

# COUNCIL AGENDA

## ORDINARY COUNCIL MEETING

27 August 2025

BOOK 1

LIVERPOOL CIVIC  
TOWER, 50 SCOTT  
STREET , LIVERPOOL  
NSW 2170

LIVERPOOL  
CITY  
COUNCIL





You are hereby notified that an **Ordinary Council Meeting** of Liverpool City Council will be held at the **LIVERPOOL CIVIC TOWER, 50 SCOTT STREET , LIVERPOOL NSW 2170** on **Wednesday, 27 August 2025** commencing at 6.00PM. Doors to the Chamber will open at 5.50pm.

Liverpool City Council Meetings are livestreamed onto Council's website and remain on Council's website for a period of 12 months. If you have any enquiries, please contact Council and Executive Services on 8711 7863.

A handwritten signature in black ink, appearing to read "Jason Breton", written in a cursive style.

**Mr Jason Breton**  
CHIEF EXECUTIVE OFFICER

## **Statement of Ethical Obligations**

### **Oath or Affirmation of Office**

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

### **Conflicts of Interest**

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

## ORDER OF BUSINESS

### PAGE TAB

#### Opening

#### Acknowledgment of Country and Prayer

#### National Anthem

#### Apologies

#### Condolences

#### Confirmation of Minutes

Ordinary Council Meeting held on 23 July 2025 .....7

#### Declarations of Interest

#### Public Forum

#### Mayoral Minute

#### Notices of Motion of Rescission

NIL.

#### Chief Executive Officer Reports

CEO 01	Revocation of the 2013 Community Engagement Policy .....	60	1
CEO 02	Review of Roundabout Construction - 15th and 28th Avenues, Austral, NSW .....	72	2
CEO 03	Biannual Progress Report - June 2025.....	86	3

#### Planning & Design Report

PD 01	Liverpool Heritage Advisory Committee - Updated Charter and Committee Membership .....	88	4
PD 02	New Liverpool LEP Gateway Determination - Next Steps .....	149	5
PD 03	Street Naming - Recognition of Serbian Community in Liverpool .....	161	6

#### Community & Lifestyle Reports

COM 01	Special Purpose Hire Rate .....	169	7
COM 02	Review of Councillor Induction and Professional Development Policy and Councillor Briefing Procedure. ....	175	8
COM 03	Report back to Council: Implementation of Open Door Briefing, Governance and Committee Meetings .....	207	9
COM 04	LGNSW Annual Conference - Penrith 2025 .....	211	10
COM 05	Amendments to Grant and Community Sponsorship Policy- Donations....	235	11
COM 06	Council Grants Donations and Sponsorship Report .....	241	12
COM 07	Policy Review - Civic Advisory Committee Charter.....	263	13

#### Corporate Services Report

CORP 01	Investment Report July 2025.....	283	14
---------	----------------------------------	-----	----



## ORDER OF BUSINESS

### PAGE TAB

#### Operations Reports

OPER 01	Litter Prevention and Education Project.....	296	15
OPER 02	Review of the Climate Change Policy and Climate Action Plan .....	305	16
OPER 03	2024 -25 Capital Works Carryover of Projects.....	312	17
OPER 04	Litter Prevention Strategy for Georges River Catchment .....	317	18
OPER 05	Chain of Responsibility Policy .....	322	19

#### Committee Reports

CTTE 01	Minutes of Liverpool Local Traffic Committee held on 16 July 2025 .....	338	20
---------	---	-----	----

#### Questions with Notice

QWN 01	Question with Notice - Clr Ristevski - Attendance and Expenditure Concerns - Councillors and Mayoral RSVPs to Public Events .....	347	21
QWN 02	Question with Notice - Mayor Mannoun - Civic Place Expansion.....	349	22
QWN 03	Question with Notice - Clr Harte - Councillor Access Passes and 2021 Depot Reports .....	350	23
QWN 04	Question with Notice - Clr Harte - IRC Matters, Payouts and Union Grievances .....	351	24

#### Presentations by Councillors

#### Notices of Motion

NOM 01	Beautification of George Street, Liverpool .....	352	25
NOM 02	Mayor's Vehicle Use – Logbook Non-Compliance, Governance Failures and Breach of Taxation Obligations.....	356	26
NOM 03	Relocation of Drug Injection Rooms from Liverpool CBD .....	360	27
NOM 04	Establishment of a "Liverpool City HQ" to Support Small Business, Start- ups and Innovation .....	363	28
NOM 05	Enhanced Standards for Councillors .....	366	29

#### Council in Closed Session

The following items are listed for consideration by Council in Closed Session with the public excluded, in accordance with the provisions of the Local Government Act 1993 as listed below:

CONF 01 ST3381 Provision of Cleaning Services for Council's Buildings, Facilities, and Amenities

*Reason: Item CONF 01 is confidential pursuant to the provisions of s10(A)(2)(d i) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

CONF 02 Tourism and CBD Committee - New Community Representatives

*Reason: Item CONF 02 is confidential pursuant to the provisions of s10(A)(2)(a) of the Local Government Act because it contains personal matters concerning particular individuals (other than councillors).*

## ORDER OF BUSINESS

### PAGE TAB

**CONF 03** Fire and Rescue NSW Referrals

*Reason: Item CONF 03 is confidential pursuant to the provisions of s10(A)(2)(g) of the Local Government Act because it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

**CONF 04** Consideration of an Application for the acquisition of land on the grounds of hardship - Lot 892 DP 2475, 185 Ninth Avenue, Austral.

*Reason: Item CONF 04 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

**CONF 05** Purchase of Lot 129 in a Subdivision of Lot 15 DP 30409, 310 Fourteenth Ave Austral for Drainage Purposes

*Reason: Item CONF 05 is confidential pursuant to the provisions of s10(A)(2)(c) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

**CONF 06** Minutes of the Audit, Risk and Improvement Committee meeting held on 9 July 2025

*Reason: Item CONF 06 is confidential pursuant to the provisions of s10(A)(2)(d i) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

**Close**



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

---

**PRESENT:**

Mayor Ned Mannoun  
 Deputy Mayor Harle  
 Councillor Adjei  
 Councillor Ammoun  
 Councillor Harte  
 Councillor Ibrahim  
 Councillor Karnib  
 Councillor Macnaught  
 Councillor Monaghan  
 Councillor Ristevski  
 Mr Jason Breton, Chief Executive Officer  
 Mr Farooq Portelli, Director Corporate Support  
 Ms Tina Bono, Director Community & Lifestyle  
 Ms Lina Kakish, Director Planning & Compliance  
 Mr Peter Scicluna, Acting Director Operations  
 Ms Suzanne Kendall, Acting General Counsel  
 Ms Mirandah Shields, Acting Deputy General Counsel  
 Mr Mark Hannan, Manager City Planning  
 Mr John Hanlon, Chief Information Officer  
 Ms Justine Young, Acting Manager Civic and Executive Services  
 Ms Susan Ranieri, Coordinator Council and Executive Services  
 Ms Gabriella Rojas, Acting Councillor Executive and Support Officer

The meeting commenced at 6.05pm.



**ITEM NO:** COND 01

**SUBJECT:** Condolence Motion – Vale Former Councillor and Deputy Mayor Ali Karnib  
(read by Mayor Mannoun)

It is with deep sorrow that I acknowledge the passing of former Councillor Ali Karnib, a pillar of our community and one of the longest-serving public representatives in Liverpool's history.

Ali Karnib served the people of Liverpool for nearly three decades, first elected in 1999 and continuing through to 2024. During that time, he held the role of Deputy Mayor on three occasions — in 2016–17, 2018–19, and 2019–20 — and served on numerous committees, always with a focus on fairness, compassion, and community wellbeing.

But beyond the titles and the roles, Ali was a man of deep integrity and humble service. Born in Lebanon, Ali migrated to Australia in 1984, making his home in Green Valley. Like so many who have chosen Liverpool as their place to start anew, he brought with him hope for a better future and a fierce determination to give back. A former maths and science teacher, he never stopped believing in the power of education and civic participation to uplift communities.

Ali was a passionate advocate for multiculturalism and social inclusion. As President of the Lebanese Community Council of NSW, he worked tirelessly to promote unity, respect, and understanding among the many cultures that make up our diverse city. He was a voice for those who often went unheard — always ready to listen, always ready to help.

