) Professional indemnity:</p> <p>For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper. This provision is subject to any limitations or conditions as set out in the Council's policy of insurance.</p> <p>c) Public liability:</p> <p>For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, within Australia, subject to any limitations or conditions as set out in the Council's policy of insurance.</p> <p>d) Councillor's and Council officers' insurance:</p> <p>Insurance will be provided, subject to the terms, conditions and exclusions of the policy of insurance, to cover defence costs relating to common law claims not otherwise insured and those relating to any other actual or alleged breach of trust, breach of duty, breach of contract, neglect, error, misstatement, misleading statement, omission or other act</p>	<p>against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.</p> <p>7.2. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.</p> <p>7.3. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.</p> <p>7.4. Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.</p>	<p>Personal injury whilst ever on Council-endorsed business covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death total disability and temporary partial disability. The cover does not include medical expenses. Full details of Council's personal accident insurance are set out in Council's Insurance Policy.</p> <p>b) Professional indemnity:</p> <p>For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper.</p> <p>c) Public liability:</p> <p>For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, within Australia, subject to any limitations or conditions as set out in the Council's policy of insurance.</p> <p>d) Councillor's and Council officers' insurance:</p> <p>Insurance will be provided, subject to the terms, conditions and exclusions of the policy of insurance, to cover defence costs relating to common law claims not otherwise insured and those relating to any other actual or alleged breach of trust, breach of duty, breach of contract, neglect, error, misstatement,</p>

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<p>done or wrongfully attempted, provided that it is not a criminal act or a deliberately malicious act.</p> <p>4.12.2 In the event that a Councillor commences any legal defence or incurs legal fees before any claim under this insurance policy is lodged with the insurer, any subsequent claim for reimbursement will be rejected.</p> <p>4.12.3 It is the responsibility of each Councillor to notify the Council or the Insurer of any circumstances that may give rise to a claim under this policy as soon as the Councillor becomes aware of any such circumstances. Circumstances that may give rise to a claim are considered to be any knowledge or intimation or any method of communication either within or outside of Council business that indicates that action may be taken against a Councillor, as a result of their conduct in the capacity as a Councillor.</p>		<p>misleading statement, omission or other act done or wrongfully attempted, provided that it is not a criminal act or a deliberately malicious act.</p> <p>4.12.2 In the event that a Councillor commences any legal defence or incurs legal fees before any claim under this insurance policy is lodged with the insurer, any subsequent claim for reimbursement will be rejected.</p> <p>4.12.3 It is the responsibility of each Councillor to notify the Council or the Insurer of any circumstances that may give rise to a claim under this policy as soon as the Councillor becomes aware of any such circumstances. Circumstances that may give rise to a claim are considered to be any knowledge or intimation or any method of communication either within or outside of Council business that indicates that action may be taken against a Councillor, as a result of their conduct in the capacity as a Councillor.</p> <p>4.12.4 The provision of insurance is subject to any limitations or conditions set out in the Council's policy of insurance.</p>
<p>4.13 Legal expenses and obligations</p> <p>4.13.1 In the event of an enquiry, investigation or hearing into the conduct of a Councillor by:</p>	<p>8. Legal assistance</p> <p>8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:</p>	<p>The Policy should be updated to emphasise:</p> <ul style="list-style-type: none"> that prior approval is needed,

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<p>a) The Independent Commission Against Corruption;</p> <p>b) The NSW Ombudsman;</p> <p>c) The Office of Local Government;</p> <p>d) The NSW Police Force;</p> <p>e) The Director of Public Prosecutions;</p> <p>f) The Local Government Pecuniary Interest Tribunal; and</p> <p>g) Other legally constituted investigatory bodies having proper jurisdiction.</p> <p>Or</p> <p>In the event of legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council by resolution shall determine whether or not it will reimburse such Councillor, prior to the commencement of the enquiry, investigation, hearing or proceeding, for legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/ client basis provided that:</p> <p>a) The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis;</p>	<p>□ a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor</p> <p>□ a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor</p> <p>□ a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.</p> <p>8.2. In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.</p> <p>8.3. Legal expenses incurred in relation to proceedings arising out of the performance</p>	<ul style="list-style-type: none"> circumstances in which legal expenses relating to a code of conduct complaint are available, circumstances in which legal expenses will not be paid. <p>The following amendments are proposed:</p> <p>4.13 Legal expenses and obligations</p> <p>4.13.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:</p> <p>(a) a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor,</p> <p>(b) a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor,</p> <p>(c) a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.</p>

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<p>b) The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper;</p> <p>c) The amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's solicitors will be paid, i.e. any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's solicitors will not be reimbursed;</p> <p>d) Any payment for reimbursement of any legal expenses properly incurred is subject to the approval of the Council prior to payment;</p> <p>e) The Council may at its discretion, set a limit to the total amount of reimbursement it is prepared to approve in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor(s); and</p> <p>f) The Councillor had promptly notified the Council or Council's Insurer as required by any relevant Council Insurance Policy and that the Councillor adheres to the Insurer's requirements where applicable.</p>	<p>by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.</p> <p>8.4. Council will not meet the legal costs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> of legal proceedings initiated by a councillor under any circumstances <input type="checkbox"/> of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation <input type="checkbox"/> for legal proceedings that do not involve a councillor performing their role as a councillor. <p>8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.</p>	<p>4.13.2 For the purposes of 4.13.1, the following are appropriate investigative or review bodies:</p> <ul style="list-style-type: none"> (a) The Independent Commission Against Corruption; (b) The NSW Ombudsman; (c) The Office of Local Government; (d) The NSW Police Force; (e) The Director of Public Prosecutions; (f) The Local Government Pecuniary Interest Tribunal; and (g) Other legally constituted investigatory bodies having proper jurisdiction. <p>4.13.3 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.</p> <p>4.13.4 Any resolution by Council to reimburse a councillor's legal expenses is subject to the following::</p> <ul style="list-style-type: none"> (a) the legal expenses must be properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, (b) The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis;

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		<p>(c) The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper;</p> <p>(d) The amount of such reimbursement be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's solicitors will be paid, i.e. any portion of the expenses representing any hourly charge rate higher than the hourly charge rate of Council's solicitors will not be reimbursed;</p> <p>(e) Any payment for reimbursement of any legal expenses properly incurred is subject to the approval of the Council prior to payment;</p> <p>(f) The Council may at its discretion, set a limit to the total amount of reimbursement it is prepared to approve in respect of any enquiry, investigation, hearing or proceedings being taken against a Councillor(s); and</p> <p>(g) The Councillor had promptly notified the Council or Council's Insurer as required by any relevant Council Insurance Policy and that the Councillor adheres to the Insurer's requirements where applicable.</p> <p>4.13.5 In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the CEO to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the</p>

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		<p>matter and makes a finding substantially favourable to the councillor.</p> <p>4.13.6 Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.</p> <p>4.13.7 Council will not meet the legal costs:</p> <p>(a) of legal proceedings initiated by a councillor under any circumstances,</p> <p>(b) of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation,</p> <p>(c) for legal proceedings that do not involve a councillor performing their role as a councillor.</p>
<p>4.14 Carer and related expenses</p> <p>4.14.1 Council endeavours to encourage and facilitate community involvement for persons nominating or holding the position of civic office. Accordingly, this policy allows for fair and reasonable reimbursement of carers' expenses in relation to attendance at</p>	<p>Special requirement and carer expenses</p> <p>6.36. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.</p>	<p>No change.</p>

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<p>Council and committee meetings, and other official civic functions. This applies to Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member. Childcare expenses may be claimed for children up until and including the age of 16 years.</p> <p>4.14.2 Councillors who require access to childcare in order to attend Council meetings, events and activities will be provided with childcare through a registered and accredited childcare provider, at Council's expense.</p> <p>4.14.3 Should Councillors wish to arrange their own childcare, this is permissible, and reimbursement will be provided on completion of the appropriate claim form.</p> <p>4.14.4 Councillors will need to provide suitable evidence to the CEO that reimbursement is applicable, such as advice from a medical practitioner in the event of caring for an adult person.</p> <p>4.14.5 Upon submission of receipts and tax invoices and completion of a formal claim (Appendix A) to the CEO within three months of the expense being incurred, reasonable reimbursement may be available.</p>	<p>6.37. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.</p> <p>6.38. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.</p> <p>6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$[insert] per annum for attendance at official business, plus reasonable travel from the principal place of residence.</p> <p>6.40. Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.</p> <p>6.41. In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.</p>	
<p>4.15 Other matters</p> <p>4.15.1 Acquisition and returning of facilities and equipment by Councillors</p> <p>a) Councillors must return all equipment and other facilities owned or leased by the Council,</p>	<p>11. Approval, payment and reimbursement arrangements</p>	<p>No change proposed.</p>