Ali believed in people. He believed in serving his community with quiet strength and genuine compassion. He wasn't interested in grandstanding or headlines. He did the work. He knocked on doors. He answered the late-night calls. He showed up — again and again — for the residents of Liverpool.

His contributions were felt not only here in Liverpool, but across our region. He served as Chair of the Hawkesbury River County Council and was a Board Member of the Western Sydney Regional Organisation of Councils (WSROC), helping to shape policy and drive collaboration across western Sydney.

Ali's legacy lives on — not only in the decisions he helped make or the projects he championed — but through the values he lived by: integrity, humility, and service.

His love for this city continues through his son, Councillor Sam Karnib, who now follows in his father's footsteps on this very Council. It is a powerful reminder that public service is not just a duty — it is a calling passed from one generation to the next.

On behalf of Liverpool City Council, I, Mayor Ned Mannoun, extend our heartfelt condolences to Ali's beloved family — especially to his wife, his children, and to Councillor Sam Karnib.

Your loss is shared by an entire city. May his memory be a blessing, and may his legacy inspire us all to serve with the same quiet dignity and unwavering commitment that defined his life.

1. Express its profound sorrow at the passing of former Councillor and Deputy Mayor Ali Karnib;
2. Acknowledge with gratitude his extraordinary 29 years of service to the Liverpool community;
3. Conduct a Civic Ceremony at the Liverpool Powerhouse honouring his life and civic service with funds from the Civic program;
4. Request the CEO to prepare a report for Council's consideration on an appropriate and enduring public tribute to honour Councillor Karnib's legacy.

Chairperson

**RECESS**

Mayor Mannoun called a recess of meeting at 6.35pm

**RESUMPTION OF MEETING**

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

**ITEM NO:** COND 02

**SUBJECT:** Condolence Motion - Charles Casuscelli (Read by Mayor Mannoun)

It is with great sadness that I acknowledge the passing of Mr Charles Casuscelli RFD, Chief Executive Officer of the Western Sydney Regional Organisation of Councils (WSROC).

Since his appointment in 2015, Mr Casuscelli served with distinction as a strong and principled advocate for Western Sydney. In his role at WSROC, he championed regional collaboration, investment, and infrastructure planning—ensuring that the unique needs of our region, including those of Liverpool, were clearly articulated to all levels of government.

His leadership significantly contributed to advancing many of the shared priorities of Western Sydney councils, particularly in areas such as sustainability, resilience, emergency preparedness, and equitable service delivery. Liverpool City benefited directly from his tireless advocacy, strategic thinking, and ability to bring councils together around common goals.

Mr Casuscelli brought a wealth of experience to the role from a distinguished career in public life. As a former Member of the NSW Legislative Assembly for Strathfield (2011–2015), he chaired the Legislative Assembly Committee on Transport and Infrastructure and contributed to law and safety reforms. His earlier career included service as an officer in the Australian Army Reserve, for which he was awarded the Reserve Forces Decoration. He also held key leadership positions in transport management and logistics, including at the NSW Roads and Traffic Authority and NRMA.

Charles was immensely proud of his Italian heritage and equally proud of his deep connection to the people and places of Western Sydney. He was respected across the political and local government spectrum for his integrity, intellect, and unwavering dedication to the region's future.

Liverpool City Council acknowledges the positive impact Mr Casuscelli had on our city through his leadership at WSROC, and we express our heartfelt condolences to his family, friends, and colleagues.

## **RECOMMENDATION**

That Council:

1. Express our profound sorrow at the passing of Mr Charles Casuscelli and acknowledge his significant contribution to Liverpool City and the broader Western Sydney region; and
2. Sends a letter of condolence to Mr Casuscelli's family and to the President and Board of WSROC, expressing Council's sympathies and appreciation of his legacy.



## COUNCIL DECISION

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

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

**ITEM NO:** COND 03

**SUBJECT:** Vale Margaret Parker (Read by Mayor Mannoun)

It is with profound sadness that I acknowledge the passing of Mrs Margaret Parker, a cherished member of our Liverpool community who left us on 13 June 2025, with her memorial service held yesterday.

Margaret was a shining example of selflessness and dedication. A proud long-term resident of Heckenberg, she was the recipient of the prestigious Macquarie Award in 2021, recognising her extraordinary service and generosity to our city. Her commitment to others went far beyond this accolade.

She was a founding director of ANZAC Village Preschool, shaping the educational experiences of countless young children, and a founding member of the Education Union of NSW, reflecting her unwavering belief in the power of teaching.

For 27 years, she volunteered on the board of South West Child Adolescent and Family Services, tirelessly supporting families and young people in need

As an active leader in the Over-50s network, she kept her local community connected, supported, and well-informed.

Margaret's door was always open - helping to make the 2168 area, particularly Green Valley, a kinder, better place to call home.

On behalf of Liverpool City Council, I extend our deepest condolences to Margaret's family—her loved ones, friends, and the many residents she touched through her life's work.

## **RECOMMENDATION**

That Council:

1. Express our profound sorrow at the passing of Mrs Margaret Parker;
2. Acknowledge with the deepest gratitude her extraordinary service—27 years of volunteering, educational leadership, and community engagement;
3. Extend heartfelt sympathies to her family and friends, and all those who benefited from her kindness and advocacy.



Trevor was widely known and loved in our community as one of Liverpool's most passionate and knowledgeable local historians. For many years, he was considered the city's unofficial custodian of historical memory — someone who seemed to know every detail about what stood where, who lived there, and what events shaped the Liverpool of today.

Originally a butcher by trade, Trevor's true vocation was storytelling — not in fiction, but in faithfully preserving the stories of real people and places across generations. His long-time home, Stephenville, a heritage-listed property on Atkinson Street built in 1917 for a war widow, was itself a living part of Liverpool's history. Trevor lived there for most of his life, cherishing and protecting its legacy until health concerns forced him into aged care in his later years.

Trevor was an active member of the Liverpool Historical Society and Genealogy Society, and his dedication to documenting and sharing the past left a lasting mark on Council's local collections. Through his generous contributions, Liverpool's rich history has been recorded with care, accuracy, and heart.

On behalf of Liverpool City Council, I, Mayor Ned Mannoun, extend our sincere condolences to Trevor's family and friends. His passing is a loss not just to those close to him, but to the broader community who benefited from his knowledge, passion, and generosity.

That Council:

1. Record its sadness at the passing of Mr Trevor Powell and acknowledge his extraordinary contribution to preserving Liverpool's local history;
2. Extend heartfelt sympathies to his family, friends, and members of the local historical community.

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

That the recommendation be adopted.

On being put to the meeting the motion was declared CARRIED.  
Councillors voted unanimously for this motion.

A minute of silence was then observed for Charles Casuscelli, Margaret Parker and Trevor Powell.



**PUBLIC FORUM**

**Presentation – items not on agenda**

1. **Mr Daniel Kneipp** addressed Council on the following item:

**Development in Casula**

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

That a three minute extension of time be given to Mr Kneipp.

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

## MAYORAL MINUTES

**ITEM:** MAYOR 01  
**SUBJECT:** Acknowledging RFS Award Winners  
**REPORT OF:** Mayor Ned Mannoun

Over the weekend, I had the distinct pleasure of attending the NSW Rural Fire Service Awards ceremony, where outstanding members of our emergency services were honoured for their courage, professionalism, and dedication. It was an uplifting and inspiring occasion, filled with moving moments and a powerful sense of community. I was particularly proud to see the following Liverpool-based RFS members receive awards:

### **Middleton Grange RFS Long service awards**

Rodney Fenech - 30 years  
 Daria Hayes - 30 years  
 David Cervelli - 20 years  
 Christopher McGraw - 10 years  
 Brad Conole - 10 years  
 Paul Trama - 10 years  
 Konrad Janson -10 years

### **Bringelly RFS Long service awards**

Grace Buda - 40 years  
 Russell Hoppitt - 30 years  
 Kerry Sweeney - 10 Years  
 Samantha Bell - 10 years

### **Bringelly RFS National Medal**

Anthony Schultz - 40 years

### **Casula RFS Long service awards**

Xavier Cerbelli- 10 years  
 Bradley Dwyer- 10 years  
 Rebecca Fitzgibbins- 10 years  
 Richard Goncalves- 10 years

My apologies if I have missed any other award recipients. These awards speak volumes about their personal commitment and the exceptional calibre of service delivered by our Liverpool brigades. Their dedication not only enhances public safety during crises—such as bushfires and storm events—but also strengthens our community through skill development, mentorship, and resilience-building.