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Provision of Policy	OLG suggested template	Proposal
<p>to the Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.</p> <p>b) The Council will consider the sale of such items to the Councillor at the cessation of their civic duties at an agreed fair market price or written down value. The CEO is authorised to approve all such requests.</p> <p>4.15.2 Reimbursement of expenses</p> <p>a) All claims for reimbursement of expenses incurred must be submitted on the expense claim form in Appendix A to this policy – this form is available on the Councillor Intranet;</p> <p>b) All claims must be signed by the Councillor and the box ticked declaring that all expenses have been incurred in the course of carrying out Councillor business;</p> <p>c) All receipts must be attached and a brief description outlining the nature of the expenditure; and</p> <p>d) All claims must be made within three months of the expenditure occurring.</p>	<p>11.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.</p> <p>11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.</p> <p>11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:</p> <ul style="list-style-type: none"> <input type="checkbox"/> local travel relating to the conduct of official business <input type="checkbox"/> carer costs <input type="checkbox"/> [where councils have a total expenses cap for ICT devices and services, insert the following point:] ICT expenditure. <p>11.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.</p> <p>Direct payment</p> <p>11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the manager [insert relevant council division] for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.</p> <p>Reimbursement</p>	

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Provision of Policy	OLG suggested template	Proposal
	<p>11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the manager [insert relevant council division].</p> <p>Advance payment</p> <p>11.7. Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.</p> <p>11.8. The maximum value of a cash advance is \$[insert] per day of the conference, seminar or professional development to a maximum of \$[insert].</p> <p>11.9. Requests for advance payment must be submitted to the manager [insert relevant council division] for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.</p> <p>11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a full reconciliation of all expenses including appropriate receipts and/or tax invoices <input type="checkbox"/> reimbursement of any amount of the advance payment not spent in attending to 	

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Provision of Policy	OLG suggested template	Proposal
	<p>official business or professional development.</p> <p>Notification</p> <p>11.11. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.</p> <p>11.12. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.</p> <p>Reimbursement to council</p> <p>11.13. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:</p> <p><input type="checkbox"/> council will invoice the councillor for the expense</p> <p><input type="checkbox"/> the councillor will reimburse council for that expense within 14 days of the invoice date.</p> <p>11.14. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.</p> <p>Timeframe for reimbursement</p>	

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template	Proposal
	<p>11.15. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.13. Return or retention of facilities</p> <p>13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.</p> <p>13.2. Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.</p> <p>13.3. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.</p>	
<p>4.16 Expenses and facilities for Councillors with disabilities</p> <p>4.16.1 In addition to the above provisions, for any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties. Following verification, claims will be</p>	<p>6.38. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.</p>	<p>No change.</p>

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Provision of Policy	OLG suggested template	Proposal
authorised by the Manager Financial Services.		
<p>4.17 Voluntary contributions from the fees payable to the Mayor and Councillors to complying superannuation funds</p> <p>4.17.1 In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Council may enter into an arrangement with the Mayor or any Councillor under which the Mayor or the Councillor agrees to forego all or part of their annual fee in exchange for Council making contributions to a complying superannuation fund on their behalf.</p>	No equivalent	No change.
No equivalent	<p>14. Publication</p> <p>14.1. This policy will be published on council's website.</p> <p>15. Reporting</p> <p>15.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.</p> <p>15.2. Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.</p>	Include provision on Breaches in Council's Policy.

Review of Civic Expenses and Facilities Policy

Provision of Policy	OLG suggested template	Proposal
	<p>16. Auditing</p> <p>16.1. The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.</p> <p>17. Breaches</p> <p>17.1. Suspected breaches of this policy are to be reported to the general manager.</p> <p>17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.</p>	



CIVIC EXPENSES AND FACILITIES POLICY

Adopted:

TRIM: 319752.2024-001



CIVIC EXPENSES AND FACILITIES POLICY

1. INTRODUCTION

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Liverpool City Council.
- 1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3 The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5 Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. POLICY OBJECTIVES

- 2.1 The objectives of this policy are to:
 - a) enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties,
 - b) enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties,
 - c) give guidance to the Mayor and Councillors as to what facilities and resources are available to them,
 - d) ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors,
 - e) ensure facilities and expenses provided to Councillors meet community expectations,
 - f) provide a public statement as to how Council sets the payment of fees, and other support allowances, for the Mayor and Councillors when they carry out their role as an elected member,
 - g) support a diversity of representation through Council's commitment in enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors, and
 - h) fulfill the Council's statutory responsibilities.

CIVIC EXPENSES AND FACILITIES POLICY

3. PRINCIPLES**3.1 Council commits to the following principles:**

- a) Proper conduct: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- b) Reasonable expenses: providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as a Councillor.
- c) Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors.
- d) Equity: there must be equitable access to expenses and facilities for all Councillors.
- e) Appropriate Use of Resources: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- f) Accountability and Transparency: clearly stating and reporting on the expenses and facilities provided to Councillors.

4. POLICY STATEMENT**4.1 Remuneration to Councillors and the Mayor**

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

CIVIC EXPENSES AND FACILITIES POLICY

- 4.1.6 In accordance with section 254B of the Act, a Council may if resolved by Council, make a payment as a contribution to a superannuation account nominated by a Councillor.
- 4.1.7 The amount of a superannuation contribution payment is the amount the Council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the Councillor were an employee of the Council.
- 4.1.8 The superannuation contribution payment for the Mayor and Councillors will be in addition to the annual allowance.
- 4.1.9 A Councillor who is endorsed as a candidate for federal and state election may choose to voluntarily take leave of absence from council during their candidacy.
- 4.1.10 A Councillor may choose to voluntarily donate their Councillor allowance back to Council whilst on leave of absence from Council during their candidacy.

4.2 Dispute resolution

- 4.2.1 If a Councillor disputes a determination under his policy, the Councillor should discuss the matter with the CEO.
- 4.2.2 If the Councillor and the CEO cannot resolve the dispute, the Councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

4.3 General allowance

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

CIVIC EXPENSES AND FACILITIES POLICY

4.4 Support to Mayor

4.4.1 Council is recognised as the third regional city after Sydney and Parramatta. It is experiencing rapid growth and development and is being serviced by a full-time Mayor. In the light of these circumstances, Council will provide the Mayor with a range of support and resources, so the Office of the Mayor can function properly and the Mayor can adequately represent the City at policy, civic and ceremonial levels. In addition to payment of the Mayoral allowance, the following facilities are additional to those outlined elsewhere in this policy and provided to Councillors.

4.4.2 Council will provide to the Mayor at its cost:

- a) A dedicated vehicle of a type deemed suitable to the position of Mayor of Liverpool, which will be equivalent to the range of vehicles to which Council directors are entitled under Council's Fleet Management Policy:
 - i. The vehicle provided for the Mayor is for use on official duties and functions of the Office of Mayor and for private use in accordance with Council's Fleet Management Policy;
 - ii. Council shall meet the fortnightly cost of cleaning (wash and vacuum) the Mayoral vehicle;
 - iii. Council shall supply and meet the usage costs associated with an electronic tag in the Mayoral vehicle;
- b) An allotted parking space at 50 Scott Street Liverpool;
- c) A fully furnished Mayoral office;
- d) Dedicated personal assistant;
- e) Ceremonial clothing including Mayoral robes and chains of office to be worn at civic and ceremonial functions;
- f) Secretarial, research and public relations services relating to the discharge of his/her civic functions, including use of official stationery and postage of official correspondence;
- g) Administrative assistance associated with civic functions, meetings and the like;
- h) Office refreshments;
- i) Meals or refreshments in conjunction with Council related business;
- j) Computer and Multifunction device at Mayoral Office;
- k) An appropriate mobile phone including usage costs;
- l) Where required to attend civic functions (e.g. Business Awards, Mayoral Ball), as civic leader of the City, no charge to be incurred for attendance; and
- m) The use of the Council crest on Mayoral stationery, or other formats of communication such as email, website etc.

CIVIC EXPENSES AND FACILITIES POLICY

4.5 Support to Councillors

4.5.1 In addition to the payment of an annual fee, Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

- a) Use of the Councillor's Room, telephone and limited hospitality facilities;
- b) Meals or refreshments in conjunction with Council meetings, briefings sessions, committee meetings and planning and training sessions and non-alcoholic refreshments in the Councillor's room;
- c) Secretarial services subject to specific approval of the CEO;
- d) An allowance of \$1,000 per Councillor per calendar year for mailing and stationery to assist Councillors in performing their duties as per section 232 (2) of the *Local Government Act*. These duties include organisation of community meetings and responding to inquiries (This allowance is reduced to \$50 per month per Councillor for April-September prior to an election);
- e) Meeting room facilities at 33 Moore Street and 50 Scott Street Liverpool when meeting regarding Council business. The meeting room is to be booked through the CEO;
- f) When deputising for the Mayor (at his or her request), transport to official functions (if needed), together with the cost of attendance at such functions, where a fee is payable;
- g) When required to attend functions as part of civic duties (e.g. Business Awards), the cost of attendance to be borne by Council. (Note this does not apply to attendance at the Mayoral Ball or other similar functions of a charitable nature.);
- h) Supply of name badges, business cards, diaries, memo books, compendium and official ties or scarves;
- i) Car parking provision for Councillors at 33 Moore Street Liverpool when performing their duties as a Councillor; and
- j) Councillors may access Council's community facilities for the purpose of conducting their civic duties. A booking request must be made to the CEO or delegate. Access will be based on availability and subject to the terms and conditions contained within Council's Community Facilities Hire Policy. If the access is not supported by a Council resolution, then access will be subject to payment of the applicable hire fees and charges..