In light of Liverpool's proud contribution to the RFS and to honour their achievements, I propose that Liverpool City Council formally express its interest in hosting a future NSW Rural Fire Service Awards ceremony here in Liverpool.

Holding the event in our city would:

- Celebrate and showcase the exceptional service of our local RFS volunteers;
- Promote greater community awareness and support for emergency services;
- Deliver economic and hospitality benefits through increased visitation; and
- Cement Liverpool's role as a city that honours civic responsibility and community spirit.

Liverpool has the venues, infrastructure, and enthusiasm to be an outstanding host, and I invite Council to support this significant initiative.

Mr. Joel Daniels, a long-serving employee of Liverpool City Council's Operations team, was acknowledged for receiving an award for his research into the Black Sunday fires. Although he does not live in Liverpool, Mr. Daniels has contributed to the organisation for nearly 20 years. His dedication and recent recognition were noted with appreciation.

## RECOMMENDATION

That Council:

1. Formally congratulates the award recipients at the NSW RFS ceremony;
2. Write to the Commissioner of the NSW Rural Fire Service to:
  - Extend Council's congratulations to all Liverpool-based awardees; and
  - Express Council's interest in hosting the next NSW RFS Awards ceremony in Liverpool; and
3. Prepares a report for Council within two months outlining suitable venues, logistics, and community engagement strategies to support Liverpool's bid to host the event as well as budget if required.

## COUNCIL DECISION

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

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

## MAYORAL MINUTE

**ITEM:** MAYOR 02  
**SUBJECT:** Congratulatory Motion for Michael Rose AM election as the new Chancellor of the University of Technology Sydney (UTS).  
**REPORT OF:** Mayor Ned Mannoun

It gives me great pleasure to acknowledge and congratulate Mr Michael Rose AM on his recent election as the new Chancellor of the University of Technology Sydney (UTS), with his term commencing on 1 December 2025.

Mr Rose is a highly respected leader who brings to this role a wealth of experience across law, public policy, urban governance, Indigenous reconciliation, arts and culture, and medical research. His extensive record of service includes Chair of Greater Sydney Parklands, President of the Art Gallery of New South Wales, Chair of the Committee for Sydney, Co-Chair of Reconciliation Australia, and senior executive roles in the legal profession.

Importantly for Liverpool, Mr Rose has long been an ally and advocate for the growth and success of our city. During his time as Chair of the Committee for Sydney, he was a strong and consistent supporter of Western Sydney and recognised Liverpool's potential as a thriving metropolitan centre. He played an important role in elevating Liverpool's voice within broader city-shaping conversations, championing our role in innovation, infrastructure, urban transformation, and civic leadership.

As Liverpool continues to grow as a regional hub for innovation, skills and knowledge, we look forward to the opportunities this appointment presents for stronger collaboration between UTS and our city—particularly in supporting education pathways, social equity, research partnerships and civic engagement in Western Sydney.

On behalf of Liverpool City Council, I extend our warmest congratulations to Mr Michael Rose AM and wish him every success in his new role as Chancellor of UTS.

## RECOMMENDATION

That Council:

1. Formally congratulates Mr Michael Rose AM on his appointment as Chancellor of the University of Technology Sydney;
2. Notes his longstanding support for Liverpool through his previous leadership of the Committee for Sydney and his understanding of our city's growing significance in the Greater Sydney landscape;
3. Writes a letter of congratulations acknowledging Mr Rose's appointment and his advocacy for Liverpool; and

4. Welcomes Mr Rose's continued interest in Liverpool as Sydney's only University City and extends an invitation for him to tour the city, meet with Council and local university partners, and share his vision on how Liverpool can continue to thrive as a centre of innovation, learning and opportunity.

**COUNCIL DECISION**

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

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.



## PLANNING & DESIGN REPORT

**ITEM NO:** PD 01

**FILE NO:** 194148.2025

**SUBJECT:** Revocation of the Visiting International Delegations Policy

## COUNCIL DECISION

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

That Council:

1. Revokes the Visiting International Delegations Policy, acknowledging the discontinuation of the International Engagement and Trade Advisor role and the resulting lack of capacity to implement the policy as originally intended; and
2. Notes that ad hoc strategic delegation requests may continue to be assessed on a case-by-case basis, where aligned to Council's Economic Development or Civic priorities.

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

Councillors voted unanimously for this motion.

**ITEM NO:** PD 02  
**FILE NO:** 172677.2025  
**SUBJECT:** Public Art Policy - Proposed Amendments

**COUNCIL DECISION**

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

That Council:

1. Receives and notes this report; and
2. Notes the Policy review, and keeps the Policy unchanged.

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

During discussion, Cllr Harte declared a non-pecuniary, less than significant interest in the following matter and remained in the Chambers for the duration of the item.

**ITEM NO:** PD 03  
**FILE NO:** 222098.2025  
**SUBJECT:** New Liverpool LEP Gateway Determination - Next Steps

### **COUNCIL DECISION**

**Motion:** **Moved: Cllr Macnaught** **Seconded: Cllr Ammoun**

That Council:

1. Defer this item subsequent to receiving the additional information that the Mayor suggested Councillors would be provided with, and answers to the questions in relation to the planning proposal.
2. Write to the Secretary of the Department requesting a 42-day extension, specifying our proposed timeline that Councillors will have a briefing session during the week commencing 28 July, followed by a decision at the next Council meeting in August. If an extension is not granted, Council will reconvene as soon as practicable after the briefing session for an Extraordinary Council meeting.

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

**Vote for:** Mayor Mannoun, Cllr Adjei, Cllr Ammoun, Cllr Harte, Cllr Ibrahim, Cllr Karnib, Cllr Macnaught, Cllr Monaghan and Cllr Ristevski.

**Vote against:** Deputy Mayor Harle.

Cllr Harte left the Chambers at 8:03pm.

Cllr Harte returned to the Chambers at 8:05pm.

**ITEM NO:** PD 04  
**FILE NO:** 194136.2025  
**SUBJECT:** Revocation of City Activation Strategy

**COUNCIL DECISION**

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

That Council revokes the City Activation Strategy, noting that relevant recommendations and actions will be included in the draft Visitor Economy Strategy.

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

Councillors voted unanimously for this motion.



## COMMUNITY & LIFESTYLE REPORTS

**ITEM NO:** COM 01

**FILE NO:** 196296.2025

**SUBJECT:** Policy Review - Code of Meeting Practice Policy

## COUNCIL DECISION

**Motion:**

**Moved: Cllr Karnib**

**Seconded: Cllr Monaghan**

That Council endorse the Code of Meeting Practice Policy.

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

Councillors voted unanimously for this motion.

**ITEM NO:** COM 02  
**FILE NO:** 203887.2025  
**SUBJECT:** Council Grants Donations and Sponsorship Report

### COUNCIL DECISION

**Motion:** **Moved: Cllr Macnaught** **Seconded: Cllr Monaghan**

That Council:

1. Endorses the funding recommendation of **\$15,000** (GST exclusive) under the **Matching Grant Program** for the following project:

Applicant	Project	Recommended
UNSW Founders	Digital Makers	\$15,000

2. Endorses the funding recommendation of **\$20,000** (GST exclusive) under the **Community Grant Program** for the following projects:

Applicant	Project	Recommended
The Business Concierge LTD	Survivor Life Skills	\$10,000
Miracle Babies Foundation	NICU Survival Packs for families of premature and sick babies	\$10,000

3. Endorses the funding recommendation of **\$30,000** (GST exclusive) under the **Community Sponsorship Program** for the following project

Applicant	Project	Recommended
Vedic Festival Incorporated	Festival of Chariots 2025	\$10,000
Friends Of India Australia Incorporated	Ganeshotsava 2025	\$10,000
Thomas Hassall Anglican College	South West Festival 2025	\$10,000

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

Councillors voted unanimously for this motion.

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

1. Receives and notes this report; and
2. Endorse the recommended Community Facilities Hire Policy and the Fee Reduction Policy attached to this report, which will supersede the following;
  - Commercial Businesses Short-term Hire Procedures (Terms and Conditions)
  - Community Facilities Management Casual Hire (Terms and Conditions)
  - Community Venues Permanent Hire Procedures (Terms and Conditions)
  - Community Facilities 3-year Licence Agreement
  - Change/Cancellation of Permanent Facility Hiring.

Councillors voted unanimously for this motion.

1. That Council receive and note this report; and
2. That Council nominate a preferred option, as outlined in this report, for appropriately honouring the contributions of Mr Gary Lucas.

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

1. Receive and note this report; and
2. Identify an appropriate park or other substantial landmark in consultation with Mr Lucas' family to be named in honour of Mr Gary Lucas as an acknowledgement of his contribution to the City of Liverpool.

Councillors voted unanimously for this motion.

Mayor Mannoun requested that it be noted that in discussion with Mrs Lucas, it was expressed that the family would appreciate this acknowledgement taking place in Chipping Norton, particularly in the land maintained by the Liverpool Action Group.

**ITEM NO:** CORP 01  
**FILE NO:** 196577.2025  
**SUBJECT:** Civic Expenses and Facilities Policy

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

1. Consider the outcome of the review and proposed changes to the Civic Expenses and Facilities Policy;
2. Agree to place the Civic Expenses and Facilities Policy on public exhibition for a period of not less than 28 days.
3. Authorise the CEO or delegate to adopt the revised Civic Expenses and Facilities Policy if no representations are received during the public exhibition period.
4. Note that a further report will be provided in relation to any representations received during the public exhibition period.
5. Remove the words “33 Moore Street, Liverpool” from item i) of the proposed section 4.5.1 on page 518 of the Attachment Book, so that it reads:

6. Remove the last sentence from item j) of the proposed section 4.5.1, so that it reads:

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.

- Twelve months out from a Council election and three months out from a State Election, access will not be granted.

Councillors voted unanimously for this motion.

Minutes of the Ordinary Council Meeting held on Wednesday, 23 July 2025 and confirmed on Wednesday, 27 August 2025

Chairperson



Mayor Mannoun called a recess of meeting at 8.56pm.

**RESUMPTION OF MEETING**

Mayor Mannoun resumed the meeting at 9:21pm in open session with all Councillors present.

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

1. Note the benefits of having a clearly defined Policy and relevant procedures in regard to the recruitment, appointment, management, performance review and separation of the CEO; and
2. Adopt and implement the attached policy and procedures for the ongoing supervision and management of the Chief Executive Officer by the Mayor and Council.
3. Replace the word 'should' with 'shall' throughout the policy wording.

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



**ITEM NO:** CORP 03  
**FILE NO:** 224237.2025  
**SUBJECT:** Investment Report June 2025

## COUNCIL DECISION

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

That the Council receives and notes this report.

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





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

1. Receives and notes the Minutes of the Liverpool Sports Committee meeting held on 4 June 2025;
2. Recognises and thanks Sports Committee members for volunteering to participate in the Liverpool Sports Committee; and
3. Instruct the Chief Executive Officer to disburse the Sporting Grants and Donations in accordance with the recommendations of the Liverpool Sports Committee.

Chairperson

## QUESTIONS WITH NOTICE

**ITEM NO:** QWN 01  
**FILE NO:** 215471.2025  
**SUBJECT:** Question with Notice - Cllr Ristevski - Code of Conducts

Please address the following:

1. How many code of conducts have been submitted during this new Council term. What is the cost to the ratepayers for these code of conducts in terms of external costs and staff time?
2. Why aren't Councillors given internal counselling to coach them and to educate them on a code of conduct that has been lodged against them rather than blindly submitting it to an external consultant for assessment?
3. What is Council's position on the article in the Daily Telegraph on 14. June 2025 where the State Government is cracking down on trivial complaints and the weaponisation of code of conducts by Councillors which have the undesigned effect of costing ratepayers millions of dollars?

### Responses (provided by Corporate Support)

1. The number of councillor code of conduct complaints and the associated costs were reported to the Council meeting of 18 June 2025. A further update report can be provided in due course.
2. Training has been provided to all councillors on the Code of Conduct. Council is required to deal with Code of Conduct complaints in accordance with the Code of Conduct Procedures. The table below identifies procedural steps provided in the Code of Conduct Procedures for the assessment and investigation of code of conduct complaints. As outlined in the report to the Council meeting of 18 June 2025, some complaints have not proceeded past the initial assessment stage. Where matters have been referred to a conduct reviewer, they have predominantly then proceeded to investigation.

Procedural step	Potential outcomes
Initial consideration of complaint by CEO	<ul style="list-style-type: none"> <li>• Refer to external agency</li> <li>• Decline complaint</li> <li>• Resolve by alternative strategies</li> <li>• Refer to conduct reviewer</li> </ul>
Preliminary assessment by conduct reviewer	<ul style="list-style-type: none"> <li>• Take no action</li> <li>• Resolve by alternative strategies</li> <li>• Refer back to CEO for resolution</li> <li>• Refer to external agency</li> <li>• Investigate</li> </ul>
Investigation	<ul style="list-style-type: none"> <li>• Resolve by alternative strategies</li> <li>• Refer back to CEO for resolution</li> <li>• Refer to external agency</li> <li>• Final investigation report</li> </ul>

3. Council is not named in the Daily Telegraph article and has not expressed a position on it. OLG is reviewing the councillor conduct framework, but there has not yet been any legislative change. In the meantime, Council continues to apply the councillor conduct framework which applies under the Local Government Act 1993, the Code of Conduct and the Code of Conduct Procedures.

**ITEM NO:** QWN 02  
**FILE NO:** 218839.2025  
**SUBJECT:** Question with Notice - Cllr Ristevski - Rate Rise

At the last council meeting the Mayor came out and stated that there were 249,000 residents that were happy with the 6% rate rise.

Please address the following:

1. Can I please get some clarification in terms of evidence of how this number was determined?
2. If there is no evidence to support this fact can a councillor request that this mayor apologise for making a false statement in Council chambers?

**Response (provided by CEO)**

In reference to question 1 above, the number quoted by the Mayor when he commented that “...*there are 249,000 people in our community who are happy to progress (the budget) and did not see fit to go out there and do that ...*” (‘that’ referring to the partaking in Councillor Ristevski’s State of Origin competition).

Note parenthesis added.

The estimated resident population of the Liverpool local government area in 2024 is 254,905 (figure extracted from Council website at [Home | Liverpool City Council | Community profile](#)).

Given only about 200 people made submissions as a result of the competition incentive, the actual number that did not is actually in excess of 254,000.

As there is clear evidence for the statement made by the mayor as per response to question 1, question 2 becomes irrelevant.

**ITEM NO:** QWN 03  
**FILE NO:** 218868.2025  
**SUBJECT:** Question with Notice - Cllr Ristevski - Public Inquiry Legal Expenses

Please address the following:

1. Which Councillors have presented their legal expenses to be covered by the Council's insurer for the Public Inquiry and the dollar amounts for each Councillors.

**(Response provided by Corporate Support)**

Under Council's policy of insurance (Policy), the Council is the Insured Entity and councillors are Insured Persons. Applications for cover under the Policy are presented to the insurer for decision. The applications and decisions in relation to cover would constitute personal information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) and the Privacy Act 1988 (Cth). It is unclear how the details of any Insured Person's cover under the policy is required either for councillors to discharge their roles under section 232 of the Local Government Act 1993 or for the governing body to discharge its role under section 223 of the Act.

Council has been provided with the cost to Council of its legal representation for the public inquiry, which is the amount of the deductible under the Policy. If there is any change in the cost to Council, then an update can be provided.