4.6 Access to information technology

4.6.1 Council will provide all Councillors with the information technology or reimbursement of expenses in accordance with this clause 4.6 to be used to undertake their civic duties, such as:

- receiving and reading council business papers
- relevant phone calls and correspondence
- diary and appointment management.

4.6.2 Council will provide all Councillors with the necessary corporate software enabling access to key systems and communications networks using secure means.

4.6.3 Council will set aside an amount for each elected member, as required, towards the purchase of IT Hardware; this will provide access to council systems. A technical standard will be specified for the IT hardware and the replacement of IT hardware. Councillors may choose to obtain equipment of a higher cost at their own expense, as long as the hardware standard is observed.

CIVIC EXPENSES AND FACILITIES POLICY

4.6.4 Hardware

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

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

4.6.5 Software

All Councillors will be provided with standard software including Microsoft 0365.

4.6.6 Support

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

4.7 Telephone expenses

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

- a) Mobile phones and home telephone
Upon presentation of a copy of a Councillor's mobile phone and/ or home telephone bill, Council will reimburse the cost of mobile phone and telephone calls up to a total maximum of \$120 per month. Reimbursement must be claimed within six months of the date of payment; and
- b) Additional phone lines
The cost of installation and rental for any additional phone lines required by Councillors for connection will not be reimbursed by Council.

CIVIC EXPENSES AND FACILITIES POLICY

- 4.7.2 As an alternative to clause 4.7.1(a) above, Councillors will have an option to be provided with a mobile phone and service with email capability by Council.

4.8 Attendance at conferences, seminars and courses

- 4.8.1 Conferences, seminars and courses are an important means of learning and maintaining knowledge, as well as contributing to public policy development.

- a) Councillors may attend those conferences, seminars and courses listed below at 4.8.2, if there is a resolution of Council to do so, if Councillors are nominated by Council to attend and if there is a nominated budget.
- b) Councillors may attend training courses and seminars related to their duties as a Councillor at their own discretion provided that the cost can be met within Council's budget allocation and attendance at the course or seminar is organised through Council's CEO.
- c) In assessing a Councillor request, the CEO must consider relevant factors including:
 - relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties,
 - cost of the conference, seminar or course in relation to the total remaining budget,
 - equitable access to conferences and seminars and fair distribution of the budget for expenses.

4.8.2 Conference Attendance

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

- a) Local Government Association Annual Conference;
- b) Australian Local Government Women's Association Annual Conference and Australian Local Government Women's Association meetings for the one-year term;
- c) Special "one-off" conferences called by the Local Government Association on important issues or of an educational nature;
- d) Annual conferences and congresses of the major industry associations and professions in local government (such as LGMA or UDIA and subject to suitable agenda);
- e) Conferences and/ or annual general meetings of organisations for which Council has appointed delegates; and
- f) Attending the Sydney Western City Planning Panel meeting in person or online has an allowance of \$1,100 (includes GST) per meeting to a maximum of \$1,100 per day.
- g) Alternate Council members attending the Sydney Western City Planning Panel meeting in person or online as understudies has an allowance of \$275 (includes GST) per meeting to a maximum of \$275 per day.

4.8.3 Registration

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

CIVIC EXPENSES AND FACILITIES POLICY

4.8.4 Expenses Incurred

Payment or reimbursement of expenses incurred or to be incurred which are not included in the conference fee, shall be subject to the requirements that:

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

4.8.5 Payment in advance

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

4.8.6 Categories of payment or reimbursement

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

- a) Accommodation
Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council, subject to the following:
 - the daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually, and,
 - the daily limits for accommodation and meal expenses outside Australia may be determined in advance by the CEO;
- b) Out-of-pocket expenses
Reasonable out-of-pocket expenses will be provided or reimbursed for costs associated with attending the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature and Councillors will not be reimbursed for alcoholic beverages; and
- c) Accompanying Person
Where the attendee is accompanied by an accompanying person, the attendee will be required to pay for any cost supplement involved in the accommodation (room only). All other costs for the accompanying person (including travel and meals) are to be borne by the attendee.

- 4.8.7 Councillors may voluntarily choose to fund their own expenses for conference fees, accommodation, travel and meal expenses and not seek reimbursement from Council.

CIVIC EXPENSES AND FACILITIES POLICY

4.9 Non-attendance, apology and repayment

4.9.1 If a Councillor requests to attend a conference, seminar, course or other event, or otherwise notifies or declares their attendance by any means (for example by RSVP), or registers to attend, and subsequently does not attend, the Councillor must:

- a) promptly notify the hosting organisation of the Councillor's non-attendance, and
- b) promptly notify Council's CEO of the reason for the non-attendance.

4.9.2 If there is no valid reason for a Councillor's non-attendance at a conference, seminar, course or other event, as determined by Council's CEO acting reasonably:

- a) the Councillor must apologise to the hosting organisation and take all reasonable steps to mitigate any cost to Council,
- b) the Councillor must repay to the Council any costs incurred by Council, and
- c) the CEO will report the non-attendance to the next ordinary meeting of the Council at which due notice of the item of business can be given.

4.10 Travel expenses

4.10.1 Travel costs will be met by the Council where:

- a) the cost is reasonable and the travel is undertaken using the most direct route and most practicable and economical mode of transport; and
- b) the travel is for attendance at conferences, seminars and courses in accordance with this policy or for the purposes of Council business such as Council, committee and other meetings where the Councillor is representing Council and authorised business, meetings and functions approved by the CEO or governing body where the Councillor is representing the Council.

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

4.10.3 Air travel within NSW must be approved by the CEO prior to the air travel being booked or undertaken.

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

4.10.5 Travel by motor vehicle may be undertaken by Council vehicle (where available), by private vehicle or by taxi. Persons using private vehicles will be paid the mileage allowance at the current rate set by the appropriate Local Government State Award, but subject to any such payment not exceeding economy class air fares to and from the particular destination.

4.10.6 Costs to elected members of vehicle hire and/or taxi fares which are reasonably incurred in the performance of their duties will be met by the Council. Cabcharge vouchers will be made available when required. Provision of a wide variety of transport modes is in keeping with access and equity policies.

CIVIC EXPENSES AND FACILITIES POLICY

4.10.7 Any travel incurred, other than approved Council business, will not be included in the calculation of expenses to be paid.

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

4.11 Special requirements for interstate and overseas travel

4.11.1 Interstate travel

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

4.11.2 Overseas travel

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

4.11.3 Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking a trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective reimbursement of overseas travel expenses, unless prior authorisation of the travel has been obtained. Travel proposals shall be included in the Council business papers. All Council business papers relating to travel requests by Councillors will need to include the purpose of the travel and that tangible benefits can be established for the Council and local Community.

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

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

4.12 Sister City relationships

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

CIVIC EXPENSES AND FACILITIES POLICY

4.13 Insurance expenses and obligations

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

- a) Personal injury:
Personal injury whilst ever on Council-endorsed business covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death total disability and temporary partial disability. The cover does not include medical expenses. Full details of Council's personal accident insurance are set out in Council's Insurance Policy.
- b) Professional indemnity:
For matters arising out of a Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper.
- c) Public liability:
For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, within Australia, subject to any limitations or conditions as set out in the Council's policy of insurance.
- d) Councillor's and Council officers' insurance:
Insurance will be provided, subject to the terms, conditions and exclusions of the policy of insurance, to cover defence costs relating to common law claims not otherwise insured and those relating to any other actual or alleged breach of trust, breach of duty, breach of contract, neglect, error, misstatement, misleading statement, omission or other act done or wrongfully attempted, provided that it is not a criminal act or a deliberately malicious act.

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

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

4.13.4 The provision of insurance is subject to any limitations or conditions set out in the Council's policy of insurance.

CIVIC EXPENSES AND FACILITIES POLICY

4.14 Legal expenses and obligations

4.14.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act, provided that the outcome of the legal proceedings is favourable to the Councillor
- b) a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor,
- c) a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

4.14.2 For the purposes of 4.13.1, the following are appropriate investigative or review bodies:

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

4.14.3 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

4.14.4 Any resolution by Council to reimburse a Councillor's legal expenses is subject to the following:

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

CIVIC EXPENSES AND FACILITIES POLICY

- 4.14.5 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the CEO to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 4.14.6 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of their functions under the Act, are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councilor has done during their term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 4.14.7 Council will not meet the legal costs:
- a) of legal proceedings initiated by a Councillor under any circumstances,
 - b) of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation,
 - c) for legal proceedings that do not involve a Councillor performing their role as a Councillor.