**ITEM NO:** QWN 04  
**FILE NO:** 219758.2025  
**SUBJECT:** Question with Notice - Cllr Ristevski - Roundabout (Diamondabout) at the Intersection of Twenty-Eighth Avenue and Fifteenth Avenue in Austral

Please address the following:

1. Who approved the installation of the roundabout at the above location?
2. How much did it cost as the Mayor made a recent announcement that the cost was \$600,000?
3. How much did it cost to have it removed and replaced and where did the funds come from? Will any funds be removed from frontline services?
4. How much will it cost to replace the roundabout for the second time?
5. Why was it left up to the CEO to rectify the issue on social media when 99% of the time it's the Mayor speaking on behalf of the council? Is this a matter of the Mayor is only there to give good news and leaves the bad news to the CEO?
6. Why did the Mayor blame the State Member for Leppington for the roundabout in the Sydney Morning Herald article on 27 June 2025 when he had nothing to do with it? Has he put Council in disrepute and as a result subject to a code of conduct?
7. Who designed the roundabouts?
8. Who constructed the roundabouts?
9. Were the roundabouts built as per the approved designs?
10. Was the same contractor used for all 5 roundabouts?
11. Has the Contractor been paid for the work yet?
12. Have all the roundabouts been assessed after construction?
13. Are ALL the roundabouts compliant with construction design and construction codes?
14. Can trucks and buses navigate around every roundabout?

**Responses to these questions will be provided in an in-depth report to be tabled to the 27 August 2025 Council meeting.**

**ITEM NO:** QWN 05  
**FILE NO:** 230765.2025  
**SUBJECT:** Question with Notice - Mayor Mannoun - Civic Place

Now that Civic Place has been completed, could you please provide answers to the following questions:

1. What is the total cost of Civic Place?
2. What was the projected cost vs the actual cost?
3. What have been the interest costs (during construction and after practical completion?)
4. When was income projected to be received?
5. How much has been used from general reserves to fund civic place?
6. Any other financial implications or learnings from the project?

**Responses provided by Corporate Support and Office of the CEO)**

1. What is the total cost of Civic Place?  
 Construction costs = \$218,563,053  
 Capitalised interest on loan = \$7,854,206  
 Total costs (as per asset register) = **\$226,417,259**
2. What was the projected cost vs the actual cost?  
 Projected costs (total approved budget) = (\$195,500,000 + \$23,000,000)  
**\$218,500,000**  
 Actual costs = **\$218,563,053**
3. What have been the interest costs (during construction and after practical completion?)  
 Interest on loan during construction = **\$7,854,206**  
 Interest costs after practical completion = \$63,603,674 (Total interest payable \$71,457,880 less capitalised interest \$7,854,206)

4. When was income projected to be received?

Rental income was projected to commence in **January 2025**.

Civic Tower was expected to be fully tenanted by July 2024 with 6 months rent free incentive.

5. How much has been used from general reserves to fund civic place?

In total **\$7,799,553** was used from general reserves towards the construction costs which includes \$1,000,000 still owed by Built developer.

Principal and interest loan repayment is paid from general reserves.

6. Any other financial implications or learnings from the project?

Council was able to lock in its borrowing costs at very favourable interest rates.

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

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





**ITEM NO:** NOM 02  
**FILE NO:** 180082.2025  
**SUBJECT:** Establishment of an Internal Independent Ombudsman to Handle Code of Conduct and Public Complaints

### **Background**

Recent concerns about the misuse of code of conduct complaints to suppress criticism underscore the need for an impartial mechanism within the council's internal structure. An appointed internal independent ombudsman would serve to strengthen trust in the council's governance processes and safeguard democratic accountability.

Furthermore, the escalation of code of conduct complaints could cost ratepayers nearly \$1 million.

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

That Council:

1. Recognises the importance of maintaining integrity, transparency, and fairness in the handling of code of conduct complaints and public grievances.
2. Notes that the current process, whereby complaints and allegations concerning councillors and council staff are managed solely by the council's governance team, presents a potential conflict of interest and risks being weaponised to silence legitimate criticism.
3. Appoint an internal independent ombudsman, to be appointed by Council, who will be responsible for overseeing and investigating code of conduct issues and complaints submitted by members of the public.
4. Further resolves that the internal independent ombudsman shall:
  - (i). Operate independently of the governance team to ensure impartiality.
  - (ii). Receive, investigate, and make recommendations on complaints related to conduct and public grievances.
  - (iii). Be accessible to members of the public, providing an impartial avenue for complaint resolution.
5. Develop and implement a framework for the appointment, powers, and responsibilities of the internal independent ombudsman.
6. Amend existing governance procedures to incorporate this role, ensuring greater transparency, accountability, and public confidence.

7. Reaffirms its commitment to uphold high standards of conduct and to ensure that all complaints are handled fairly, transparently, and without bias.

## COUNCIL DECISION

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

That Council:

1. Direct the CEO to provide a report on alternate methods to deal with Code of Conduct complaints, including internal or external ombudsman's, and report back to a future Council meeting.
2. Acknowledge that the public inquiry is likely to provide recommendations on this matter, and that the Minister and the Office of Local Government are also considering reforms to the Code of Conduct Process.

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



**CONFIDENTIAL ITEMS**

**ITEM NO:** CONF 01

**FILE NO:** 212788.2025

**SUBJECT:** Tourism and CBD Committee - New Community Representatives

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

**ITEM NO:** CONF 02  
**FILE NO:** 219250.2025  
**SUBJECT:** Single Source Software Solution for Council - Update

### **COUNCIL DECISION**

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

That Council:

1. Rescind Resolution 2 of CORP 01 (Single Source Software Solution for Council - Proposed Procurement Process) made on 11 December 2019 on the basis that, due to unavailability of competitive tenderers, a satisfactory result would not be achieved by inviting tenders for the provision of an Enterprise Resource Planning system as outlined in the findings of the market scan report;
2. Note that there is an exemption from the tendering requirements under section 55(3)(g) of the *Local Government Act 1993* for a contract for purchase of services, including information technology services, using a NSW Government procurement scheme;
3. Endorse the Chief Executive Officer (or their delegate) to enter into direct negotiations with the preferred vendors identified through the Enterprise Resource Planning market scan report on an offer for services using a NSW Government procurement scheme;
4. Note that a final offer, including negotiated pricing and scope of implementation, will be brought to Council for formal consideration and approval;
5. Note that the Enterprise Resource Planning initiative is a foundational component of the upcoming 10-year Technology Strategy and Long-Term Financial Plan.

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

Cllr Macnaught left the Chambers at 10:21pm.

Cllr Macnaught returned to the Chambers at 10:21pm.

**ITEM NO:** CONF 03  
**FILE NO:** 224707.2025  
**SUBJECT:** Legal Affairs

## COUNCIL DECISION

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

That Council notes the contents of the report.

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



**ITEM NO:** CONF 05  
**FILE NO:** 230263.2025  
**SUBJECT:** Commercial Property Report - June 2025

## COUNCIL DECISION

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

That Council receives and notes the contents of this report.

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

**ITEM NO:** CONF 06  
**FILE NO:** 228994.2025  
**SUBJECT:** Organisational Structure Review - Staged Update

### **COUNCIL DECISION**

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

1. Notes that under Section 333 of the *Local Government Act 1993*, the organisational structure must be reviewed within 12 months of the new Council's election.
2. Notes that the last structure was adopted by Council on 30 August 2023, and that a new review is due by September 2025.
3. Notes that the CEO provided councillors with an overview of the restructure process at the 16 April 2025 Councillor Budget Induction and Briefing session.
4. Notes that Tranche 1 of the restructure was endorsed by the Joint Consultative Committee (JCC) in July 2025.
5. Notes that Tranche 2 is currently under development and will be presented to Council at the August 2025 Council meeting for consideration and determination.
6. Notes the financial implications of Tranche 1, including gross annual savings of \$1.55 million and expected one-off redundancy costs of about half that amount in 2024/2025.

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

During discussion, Ms Tina Bono declared a non-pecuniary, less than significant interest in the following matter and remained in the Chambers for the duration of the item.

**CONFIDENTIAL ITEMS****ITEM NO:** CONF 01**FILE NO:** 212788.2025**SUBJECT:** Tourism and CBD Committee - New Community Representatives**COUNCIL DECISION****Motion:** **Moved: Mayor Mannoun** **Seconded: Cllr Macnaught**

That Council defer this item to the next Governance Committee Meeting for further discussion of the policy, with the provision of a scoring matrix if available. The item is then to be brought back to the next Council meeting.

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

Mayor Mannoun vacated the Chair at 10:37pm, and Councillor Harle as the Deputy Mayor, became the Chairperson.