4.15 Carer and related expenses

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

CIVIC EXPENSES AND FACILITIES POLICY

4.16 Other matters

4.16.1 Acquisition and returning of facilities and equipment by Councillors

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

4.16.2 Reimbursement of expenses

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

4.17 Expenses and facilities for Councillors with disabilities

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

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

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

4.19 Mobile offices

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

5. BREACHES

- 5.1 Suspected breaches of this policy are to be reported to the CEO.
- 5.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and the Procedures for the Administration of the Code.

CIVIC EXPENSES AND FACILITIES POLICY

6. REPORTING

- 6.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations
- 6.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarized by individual Councillor and as total for all Councillors.

7. AUDITING

- 7.1 The operation of this policy, including claims under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

CIVIC EXPENSES AND FACILITIES POLICY

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

July 2025

DEPARTMENT RESPONSIBLE

Corporate Services (Governance)

REVIEW DATE

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

VERSIONS

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	21 December 1993	Not applicable
2	Council Resolution	22 April 2002	Not applicable
3	Council Resolution	10 February 2003	Not applicable
4	Council Resolution	29 November 2006	Not applicable
5	Council Resolution	1 December 2008	005329.2009
6	Council Resolution	15 June 2009	099858.2009
7	Council Resolution	30 August 2010	111683.2010
8	Council Resolution	25 July 2011	128406.2011
9	Council Resolution	19 March 2012	221600.2012
10	Council Resolution	5 November 2012	231265.2012
11	Council Resolution	19 December 2012	301088.2012
12	Council Resolution	26 June 2013	185928.2013
13	Council Resolution	28 August 2013	201146.2013
14	Council Resolution	30 October 2013	260518.2013
15	Council Resolution	20 June 2014	121688.2014
16	Council Resolution	29 July 2015	115877.2015
17	Council Resolution	26 August 2015	202387.2015
18	Council Resolution	25 November 2015	288851.2015
19	Council Resolution	25 May 2016	113481.2016
20	Council Resolution	12 October 2016	180948.2016
21	Council Resolution	23 November 2016	277426.2016
22	Council Resolution	27 September 2017	319274.2016
23	Council Resolution	6 February 2019	066168.2019
24	Council Resolution	30 June 2021	214485.2021
25	Council Resolution	29 June 2022	098326.2022-001
26	Council Resolution	31 August 2022	347882.2022
27	Council Resolution	26 April 2023	347882.2022-001
28	Council Resolution	10 July 2024	225946.2024
29	Council Resolution	July 2025	319752.2024-001

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Corporate Services (Financial Services)
Council Executive Services
Information Technology

CIVIC EXPENSES AND FACILITIES POLICY

REFERENCES

Office of Local Government:

- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW October 2009
- Circular 08/03 Findings from review of Councillor expenses and facilities policies
- Circular 08/24 Misuse of council resources
- Circular 08/37 Council decision making prior to ordinary elections
- Circular 09/36 Release of revised Councillor expenses and facilities guidelines
- Circular 10/26 Misuse of council resources
- Circular 05/08 Legal assistance for Councillors and council employees
- Circular 22-04/15 Payment of Councillor superannuation
- Independent Commission Against Corruption: No excuse for misuse, preventing the misuse of council resources (Guidelines No 2) November 2009
- Model Code of Conduct and Procedures 2020
- Liverpool City Council: Agency Information Guide
- Liverpool City Council: Code of Conduct
- Liverpool City Council: Code of Conduct Procedures
- Liverpool City Council: Fleet Management Policy
- NSW Government Finance, Services & Innovation: NSW Government Travel and Transport
- Policy -10 July 2024

APPENDICES

- A. Definitions
- B. Legislative and Governance
- C. Reimbursement of expenses form
- D. Authority to pay Councillors fees to a complying Superannuation fund

CIVIC EXPENSES AND FACILITIES POLICY

Appendix A: Definitions

Accompanying Person: is a spouse, partner or defacto or other person who has a close personal relationship with or provides carer support to a councillor.

Act: means the Local Government Act 1993

Appropriate refreshments: food and beverages, excluding alcohol, provided by council to support Councillors undertaking official business.

CEO: means the General Manager of Council and includes their delegate or authorised representative.

Civic Duties or public duties of a Councillor are a subset of the Functions of Civic Office.

Councillor: a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the mayor.

Functions of Civic Office: functions that Councillors are required to undertake to fulfill their legislated role and responsibilities for the council, that should result in a direct benefit for the council and/or the local government area.

General expense allowance: is a sum of money paid by a council to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.

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

Incidental personal use: use that is infrequent and brief and does not breach this policy or the Code of Conduct policy.

IT Consumable: Printer /Copier supplies (ink, toner) / Paper / Data storage, Computer accessories /Cabling and connectors /USBs, CDs, DVDs & Blu-ray.

Long Distance intrastate travel: travel to other parts of NSW of more than three hours duration by private vehicle.

Maximum limit: the maximum limit for an expense or facility provided in the text of this policy.

Official business: functions that the mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:

- Meetings of council and committees of the whole
- Meetings of committees facilitated by council
- Civic receptions hosted or sponsored by council
- Meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by council.

Professional development: means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.

Regulation refers to the *Local Government (General) Regulation 2021*.

CIVIC EXPENSES AND FACILITIES POLICY

Remuneration Tribunal refers to the Local Government Remuneration Tribunal.

Year: means the financial year. The 12-month period commencing on the 1st of July each year.

CIVIC EXPENSES AND FACILITIES POLICY

Appendix B: Legislation and Governance**Local Government Act 1993**

- 1.1.1 The *Local Government Act 1993* (the Act) requires that Council adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors.
- 1.1.2 This policy is made in accordance with sections 252, 253 and 254 of the Act and clause 403 of the *Local Government (General) Regulation 2021* (the Regulation).
- 1.1.3 Section 252 (1) of the Act requires that, within the first 12 months of each term of a council, that a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office.
- 1.1.4 Section 252(3) of the Act states, that a council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the Mayor, the Deputy Mayor (if there is one) or a Councillor otherwise than in accordance with a policy under this section.
- 1.1.5 Section 252(2) also provides for a Council to reduce the amount payable to the Mayor and Councillors by the amount representing any private benefit of a facility provided by the Council to them. It also requires that the policy be made under the provisions of the Act, the Regulation and any relevant guidelines issued under section 23A of the Act.
- 1.1.1 Section 253 specifies actions that Council must undertake before a policy concerning expenses and facilities can be adopted or amended. Section 253 states:
- 1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
 - 2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
 - 3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the Council is of the opinion that the proposed amendment is not substantial.*
 - 4) *(Repealed)*
 - 5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*
- 1.1.2 Section 254 requires that a part of a Council or committee meeting which considers the adopting or amending of such a policy relating to payment or provision of a facility must not be closed to the public.

CIVIC EXPENSES AND FACILITIES POLICY

- 1.1.3 The *Government Information (Public Access) Act 2009* provides that the public are able to inspect during office hours at Council, and at no charge, the current version and the immediately preceding version of Council's expenses and facilities policy. The public are also entitled to a copy of the policy, either free through Council's website, or on payment of a reasonable copying charge. (For details see Council's Agency Information Guide.)
- 1.1.4 Section 23A of the Act provides for the Chief Executive of the Office of Local Government to prepare, adopt or vary guidelines that relate to the exercise by a council of any of its functions. It also requires that a council must take the relevant guidelines into consideration before exercising any of its functions.