**DEPUTY MAYOR HARLE CLOSED MEETING CLOSED AT 10:42PM.**

&lt;Signature&gt;

Name: Ned Mannoun

Title: Mayor

Date: 27 August 2025

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

## CEO 01

**Revocation of the 2013 Community Engagement Policy**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Position Council as an industry leader that plans and delivers services for a growing city
<b>File Ref</b>	214132.2025
<b>Report By</b>	Hiba Soueid - Manager City Strategy and Performance
<b>Approved By</b>	Jason Breton - CEO

**EXECUTIVE SUMMARY**

Council's Community Engagement Policy, adopted in 2013, was established to guide consistent and effective engagement practices across the organisation. However, it is now considered outdated and has been superseded by a suite of more contemporary and comprehensive documents.

It is proposed that the 2013 Policy be formally revoked for the following reasons:

- The Community Engagement Strategy, adopted by Council on 10 December 2024, now serves as the overarching framework for community engagement. It articulates Council's vision, principles and strategic approach;
- The 2013 Policy duplicates much of the content already addressed in the Strategy, creating unnecessary overlap and administrative burden;
- The Staff Community Engagement Toolkit provides practical, day-to-day guidance for officers undertaking engagement activities, further supporting consistent implementation across the organisation;
- Together, the Community Engagement Strategy, the Staff Toolkit, and the Community Participation Plan (publicly exhibited until 26 August 2025) comprehensively cover all areas previously addressed in the 2013 Policy, rendering it redundant; and
- Revoking the outdated Policy will streamline Council's governance framework, eliminate duplication, and ensure staff rely on a clear, current and integrated set of engagement resources.

**RECOMMENDATION**

Revoke the Community Engagement Policy, noting that the Community Engagement Strategy 2024, which supersedes the Policy, meets all legislative requirements and aligns with contemporary best practice.



## REPORT

---

The Community Engagement Strategy 2024 outlines Council's commitment to providing the Liverpool community with meaningful opportunities to contribute to and provide input into Council's projects, policies, strategies, plans, programs and services. It is a guiding framework for how Council will inform and engage with the community based on the social justice principles of equity, access, participation, and rights.

Section 402(A) of The *Local Government Act 1993* requires Council to review its Community Engagement Strategy within three months of a Local Government election to ensure it aligns with community expectations for engagement practices and complies with statutory requirements.

Following this review, the updated Community Engagement Strategy 2024 was endorsed by Council on 10 December 2024. It reflects current community needs, aligns with the International Association for Public Participation (IAP2) principles, and supports compliance with legislative obligations.

The Community Engagement Strategy:

- Clearly articulates Council's community engagement objectives and commitments.
- Outlines Council's role and methods for implementation.
- Acknowledges the community's right to participate in decisions that affect their local area.
- Recognises that engagement leads to improved, more sustainable outcomes.
- Promotes a consistent, coordinated approach through mandated use of the Staff Community Engagement Toolkit.
- Establishes evaluation and reporting expectations.
- Supports compliance with the:
  - *Local Government Act 1993*
  - *Environmental Planning and Assessment Act 1979*
  - *Environmental Planning and Assessment Regulation 2001*
  - *Local Government Amendment (Planning and Reporting) Act 2009*

The Strategy, along with the accompanying Staff Community Engagement Toolkit and the Community Participation Plan (recently placed on public exhibition), comprehensively addresses all elements of community engagement previously covered under the 2013 Community Engagement Policy. These updated documents provide clearer guidance and reflect contemporary engagement practices, ensuring Council's approach remains relevant, practical, and aligned with current legislative and community expectations.

Considering this, the Community Engagement Policy is no longer required. Its revocation will remove duplication and enable staff to refer to a single, consolidated set of documents. This will streamline Council's governance framework and support greater consistency and efficiency in engagement practices across the organisation.

## FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

## CONSIDERATIONS

<b>Governance</b>	Council's Community Engagement Strategy reflects Council's commitment to providing the Liverpool community with meaningful opportunities to contribute to the development of projects, policies, strategies, plans, programs and services. It serves as a guiding framework for how Council will inform and engage with the community based on the social justice principles of equity, access, participation, and rights.
<b>Civic Leadership</b>	Council's Community Engagement Strategy ensures Council engage the community and stakeholders through diverse communication channels to promote participation in initiatives and activities. In addition, it encourages the community to engage in Council initiatives and actions.
<b>Legislative</b>	Council's Community Engagement Strategy addresses Council's responsibilities under section 402 (4) of the <i>Local Government Act 1993</i> which stipulates:  (4) "The council must establish and implement a strategy (its " <b>community engagement strategy</b> "), based on social justice principles, for engagement with the local community when developing the community strategic plan."
<b>Risk</b>	The risk is deemed to be High. Failure to present a Community Engagement Strategy to the council may result in non-compliance with the above legislation and may result in enforceable action by the Office of Local Government.

## ATTACHMENTS

1. Community Engagement Policy 2013
2. Community Engagement Strategy 2024 (Under separate cover)



# COMMUNITY ENGAGEMENT POLICY

Adopted: 26 June 2013

TRIM: 152481.2013

**LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY****LEGISLATIVE REQUIREMENTS**

*Local Government Act 1993*

*Environmental Planning and Assessment Act 1979 and Regulation 2000*

*Local Government Amendment (Planning and Reporting) Act 2009*

**PURPOSE**

The purpose of the Community Engagement Policy is to outline Council's commitment to community engagement and to support effective and consistent community engagement practices across Council.

Research indicates that effective community engagement results in better decisions and outcomes which are supported, understood, evidence based, sustainable and can be implemented. These outcomes are achieved by engaging with those who are affected by a decision or that are involved in its implementation. Community engagement is critical to effective, transparent and accountable governance in the public, community and private sectors. Effective community engagement leads to good planning decisions which help build healthier communities where people want to live and work.

The Community Engagement Policy:

- Outlines Council's commitment to community engagement and key methods for implementation
- Acknowledges that community input adds value to all of Council's operations
- Acknowledges that community engagement facilitates communication and that community involvement in decision making leads to better, sustainable outcomes.
- Provides a coordinated and consistent approach to community engagement across Council
- Extends collaboration and partnership between the community, Council, local organisations, business and government agencies
- Is aligned with social justice principles of equity, access, rights and participation
- Supports Council to meet its community engagement obligations under the *Local Government Act 1993*, the *Environmental Planning and Assessment Act 1979 and Regulation 2000* and the *Local Government Amendment (Planning and Reporting) Act 2009*
- Supports a culture of continuous improvement in the way that Council engages with the community.

**DEFINITIONS**

**Community** refers to the people who live, study, work, volunteer or recreate in Liverpool. This includes individuals and groups.

**Stakeholder** is an individual or organisation that perceives it has an interest or stake in the decisions of Council.

**Community engagement** is a two-way process by which the aspirations, needs and values of our local community are incorporated in policy development, planning, decision-making, service

**LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY**

delivery and assessment. This definition is based on the United Nations Brisbane Declaration on Community Engagement (2005).

There are five aspects of community engagement practice as defined by the International Association for Public Participation (IAP2):

- *Inform*: To provide the public with balanced and objective information to assist them in understanding the issue, alternatives, opportunities and/or solutions
- *Consult*: To obtain public feedback on analysis, alternatives and/or decisions
- *Involve*: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered
- *Collaborate*: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution
- *Empower*: To place final decision-making in the hands of the public.

These aspects of community engagement are further defined in the attached IAP2 Public Participation Spectrum, and reflect democratic processes.

**Social justice** is about building a society that is based on the principles of fairness for all, that understands and values human rights, and that recognises the dignity of every person.

**Sustainability** means a change in approach to civic leadership and decision making whereby environmental, economic and social-cultural consideration are equally embraced for the wellbeing of present and future generations.

**POLICY STATEMENT**

Council is committed to engaging with the community. It will inform, consult, involve and collaborate with the community on its decisions in a manner that provides the community with genuine opportunities to be involved.

Council is committed to communicating with the community in a manner that is comprehensive, simple, regular and ongoing. Council will provide adequate information to participants or potential participants in engagement that will allow them to provide informed input.

Council recognises that meaningful community engagement seeks to address barriers and build the capacity and confidence of people to participate in formal, informal and accessible engagement with Council. Inclusive engagement requires Council to eliminate barriers to participation so that everybody is able to participate meaningfully in the engagement process.

Council will engage with the community in a transparent and consistent manner; providing diverse opportunities for engagement that result in sustainable outcomes in accordance with the Community Engagement Guidelines.

**LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY****Principles of Community Engagement**

The following principles provide the framework for which Council will undertake community engagement as outlined in the United Nations Brisbane Declaration on Community Engagement:

- Integrity - when there is openness and honesty about the scope and purpose of engagement
- Inclusion - when there is an opportunity for a diverse range of values and perspectives to be freely and fairly expressed and heard
- Deliberation - when there is sufficient and credible information for dialogue, choice and decisions, and when there is space to weigh options, develop common understandings and to appreciate respective roles and responsibilities
- Influence - when people have input in designing how they participate, when policies and services reflect their involvement

These principles provide the framework for which Council will undertake community engagement:

- Information will be provided to the community in an open and respectful manner so that the outcome of each engagement activity is clear
- Community members who are affected by a decision have a right to be involved in the decision-making process
- All materials and methods developed by Council to support community engagement will be genuine, unbiased, understandable and appropriate to ensure the community can participate in a meaningful way.
- Council will make use of a wide range of methods and technologies, including new and emerging tools associated with the Internet, to facilitate appropriate and effective community engagement
- When undertaking community engagement, Council's commitment is that the community's contribution will influence the decision. Council will communicate to engage participants how their input can and did affect the decision.

These principles are adapted from the International Association for Public Participation Core Values for Public Participation and are reflective of the *Local Government Amendment (Planning and Reporting) Act 2009*.

Council believes that these principles promote effective engagement with the community by adopting transparent, inclusive and collaborative processes. Council's Community Engagement Policy is also based on principles of social justice including Equity, Access, Participation and Rights.

**IMPLEMENTATION**

Council will undertake a formal community engagement process in the following circumstances:

- To ensure that community input is implemented to enhance decision-making and/or improve a project
- To help identify and understand community needs; In response to expressions of

**LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY**

- community interest
- When Council resolves to consult the community or
- To align with legislative requirements, policy or by agreement with a government agency or statutory body.

Council will endeavour to undertake community engagement in relation to its operations beyond this scope. Council recognises that it is not always possible to undertake community engagement in every circumstance. However, when a decision has the potential to have a high level of impact on the local community, Council will seek out and facilitate the involvement of those potentially affected by or with an interest in a decision.

**IMPLEMENTATION GUIDES**

The following documents guide Council's effective engagement with the community and stakeholders in Liverpool:

**1. Community Engagement Guidelines**

The Community Engagement Guidelines assist Council officers to undertake community engagement. It identifies a range of implementation strategies to engage with the community on Council projects and issues. It incorporates a number of engagement methods for various circumstances. It aims to improve Council's knowledge, skills and processes in community engagement and supports a coordinated and consistent approach to community engagement across Council.

**2. Integrated Planning Community Engagement Strategy**

The Integrated Planning Community Engagement Strategy outlines the activities that Council will implement to engage with the community on long term planning for the local government area. The outcomes of the community engagement process directly inform the 10 year Community Strategic Plan for the City of Liverpool, Council's four year Delivery Program and annual Operational Plan. The outcomes also inform Council's Resourcing Strategy that includes Council's 10 year Long Term Financial Plan, 10 year Asset Management Plan and four year Workforce Management Plan.

**3. Customer Service and Communication Policy**

The Customer Service and Communication Policy is Council's approach to effectively communicating and providing information to the public. It outlines the key mechanisms that Council will use to keep the community informed about Council's services, programs and local issues. It assists the community to understand decisions that are made by Council and others, and how they affect the local area.

**4. Media Representation Policy**

The Media Representation Policy provides guidance to Council officials (includes Councillors and Council staff) in dealing with the media on behalf of Liverpool City Council. It outlines the circumstances in which Council will communicate with the media to inform the public about Council's activities, decisions, plans and policies including the use of social media for this purpose.

**IMPLEMENTATION METHODS**

There are a number of key methods of engagement that Council implements to provide formal

**LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY**

and informal participation opportunities for residents and stakeholders. The following is an indicative list and Council may use other methods as required:

**1. Community Advisory Committees**

Community Advisory Committees provide formal opportunities for community and stakeholder input to Council services, planning and overall business. They actively discuss local issues and work directly with nominated Councillors. Committees focus on specific topics or areas of interest. They are nomination based (where appropriate) and operate under an adopted charter. Membership terms are outlined in each charter and nominations for membership are open to the whole community within the parameters of the charter.

**2. Engagement Booths**

Engagement booths provide residents, workers, students and visitors with informal and ongoing engagement opportunities with Council. They are pop-up stalls which are placed in different locations across Liverpool including at public events and activities. They aim to be accessible to community members within their local area. Community members can provide feedback to help Council plan for and deliver services to the community.

**3. Public Meetings**

Public meetings are held as required. They are an open forum which focuses on a specific topic or issue that has a high level of impact on the community.

**4. Liverpool Voice**

Liverpool Voice is a panel made up of randomly selected people from different ages, backgrounds and locations who participate in ongoing consultations with Council over a period of time. Members participate in a variety of consultation processes including surveys, forums, focus groups and workshops on specific issues and topics.

**5. Customer Service and Developer Focus Groups**

Customer Service and Developer Focus Groups engage residents and stakeholders around operational matters. Stakeholders are able to raise operational matters directly with Council and provide input into service delivery, the Local Environment Plan and Development Control Plans. Council delivers both customer and developer focus groups on a regular basis.

**6. Community Forums**

The community forum is an open meeting of community members and Council officers. It provides an opportunity for community members to be informed and consulted about relevant issues and to provide feedback. Council operates two monthly Community Forums: an Urban Forum and a Rural Forum, each with a strategic focus on the areas they represent. The structure of each forum is to give equal time to Council presentations and to General Business whenever possible.

**7. Social Media**

Social media tools are increasingly used to reach a wide audience to inform and engage the community. These may include but are not limited to social networking sites, video and photo-sharing sites and blogging sites. Council uses social media to inform residents and interested stakeholders about Council services, events and other activities.



**LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY****8. Mobile Applications**

Council is committed to making it easier for residents to communicate with Council on various matters. Specific applications used on mobile devices, including smart phones and tablets, can be an effective engagement method. This could be through the adoption or creation of specific applications. Mobile applications are also increasingly being used as a way for residents to report operational issues to Council.

**9. Community Telephone Survey**

The annual Community Telephone Survey is an opportunity for residents to provide direct feedback on their satisfaction with Council's services. It seeks representative views from the community and is a randomly selected telephone sample of residents undertaken by an external provider. The feedback from the community rates Council's performance in a number of areas and informs the planning of future services and priorities.

**LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY****THIS POLICY WAS**

Adopted on 27 February 2012

Amended on 26 June 2013

**AUTHORISED BY**

Council resolution

**EFFECTIVE FROM**

26 June 2013

**DEPARTMENT RESPONSIBLE**

Community Planning and Development

**REVIEW DATE**

The Community Engagement Policy will be reviewed every four years following each Local Government election. This allows each incoming Council to determine its community engagement principles and methods of implementation.

The Community Engagement Policy can be reviewed periodically, as determined by Council resolution.

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

Council staff

Aboriginal Consultative Committee

Access Committee

Heritage Advisory Committee

Youth Council

Community Forums

**ATTACHMENTS**

Public Participation Spectrum, International Association for Public Participation (IAP2)

**REFERENCES**

Australian Centre of Excellence for Local Government, *Local Government and Community Engagement in Australia* (2011)

International Association for Public Participation, *Core Values for Public Participation* (2007)


City of Canada Bay, *Community Engagement Policy* (2010)

Liverpool City Council, *Growing Liverpool 2021*

United Nations, *Brisbane Declaration on Community Engagement* (2005)

## LIVERPOOL CITY COUNCIL: COMMUNITY ENGAGEMENT POLICY

## Attachment: Public Participation Spectrum



**IAP2 Public Participation Spectrum**  
Developed by the International Association for Public Participation

International Association for Public Participation  
Australia

**INCREASING LEVEL OF PUBLIC IMPACT**

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:
We will keep You informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:	Example Techniques to Consider:
<ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Web Sites</li> <li>• Open houses</li> </ul>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Focus groups</li> <li>• Surveys</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberate polling</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen Advisory Committees</li> <li>• Consensus building</li> <li>• Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen juries</li> <li>• Ballots</li> <li>• Delegated decisions</li> </ul>

© 2004 International Association for Public Participation

**CEO 02**

**Review of Roundabout Construction - 15th and 28th Avenues, Austral, NSW**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Promote and advocate for an integrated transport network with improved transport options and connectivity
<b>File Ref</b>	238556.2025
<b>Report By</b>	Jason Breton - CEO
<b>Approved By</b>	Jason Breton - CEO

**EXECUTIVE SUMMARY**

On 20 June 2025, Council constructed a roundabout at the intersection of 15<sup>th</sup> and 28<sup>th</sup> Avenues, Austral. This roundabout failed in its functional operability due to several factors described in this report and was removed on the 27 June 2025, returning the road surface to its original design, but with an enhanced surface offering.