1.2 Local Government (General) Regulation 2021

- 1.2.1 Clause 217 (Additional information for inclusion in annual reports) states in part:

- 1) *For the purposes of section 428 (4(b)) of the Act, an annual report of a Council is to include the following information:*

(a) *Details (including the purpose) of overseas visits undertaken during the year by Councillors, council staff or other persons while representing the Council (including visits sponsored by other organisations):*

(a1) *Details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, Councillors in relation to their civic functions (as paid by the Council, reimbursed to the Councillor or reconciled with the Councillor), including separate details on the total cost of each of the following:*

- i. *The provision during the year of dedicated office equipment allocated to Councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in Councillors' homes (including equipment and line rental costs and internet access costs but not including call costs):*
- ii. *Telephone calls made by Councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in Councillors' homes:*
- iii. *The attendance of Councillors at conferences and seminars,*
- iii.a. *The provision of induction training for Councillors, supplementary induction training for mayors and professional development programs for mayors and other Councillors*
- iv. *The training of Mayors and Councillors and the provision of skill development for Mayor and Councillors:*
- v. *Interstate visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses:*
- vi. *Overseas visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses:*

CIVIC EXPENSES AND FACILITIES POLICY

- vii. *The expenses of any spouse, partner or other person who accompanied a Councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayor and Councillors for local councils in NSW prepared by the Secretary from time to time; and*
- viii. *Expenses involved in the provision of care for a child of, or an immediate family member of, a Councillor, to allow the Councillor to undertake his or her civic functions.*

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

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

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

1.3 Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for local councils in NSW

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

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

2.4.1 This Policy takes into account the following Circulars:

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

CIVIC EXPENSES AND FACILITIES POLICY

2.5 The Model Code of Conduct for Local Councils in NSW

- 2.5.1 This policy is consistent with the Model Code of Conduct for Local Councils in NSW, Division of Local Government March 2020. The following clauses of Council's Code of Conduct are particularly relevant to section 252 as follows:

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters*
- b) the representation of employees with respect to grievances and disputes*
- c) functions associated with the role of the local consultative committee.*

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

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

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

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

8.18.1 The purpose of assisting your election campaign or the election campaign of others; or

8.18.2 For other non-official purposes.

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

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

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



REIMBURSEMENT OF EXPENSES – COUNCILLORS/ MAYOR (Appendix C)

TRIM 115877.2015-003

Name of Claimant

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

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

☐

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

Signature of Claimant:

Date:

I have approved the total amount of \$

as reimbursement of expenses for Councillor (*name*)

Signed:

Manager Financial Services

Date:

CIVIC EXPENSES AND FACILITIES POLICY

Appendix D



AUTHORITY TO PAY COUNCILLOR FEES TO COMPLYING SUPERANNUATION FUND

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

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

Name of Superannuation fund:

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

Tax File Number:

Signed: Date.....

Please note:

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



CIVIC EXPENSES AND FACILITIES POLICY

Adopted: ~~10 July 2024~~

TRIM: ~~225946.2024~~



CIVIC EXPENSES AND FACILITIES POLICY

1. INTRODUCTION**1. PURPOSE/ OBJECTIVES INTRODUCTION**

- 1.1 ~~The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Liverpool City Council.~~
- 1.2 ~~The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.~~
- 1.3 ~~The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.~~
- 1.4 ~~Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.~~
- 1.5 ~~Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.~~

1.2 The objectives of this policy are to:

- a) ~~Give guidance to the Mayor and Councillors as to what facilities and resources are available to them;~~
- b) ~~Provide a public statement as to how Council sets the payment of fees, and other support allowances, for the Mayor and Councillors when they carry out their role as an elected member; and~~
- c) ~~Implement Council's legislative responsibility in adopting a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors.~~
- d) ~~Support a diversity of representation through Council's commitment in enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors.~~

2. LEGISLATIVE AND GOVERNANCE REQUIREMENTS POLICY OBJECTIVES**2.1 The objectives of this policy are to:**

- a) ~~E~~enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.;
- b) ~~E~~enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties.;
- c) ~~G~~ive guidance to the Mayor and Councillors as to what facilities and resources

CIVIC EXPENSES AND FACILITIES POLICY

are available to them.

- d) Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.,-
- e) Ensure facilities and expenses provided to Councillors meet community expectations.,-
- f) Provide a public statement as to how Council sets the payment of fees, and other support allowances, for the Mayor and Councillors when they carry out their role as an elected member.,-
- g) Support a diversity of representation through Council's commitment in enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors, and,-
- h) Fulfill the Council's statutory responsibilities.

3. DEFINITIONS

Act means ~~the Local Government Act 1993.~~

Guidelines refer to the ~~Office of Local Government Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for local councils in NSW.~~

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

Regulation refers to the ~~Local Government (General) Regulation 2021.~~

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

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

3. PRINCIPLES

3.1– Council commits to the following principles:

- a) Proper conduct: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- b) Reasonable expenses: providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as a Councillor.
- c) Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as Councillors.
- d) Equity: there must be equitable access to expenses and facilities for all Councillors.
- e) Appropriate Use of Resources: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- f) Accountability and Transparency: clearly stating and reporting on the expenses and facilities provided to Councillors.

CIVIC EXPENSES AND FACILITIES POLICY

4. POLICY STATEMENT**4.1 Remuneration to Councillors and the Mayor**

- 4.1.1 All Councillors (including the Mayor) will be paid an annual fee according to determinations made by the Remuneration Tribunal. Under the Act, the Tribunal's role is limited to determining the categories of councils (section 239 [of the Act](#)) and determining the minimum and maximum fee range for Councillors and Mayors in each of those categories.
- 4.1.2 In accordance with section 249 of the Act, the annual fee paid to the Mayor is in addition to the fee payable to the Mayor as a Councillor.
- 4.1.3 In accordance with ~~Section-section~~ 248 of the ~~Act~~[Local Government Act 1993](#) and the determination by the Tribunal, the Council will determine on an annual basis the fee to be paid to the Mayor and Councillors.
- 4.1.4 In accordance with section 254A of the Act, Council may resolve that an annual fee will not be paid to a Councillor or that the Councillor will be paid a reduced annual fee determined by the Council:
- a) ~~For~~[for](#) any period for which the Councillor is absent with or without prior leave from an ordinary meeting or ordinary meetings of the Council; or
 - b) ~~In~~[in](#) any other circumstances prescribed by the regulations.
- 4.1.5 If a Councillor is absent with or without leave of Council, from ordinary meetings of Council for any period of more than three months, Council must not pay any annual fee, or part of an annual fee, to that Councillor that relates to the period of absence that is in excess of three months.
- 4.1.6 In accordance with section 254B of the Act, a Council may if resolved by Council, make a payment as a contribution to a superannuation account nominated by a Councillor.
- 4.1.7 The amount of a superannuation contribution payment is the amount the Council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the Councillor were an employee of the Council.
- 4.1.8 The superannuation contribution payment for the Mayor and Councillors will be in addition to the annual allowance.
- 4.1.9 A Councillor who is endorsed as a candidate for federal and state election may choose to voluntarily take leave of absence from council during their candidacy.
- 4.1.10 A Councillor may choose to voluntarily donate their Councillor allowance back to Council whilst on leave of absence from Council during their candidacy.

CIVIC EXPENSES AND FACILITIES POLICY

4.2 Dispute resolution

4.2.1 If a Councillor disputes a determination under his policy, the councillor should discuss the matter with the CEO.

4.2.2 If the Councillor and the CEO cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

~~4.2.1 Any disputes that arise in relation to this policy will be resolved as follows:~~

- ~~a) With the Councillor and the CEO; if unresolved;~~
- ~~b) With the Mayor, if unresolved; and~~
- ~~c) The Full Council will be asked to review the dispute.~~

4.3 General allowance

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

4.4 Support to Mayor**4.4**

4.4.1 Council is recognised as the third regional city after Sydney and Parramatta. It is experiencing rapid growth and development and is being serviced by a full-time Mayor. In the light of these circumstances, Council will provide the Mayor with a range of support and resources, so the Office of the Mayor can function properly and the Mayor can adequately represent the City at policy, civic and ceremonial levels. In addition to payment of the Mayoral allowance, the following facilities are additional to those outlined elsewhere in this policy and provided to Councillors.

4.4.1

4.4.2 Council will provide to the Mayor at its cost:

4.4.2

- a) A dedicated vehicle of a type deemed suitable to the position of Mayor of Liverpool, which will be equivalent to the range of vehicles to which Council directors are entitled under Council's Fleet Management Policy:
 - i. The vehicle provided for the Mayor is for use on official duties and functions of the Office of Mayor and for private use in accordance with Council's Fleet Management Policy;
 - ii. Council shall meet the fortnightly cost of cleaning (wash and vacuum) the Mayoral vehicle;

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- iii. Council shall supply and meet the usage costs associated with an electronic tag in the Mayoral vehicle;

- b) An allotted parking space at ~~33 Moore~~ 50 Scott Street Liverpool;
- c) A fully furnished Mayoral office;
- d) Dedicated personal assistant;
- e) Ceremonial clothing including Mayoral robes and chains of office to be worn at civic and ceremonial functions;
- f) Secretarial, research and public relations services relating to the discharge of his/her civic functions, including use of official stationery and postage of official correspondence;
- g) Administrative assistance associated with civic functions, meetings and the like;
- h) Office refreshments;
- i) Meals or refreshments in conjunction with Council related business;
- ~~j) A credit card to facilitate payment of incidental expenses such as attendance at functions, parking and entertainment in conjunction with the discharging of the functions of the Mayoral office:~~
 - ~~i. The credit card will have limit of \$5,000 per month;~~
 - ~~ii. The account is to be in the name of Liverpool City Council;~~
 - ~~iii. The credit card is not to be used for personal expenses; and~~
 - ~~iv. The account is to be reconciled with receipts on a monthly basis.~~
- ~~k)j)~~ Computer and Multifunction device at Mayoral Office;
- ~~l)k)~~ An appropriate mobile phone including usage costs;
- ~~m)l)~~ Where required to attend civic functions (e.g. Business Awards, Mayoral Ball), as civic leader of the City, no charge to be incurred for attendance; and
- ~~n)m)~~ The use of the Council crest on Mayoral stationery, or other formats of communication such as email, website etc.

4.5 Support to Councillors

- 4.5.1 In addition to the payment of an annual fee, Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties: Councillors with a range of support and benefits which allow Councillors to discharge their public duty. The Councillors, including the Deputy Mayor, are entitled to receive the following benefits:
- a) Use of the Councillor's Room, telephone and limited hospitality facilities;
 - b) Meals or refreshments in conjunction with Council meetings, briefings sessions, committee meetings and planning and training sessions and non-alcoholic refreshments in the Councillor's room;
 - c) Secretarial services subject to specific approval of the CEO;
 - d) An allowance of \$1,000 per Councillor per calendar year for mailing and stationery to assist Councillors in performing their duties as per section 232 (2) of the *Local Government Act*. These duties include organisation of community meetings and responding to inquiries (This allowance is reduced to \$50 per month per Councillor for April-September prior to an election);
 - e) Meeting room facilities at 33 Moore Street and ~~5-02~~ 502 Scott Street Liverpool when meeting regarding Council business. The meeting room is to be booked through the CEO;

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- ~~f)~~ When deputising for the Mayor (at his or her request), transport to official functions (if needed), together with the cost of attendance at such functions, where a fee is payable;
- ~~f)~~
- g) When required to attend functions as part of civic duties (e.g. Business Awards), the cost of attendance to be borne by Council. (Note this does not apply to attendance at the Mayoral Ball or other similar functions of a charitable nature.);
- h) Supply of name badges, business cards, diaries, memo books, compendium and official ties or scarves; ~~and~~
- i) Car parking provision ~~f-o-r~~ Councillors at 33 Moore Street Liverpool when performing their duties as a Councillor; ~~and~~
- ~~i)j)~~ Councillors may access Council's community facilities for the purpose of conducting their civic duties. A booking request must be made to the CEO or delegate. Access will be based on availability and subject to the terms and conditions contained within Council's Community Facilities Hire Policy. If the access is not supported by a Council resolution, then access will be subject to payment of the applicable hire fees and charges..

4.6 Access to information technology

4.6.1 Council will provide all Councillors with the information technology or reimbursement of expenses in accordance with this clause 4.6 to be used to undertake their civic duties, such as:-

- receiving and reading council business papers
- relevant phone calls and correspondence
- diary and appointment management.

4.6.2 Council will provide all Councillors with the necessary corporate software enabling access to key systems and communications networks using secure means.-

4.6.3 Council will set aside an amount for each elected member, as required, towards the purchase of IT Hardware; this will provide access to council systems. A technical standard will be specified for the IT hardware and the replacement of IT hardware. Councillors may choose to obtain equipment of a higher cost at their own expense, as long as the hardware standard is observed.

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

4.6.24.6.4 Hardware

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

- a) A tablet, Microsoft Surface or Laptop with internet capability;
- b) A fully maintained and council owned Multifunction Printer will be provided to Councillors'. The specification for such equipment will be determined by Council's Information Technology Team in consultation with Councillors based on likely business use requirements;
- c) Council will reimburse the cost of associated IT consumables for a Councillor's

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private computer and or printer, if used in the performance of their civic duties, up to \$500 per annum. The appropriate claim form with receipts will need to be completed and submitted for reimbursement to occur;

- d) Council will reimburse the cost of associated IT consumables for council issued and owned equipment only in situations where Council is not able to provide the IT consumable, up to \$500 per annum. The appropriate claim form with receipts will need to be completed and submitted for reimbursement to occur; and
- e) At the end of the four-year term, the equipment may be acquired by the Councillor at the current market value taking account of depreciation and the condition of the equipment. This value will be assessed by Council staff and advised to the Councillor.

4.6.34.6.5 Software

All Councillors will be provided with standard software including Microsoft 0365.

4.6.44.6.6 Support

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

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4.7 Telephone expenses

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

- a) Mobile phones and home telephone
Upon presentation of a copy of a Councillor's mobile phone and/ or home telephone bill, Council will reimburse the cost of mobile phone and telephone calls up to a total maximum of \$120 per month. Reimbursement must be claimed within six months of the date of payment; and
- b) Additional phone lines
The cost of installation and rental for any additional phone lines required by Councillors for connection will not be reimbursed by Council.

4.7.2 As an alternative to clause 4.7.1(a) above, Councillors will have an option to be provided with a mobile phone and service with email capability by Council.

4.8 Attendance at conferences, seminars and courses

4.8.1 Conferences, seminars and courses are an important means of learning and maintaining knowledge, as well as contributing to public policy development.-

- a) Councillors may attend those conferences, seminars and courses listed below at 4.8.2, if there is a resolution of Council to do so, if Councillors are nominated by Council to attend and if there is a nominated budget.
- b) Councillors may attend training courses and seminars related to their duties as a Councillor at their own discretion provided that the cost can be met within Council's budget allocation and attendance at the course or seminar is organised through Council's CEO.
- c) -In assessing a Councillor request, the CEO must consider relevant factors including:-
 - relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties,-
 - cost of the conference, seminar or course in relation to the total remaining budget.
 - equitable access to conferences and seminars and fair distribution of the budget for expenses.

4.8.14.8.2 Conference Attendance

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

- a) Local Government Association Annual Conference;
- b) Australian Local Government Women's Association Annual Conference and Australian Local Government Women's Association meetings for the ~~one~~ yearone-year term;
- c) Special "one-off" conferences called by the Local Government Association on important issues or of an educational nature;
- d) Annual conferences and congresses of the major industry associations and professions in local government (such as LGMA or UDIA and subject to suitable

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agenda);

- e) Conferences and/ or annual general meetings of organisations for which Council has appointed delegates; and
- f) Attending the Sydney Western City Planning Panel meeting in person or online has an allowance of \$1,100 (includes GST) per meeting to a maximum of \$1,100 per day.
- g) Alternate Council members attending the Sydney Western City Planning Panel meeting in person or online as understudies has an allowance of \$275 (includes GST) per meeting to a maximum of \$275 per day.

4.8.3 Registration

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

4.8.4 Expenses Incurred

Payment or reimbursement of expenses incurred or to be incurred which are not included in the conference fee, shall be subject to the requirements that:

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

4.8.24.8.5 Payment in advance

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

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e)

4.8.34.8.6 Categories of payment or reimbursement

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

a) Accommodation

Reasonable accommodation costs (including meals), including the night before and/or after the conference where this is necessary, will be met by the Council; S, subject to the following:

- the daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually, and,
- the daily limits for accommodation and meal expenses outside Australia may be determined in advance by the CEO;

b) Out-of-pocket expenses

Reasonable out-of-pocket expenses will be provided or reimbursed for costs associated with attending the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature and Councillors will not be reimbursed for alcoholic beverages; and

c) Spouse/PartnerAccompanying Person

Where the attendee is accompanied by his or her spouse/partneran accompanying person, the attendee will be required to pay for any cost supplement involved in the accommodation (room only). All other costs for the spouse/partneraccompanying person (including travel and meals) are to be borne by the attendee.

4.8.7 Councillors may voluntarily choose to fund their own expenses for conference fees, accommodation, travel and meal expenses and not seek reimbursement from Council.

4.9 Non-attendance, apology and repayment4.8.7-

4.9.1 ~~In any circumstance that~~ If a Councillor has requests to attend a conference, seminar, course or other event, or otherwise notifies or declares their declared attendance by any means (for example by RSVP), or registered to attend, an event and subsequently fails to does not attend, the Councillor must the Councillor is required to:

a) promptly notify the contact the hosting organisation of the Councillor's non-attendance, and

~~a)b)~~ promptly notify Council's CEO of the reason for the non-attendance.

4.9.2 ~~In any circumstance that~~ If there is no valid reason for a Councillor's non-attendance at a conference, seminar, course or other event, as determined by Council's CEO acting reasonably: has, or other event declared attendance by RSVP or registered to attend an event and subsequently fails to attend the Councillor is required to:

the Councillor must apologise to the hosting organisation and take all reasonable steps to mitigate any cost to Council,

a) and formally apologise for missing the event and any inconvenience caused, acting reasonably);

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- b) the Councillor must repay to the Council any costs incurred by ~~the Council in relation to the Councillor's non-attendance~~, and
a)c) the CEO will report the non-attendance to the next ordinary meeting of the Council at which due notice of the item of business can be given.

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~~4.9.2~~**4.10 Travel expenses**

4.10.1 ~~All reasonable~~ T Travel costs will be met by the Council where ~~the expenses incurred are of the following nature:~~

- ~~a) the cost is reasonable and the travel is undertaken using the most direct route and most practicable and economical mode of transport; and~~
- ~~a) the travel is for Attendance at conferences, seminars and workshops courses in accordance with as specified in clause 6(a) of this policy or for the purposes of Council business such as;~~
- b) ~~Council business such as~~ Council, committee and other meetings where the Councillor is representing Council; and authorised business, meetings and functions approved by the CEO or governing body where the Councillor is representing the Council.
- ~~c) a) Authorised business, meetings and functions approved by the Mayor CEO or governing body where the Councillor is representing the Council, and/or the Mayor.~~

~~4.10.2~~

~~4.10.3~~ Subject to the approvals required for travel, as set out in clause 4.10 of this policy, economy class travel should be used for all travel within Australia and overseas by the Mayor and Councillors. However, official travel by the Mayor to Western Australia, the Northern Territory or overseas is permissible by premium economy or business class air travel.

4.10.2

4.10.4 Air travel within NSW must be approved by the CEO prior to the air travel being booked or undertaken.

4.10.3

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

4.10.5 Travel by motor vehicle may be undertaken by Council vehicle (where available), by private vehicle or by taxi. Persons using private vehicles will be paid the mileage allowance at ~~the then~~ the current rate set by the appropriate Local Government State Award, but subject to any such payment not exceeding economy class air fares to and from the particular destination.

4.10.6 Costs to elected members of vehicle hire and/or taxi fares which are reasonably incurred in the performance of their duties will be met by the Council. Cabcharge vouchers will be made available when required. Provision of a wide variety of transport modes is in keeping with access and equity policies.

4.10.7 Any travel incurred, other than approved Council business, will not be included in the calculation of expenses to be paid.

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

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~~4.10.8~~**4.11 Special requirements for interstate and overseas travel****4.11.1 Interstate travel**

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

4.11.2 Overseas travel

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

4.11.3 Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking a trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective reimbursement of overseas travel expenses, unless prior authorisation of the travel has been obtained. Travel proposals shall be included in the Council business papers. All Council business papers relating to travel requests by Councillors will need to include the purpose of the travel and that tangible benefits can be established for the Council and local Community.

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

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

~~4.14.12~~ **Sister City relationships**

~~4.1.14.12.1~~ The Council has a policy of sending a delegation to its Sister Cities every two years. Council will be represented at such visits by the Mayor (or Mayor's nominee), CEO (or CEO's nominee) and two other delegates as determined by the Council. Council will meet all reasonable costs associated with delegations to and from Sister Cities. Other Councillors may join official delegations (with Mayor's approval) but must meet all their own costs except accommodation or other expenses agreed to by the host Sister City.

CIVIC EXPENSES AND FACILITIES POLICY

1.24.13 Insurance expenses and obligations

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

- a) Personal injury:
Personal injury whilst ever on Council-endorsed business covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death total disability and temporary partial disability. The cover does not include medical expenses. Full details of Council's personal accident insurance are set out in Council's Insurance Policy.
- b) Professional indemnity:
For matters arising out of a Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper.
~~This provision is subject to any limitations or conditions as set out in the Council's policy of insurance.~~
- c) Public liability:
~~c) Public liability:~~
For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors, within Australia, subject to any limitations or conditions as set out in the Council's policy of insurance.
- d) Councillor's and Council officers' insurance:
Insurance will be provided, subject to the terms, conditions and exclusions of the policy of insurance, to cover defence costs relating to common law claims not otherwise insured and those relating to any other actual or alleged breach of trust, breach of duty, breach of contract, neglect, error, misstatement, misleading statement, omission or other act done or wrongfully attempted, provided that it is not a criminal act or a deliberately malicious act.^g

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

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

4.13.4 The provision of insurance is subject to any limitations or conditions set out in the Council's policy of insurance.

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~~1.2.1~~~~1.34.14~~ **Legal expenses and obligations**

~~4.3.14.14.1~~ Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- ~~a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act, provided that the outcome of the legal proceedings is favourable to the Councillor~~
- ~~b) a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor,~~
- ~~c) a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.~~

~~4.11.94.14.2~~ For the purposes of 4.13.1, the following are appropriate investigative or review bodies: ~~In the event of an enquiry, investigation or hearing into the conduct of a Councillor by:~~

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

~~4.14.3~~ Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

~~4.14.4~~ Any resolution by Council to reimburse a Councillor's legal expenses is subject to the following:

~~g)~~

~~Or~~

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

- ~~a) the legal expenses must be properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding.~~
- ~~a)b) The the amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis.~~
- ~~b)c) The the Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper.~~

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

4.14.5 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the CEO to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

4.14.6 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of their functions under the Act, are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councilor has done during their term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

4.14.7 Council will not meet the legal costs:

- a) of legal proceedings initiated by a Councillor under any circumstances,
- b) of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation,
- c) for legal proceedings that do not involve a Councillor performing their role as a Councillor.

CIVIC EXPENSES AND FACILITIES POLICY

1.44.15 Carer and related expenses

4.11.104.15.1 Council endeavours to encourage and facilitate community involvement for persons nominating or holding the position of civic office. Accordingly, this policy allows for fair and reasonable reimbursement of carers' expenses in relation to attendance at Council and committee meetings, and other official civic functions. This applies to Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member. Childcare expenses may be claimed for children up until and including the age of 16 years.

4.11.144.15.2 Councillors who require access to childcare in order to attend Council meetings, events and activities will be provided with childcare through a registered and accredited childcare provider, at Council's expense.

4.11.124.15.3 Should Councillors wish to arrange their own childcare, this is ~~permissible~~permissible, and reimbursement will be provided on completion of the appropriate claim form.

4.11.134.15.4 Councillors will need to provide suitable evidence to the CEO that reimbursement is applicable, such as advice from a medical practitioner in the event of caring for an adult person.

4.11.144.15.5 Upon submission of receipts and tax invoices and completion of a formal claim (Appendix A-C) to the CEO within three months of the expense being incurred, reasonable reimbursement may be available.

1.54.16 Other matters**4.16.1 Acquisition and returning of facilities and equipment by Councillors****4.11.15**

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

1.5.14.16.2 Reimbursement of expenses

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

f)

CIVIC EXPENSES AND FACILITIES POLICY

1.64.17 Expenses and facilities for Councillors with disabilities

~~4.11.16~~4.17.1 In addition to the above provisions, for any Councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties. Following verification, claims will be authorised by the Manager Financial Services.

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

~~1.7.14.18.1~~ In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Council may enter into an arrangement with the Mayor or any Councillor under which the Mayor or the Councillor agrees to forego all or part of their annual fee in exchange for Council making contributions to a complying superannuation fund on their behalf.

1.84.19 Mobile offices

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

2.5. BREACHES

- 5.1 Suspected breaches of this policy are to be reported to the CEO.
- 5.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and the Procedures for the Administration of the Code.

3.6. REPORTING

- ~~3.16.1~~ Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations
- ~~3.26.2~~ Detailed reports on the provision of expenses and facilities to Councillors will be publicly tables at a council meeting every six months and ublished in fill on Council's website. These reports will include expenditure summarized by individual Councillor and as total for all Councillors.

4.7. AUDITING

- 7.1 The operation of this policy, including claims under the policy, will be included in Councils audit program and an audit undertaken at least every two years.

CIVIC EXPENSES AND FACILITIES POLICY

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

July 2025

DEPARTMENT RESPONSIBLE

Corporate Services (Governance)

REVIEW DATE

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

VERSIONS

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	21 December 1993	Not applicable
2	Council Resolution	22 April 2002	Not applicable
3	Council Resolution	10 February 2003	Not applicable
4	Council Resolution	29 November 2006	Not applicable
5	Council Resolution	1 December 2008	005329.2009
6	Council Resolution	15 June 2009	099858.2009
7	Council Resolution	30 August 2010	111683.2010
8	Council Resolution	25 July 2011	128406.2011
9	Council Resolution	19 March 2012	221600.2012
10	Council Resolution	5 November 2012	231265.2012
11	Council Resolution	19 December 2012	301088.2012
12	Council Resolution	26 June 2013	185928.2013
13	Council Resolution	28 August 2013	201146.2013
14	Council Resolution	30 October 2013	260518.2013
15	Council Resolution	20 June 2014	121688.2014
16	Council Resolution	29 July 2015	115877.2015
17	Council Resolution	26 August 2015	202387.2015
18	Council Resolution	25 November 2015	288851.2015
19	Council Resolution	25 May 2016	113481.2016
20	Council Resolution	12 October 2016	180948.2016
21	Council Resolution	23 November 2016	277426.2016
22	Council Resolution	27 September 2017	319274.2016
23	Council Resolution	6 February 2019	066168.2019
24	Council Resolution	30 June 2021	214485.2021
25	Council Resolution	29 June 2022	098326.2022-001
26	Council Resolution	31 August 2022	347882.2022
27	Council Resolution	26 April 2023	347882.2022-001
28	Council Resolution	10 July 2024	225946.2024
29	Council Resolution	<u>Xx July 2025</u>	319752.2024- <u>001</u>

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Corporate Services (Financial Services)
Council Executive Services
Information Technology

CIVIC EXPENSES AND FACILITIES POLICY

REFERENCES

Office of Local Government:

- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW October 2009
- Circular 08/03 Findings from review of Councillor expenses and facilities policies
- Circular 08/24 Misuse of council resources
- Circular 08/37 Council decision making prior to ordinary elections
- Circular 09/36 Release of revised Councillor expenses and facilities guidelines
- Circular 10/26 Misuse of council resources
- Circular 05/08 Legal assistance for Councillors and council employees
- Circular 22-04/15 Payment of Councillor superannuation
- Independent Commission Against Corruption: No excuse for misuse, preventing the misuse of council resources (Guidelines No 2) November 2009
- Model Code of Conduct and Procedures 2020
- Liverpool City Council: Agency Information Guide
- Liverpool City Council: Code of Conduct
- Liverpool City Council: Code of Conduct Procedures
- Liverpool City Council: Fleet Management Policy
- NSW Government Finance, Services & Innovation: NSW Government Travel and Transport
- Policy ~~28-September-2016~~ 10 July 2024

APPENDICES

- A. Definitions
- B. Legislative and Governance
- C. Reimbursement of expenses form
- D. Authority to pay Councillors fees to a complying Superannuation fund

CIVIC EXPENSES AND FACILITIES POLICY

Appendix A) Definitions:

Accompanying Person: is a spouse, partner or defacto or other person who has a close personal relationship with or provides carer support to a councillor.

Act: means the Local Government Act 1993

Appropriate refreshments: food and beverages, excluding alcohol, provided by council to support Councillors undertaking official business.

CEO: means the General Manager of Council and includes their delegate or authorised representative.

Civic Duties or public duties of a councillor are a subset of the Functions of Civic Office.

Councillor: a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the mayor.

Functions of Civic Office: functions that Councillors are required to undertake to fulfill their legislated role and responsibilities for the council, that should result in a direct benefit for the council and/or the local government area.

General expense allowance: is a sum of money paid by a council to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.

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

Incidental personal use: use that is infrequent and brief and does not breach this policy or the Code of Conduct policy.

IT Consumable: Printer /Copier supplies (ink, toner) / Paper / Data storage, Computer accessories /Cabling and connectors /USBs, CDs, DVDs & Blu-ray.

Long Distance intrastate travel: travel to other parts of NSW of more than three hours duration by private vehicle.

Maximum limit: the maximum limit for an expense or facility provided in the text of this policy.

Official business: functions that the mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:-

- Meetings of council and committees of the whole
- Meetings of committees facilitated by council
- Civic receptions hosted or sponsored by council
- Meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council.

Professional development: professional development means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor.

CIVIC EXPENSES AND FACILITIES POLICY

Regulation refers to the *Local Government (General) Regulation 2021*.

Remuneration Tribunal refers to the Local Government Remuneration Tribunal.

Year: means the financial year. The 12-month period commencing on the 1st of July each year.

CIVIC EXPENSES AND FACILITIES POLICY

(Appendix B): Legislation and governance LEGISLATION AND GOVERNANCE REQUIREMENTS**4.12 Local Government Act 1993**

~~4.12.41.1.1~~ The *Local Government Act* 1993 (the Act) requires that Council adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors.

~~4.12.21.1.2~~ This policy is made in accordance with sections 252, 253 and 254 of the Act and clause 403 of the *Local Government (General) Regulation* 2021 (the Regulation).

~~4.12.31.1.3~~ Section 252 (1) of the Act requires that, within the first 12 months of each term of a council, that a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office.

~~4.12.41.1.4~~ Section 252(3) of the Act states, that a council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the Mayor, the Deputy Mayor (if there is one) or a Councillor otherwise than in accordance with a policy under this section.

~~4.12.51.1.5~~ Section 252(2) also provides for a Council to reduce the amount payable to the Mayor and Councillors by the amount representing any private benefit of a facility provided by the Council to them. It also requires that the policy be made under the provisions of the Act, the Regulation and any relevant guidelines issued under section 23A of the Act.

~~4.12.6~~ Section 253 specifies actions that Council must undertake before a policy concerning expenses and facilities can be adopted or amended. ~~For the purposes of section 253 (3) Council has defined substantial as "a new allowance provision" or "a 10% increase to a current allowance".~~

1.1.1 Section 253 states:

- 1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- 2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
- 3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the Council is of the opinion that the proposed amendment is not substantial.*
- 4) *(Repealed)*
- 5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

CIVIC EXPENSES AND FACILITIES POLICY

~~4.12.71.1.2~~ Section 254 requires that a part of a Council or committee meeting which considers the adopting or amending of such a policy relating to payment or provision of a facility must not be closed to the public.

~~4.12.81.1.3~~ The *Government Information (Public Access) Act 2009* provides that the public are able to inspect during office hours at Council, and at no charge, the current version and the immediately preceding version of Council's expenses and facilities policy. The public are also entitled to a copy of the policy, either free through Council's website, or on payment of a reasonable copying charge. (For details see Council's Agency Information Guide.)

~~4.12.91.1.4~~ Section 23A of the Act provides for the Chief Executive of the Office of Local Government to prepare, adopt or vary guidelines that relate to the exercise by a council of any of its functions. It also requires that a council must take the relevant guidelines into consideration before exercising any of its functions.

~~4.131.2~~ **Local Government (General) Regulation 2021**

~~4.13.11.2.1~~ Clause 217 (Additional information for inclusion in annual reports) states in part:

~~a)1)~~ *For the purposes of section 428 (4(b)) of the Act, an annual report of a Council is to include the following information:*

(a) *Details (including the purpose) of overseas visits undertaken during the year by Councillors, council staff or other persons while representing the Council (including visits sponsored by other organisations):*

(a1) *Details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, Councillors in relation to their civic functions (as paid by the Council, reimbursed to the Councillor or reconciled with the Councillor), including separate details on the total cost of each of the following:*

i. *The provision during the year of dedicated office equipment allocated to Councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in Councillors' homes (including equipment and line rental costs and internet access costs but not including call costs):*

ii. *Telephone calls made by Councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in Councillors' homes:*

iii. *The attendance of Councillors at conferences and seminars,*

iii.a. *The provision of induction training for Councillors, supplementary induction training for mayors and professional development programs for mayors and other Councillors*

iv. *The training of Mayors and Councillors and the provision of skill development*

CIVIC EXPENSES AND FACILITIES POLICY
for Mayor and Councillors:

- v. *Interstate visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses:*
- vi. *Overseas visits undertaken during the year by Councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses:*
- vii. *The expenses of any spouse, partner or other person who accompanied a Councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayor and Councillors for local councils in NSW prepared by the Secretary from time to time; and*
- viii. *Expenses involved in the provision of care for a child of, or an immediate family member of, a Councillor, to allow the Councillor to undertake his or her civic functions.*

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

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

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

4.21.3 Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for local councils in NSW

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

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

2.4.1 This Policy takes into account the following Circulars:

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

CIVIC EXPENSES AND FACILITIES POLICY

2.5 The Model Code of Conduct for Local Councils in NSW

- 2.5.1 This policy is consistent with the Model Code of Conduct for Local Councils in NSW, Division of Local Government March ~~2013~~2020. The following clauses of Council's Code of Conduct are particularly relevant to section 252 ~~policies~~as follows:

~~7.128.13~~ *You must use council resources ethically, effectively, efficiently and carefully in the course of your public or professional duties and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate. You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.*

8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters*
- b) the representation of employees with respect to grievances and disputes*
- c) functions associated with the role of the local consultative committee.*

~~7.14~~8.15 *You must be scrupulous in your use of council property including intellectual property, official services and facilities and should not permit their misuse by any other person or body.*

~~7.15~~8.16 *You must avoid any action or situation which could create the impression that council property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain.*

~~7.16~~8.17 *You must not use Council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.*

~~7.17~~8.18 *You must not use Council letterhead, Council crests and other information that could give the appearance it is official Council material for:*

- ~~a)~~8.18.1 *The purpose of assisting your election campaign or the election campaign of others; or*
- ~~b)~~8.18.2 *For other non-official purposes.*

~~7.18~~8.19 *You must not convert any property of the council to your own use unless properly authorised.*

CIVIC EXPENSES AND FACILITIES POLICY

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

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

CIVIC EXPENSES AND FACILITIES POLICY

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REIMBURSEMENT OF EXPENSES – COUNCILLORS/ MAYOR (Appendix [AC](#))

TRIM 115877.2015-003

Name of Claimant

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

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

☐

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

Signature of Claimant:

Date:

I have approved the total amount of \$

as reimbursement of expenses for Councillor (*name*)

Signed:

Manager Financial Services

Date:

CIVIC EXPENSES AND FACILITIES POLICY

Appendix [BD](#)

AUTHORITY TO PAY COUNCILLOR FEES TO COMPLYING SUPERANNUATION FUND

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

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

Name of Superannuation fund:

Membership Number: Account Number:

(if different from membership number)

Tax File Number:

Signed: Date.....

Please note:

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

TRIM 115877.2015-002