This report describes a series of opportunities to improve, after a comprehensive review and 'lessons learned' was requested by the Chief Executive Officer.

This report then provides context to the Council as to how these lessons will ultimately improve our approach to future road construction activities within the Local Government Area.

**RECOMMENDATION**

That Council:

1. Note this report and its satisfaction of QWN 04 from Councillor Ristevski.
2. Acknowledge that the CEO has forecast (as described in this report) an adequate and appropriate operational response, in finalisation of this issue.

## **REPORT**

---

On 26 June 2024, Mayor Mannoun moved a motion (seconded by Cllr Macnaught) on CFD 02 (Addendum book 4 FILE NO: 183684.2024) as to the adoption of the Draft Delivery Program 2022-2026 and Operational Plan and Budget 2024-2025.

The Minutes of the Ordinary Council Meeting held on Wednesday 26 June 2024 and confirmed on Wednesday 24 July 2024 describe the allocation of \$620,000 for the suburb of Austral to deliver safety measures including temporary roundabouts and signage to the following intersections, including but not limited to:

- (a) Fourth & Fifth Ave
- (b) Fourth & Sixth Ave
- (c) Fourth & Eleventh Ave
- (d) Edmondson & Tenth Ave
- (e) Edmondson & Eleventh Ave
- (f) Fifteenth & Craik Ave
- (g) Fifteenth & Twenty Eighth Ave; and**
- (h) Fifteenth & Twenty Second Ave

For design and to deliver traffic calming devices and relevant signage at, but not limited to, the following intersections leading into Fourth Avenue:

- (a) Haybale St
- (b) Seventh Ave (Western Side)
- (c) Broadacre St
- (d) Eighth Ave
- (e) Ninth Ave
- (f) Tenth Ave
- (g) Twelfth Ave
- (h) Thirteenth Ave; and
- (i) Fourteenth Ave

For design and to deliver traffic calming devices and relevant signage at, but not limited to, the following intersections leading into Edmondson Avenue:

- (a) Fifth Ave
- (b) Sixth Ave
- (c) Seventh Ave
- (d) Eighth Ave
- (e) Ninth Ave
- (f) Twelfth Ave
- (g) Thirteenth Ave; and
- (h) Fourteenth Ave

And, that Council, in delivering these safety measures firstly seek the endorsement of the Liverpool Local Traffic Committee. This report deals only with the temporary roundabout at **Fifteenth & Twenty Eighth Ave** (above).

As early as 18 October 2024, constraints were obvious to both TfNSW and Council as to the potential solutions at this intersection in that, but not limited to:

- The intersection was staggered and simply could not fit a compliant roundabout.
- The non-circular central island shape leads to different circulating speeds for different sections of the circulating carriageway (e.g. compound curves that tighten)
- Given 60km/h approach speed on Fifteenth Ave, appropriate entry and circulating speed vehicles may not be able to safely navigate the roundabout, especially when making a right turn or U-turn.
- The north-east corner of the roundabout presented a risk that left turning vehicles from Twenty Eighth Ave may cut the corner (as line-marking alone would not restrict that vehicular movement).
- Whilst swept paths are technically acceptable, there was practical concerns around vehicles navigating the roundabout.

## **CHRONOLOGY**

The following chronology evidences the sequence of events and activities pertaining specifically to the construction, removal then remediation of the subject roundabout.

DATE	ACTIVITY	DETAIL
Ongoing	NSW Government upgrade	Council awaits the State Government's \$1b upgrade of Fifteenth Avenue from a rural road to a State-owned Transit Corridor.
Ongoing	Traffic congestion	Increasing volumes of traffic and safety issues, outlined in respective community complaints.
26 June 2024	CFD 02 FILE NO: 183684.2024)	Mayor Mannoun moved a motion (seconded by Cllr Macnaught) on CFD 02 (Addendum book 4 FILE NO: 183684.2024) as to the adoption of the Draft Delivery Program 2022-2026 and Operational Plan and Budget 2024-2025.
15 July 2024	Traffic and Transport Management Team provide brief to Civil Engineering Design team	Traffic and Transport Management team instructed Civil Engineering Design and Survey team to design roundabouts, including the one in this location.
15 August 2024	Technical Advice	During design process, Civil Engineering Design and Survey team and Traffic and Transport Management team agreed <b>that a roundabout may not work in this location<sup>1</sup></b> , due to the existing alignment of the intersection and site constraints. Traffic and Transport Management team instructed Civil Engineering Design and Survey to proceed with a concept roundabout design, for review at the Location Traffic Committee (LTC).
23 August 2024	Concept Design	Concept design prepared by Civil Engineering Design and Survey team.

<sup>1</sup> Point of Failure 1

18 September 2024	Local Traffic Committee provides 'conditional endorsement'	The LTC conditionally <b>approved the final concept design<sup>2</sup></b> (which showed key site constraints and acknowledged the proposed roundabout was non-standard and non-compliant), subject to further review by Transport for NSW.
16 October 2024	Minutes of Traffic Committee endorsement	The minutes the LTC were endorsed by Council at its meeting on 16 October 2024.
18 October 2024	TfNSW Review	The Traffic and Transport Management team sought TfNSW review of final concept design, to incorporate into detailed design. TfNSW provided advice on minor design amendments like adequate sight distances, and some were more significant (e.g. widening and realignment of road, relocation of power poles etc.).
18 October 2024	Review of Transport for NSW's Comments and Cost Constraints Identified	Traffic and Transport team advised Civil Engineering Design and Survey team to finalise the design, noting that Council may not accept all of Transport for NSW's recommendations, <b>due to cost and temporary nature of the roundabout<sup>3</sup></b> .
23 December 2024	Draft Detailed Design prepared	Civil Engineering Design and Survey team prepared a draft Detailed Design and provided it to the Traffic and Transport Management team, confirming that <b>due to budgetary constraints and temporary nature of work, satisfying all comments are not practical and economically not viable<sup>4</sup></b> .
10 February 2025	Transport for NSW Endorsement	Traffic and Transport Management team provided Council's responses to Transport for NSW's comments on the draft detailed design, noting that <b>not all recommendations were being implemented due to budget constraints<sup>5</sup></b> . Traffic and Transport Management team sought and <u>obtained Transport for NSW's endorsement on the design.</u>
20 February 2025	Final Detailed Design	Detailed Design was finalised and handed over to Project Delivery team.
20 June 2025	Works Implemented	Project Delivery team engaged a contractor to implement the works. A <b>diamond-shaped roundabout was delivered, despite the design being for an oval-</b>

<sup>2</sup> Point of Failure 2

<sup>3</sup> Point of Failure 3

<sup>4</sup> Point of Failure 4

<sup>5</sup> Point of Failure 5



		<p><b>shaped roundabout.</b><sup>6</sup> Note: It was identified during the delivery process that the machinery used would not be able to deliver the works, as per the design. Consultation was not undertaken with the Traffic and Transport Management or Civil Engineering Design and Survey teams.</p> <p>The decision to proceed was made by the Site Inspector, due to operational limitations of the milling equipment for the asphalt material, and time constraints (Friday, overnight works). Note: <b>The delivered design was not tested</b><sup>7</sup> and added constraints to vehicle maneuverability, and visual confusion for road users, due to its diamond shape.</p>
25 June 2025	Complaints received	Complaints received via Mayoral Requests, and negative media around the issue.
27 June 2025	Decision to remove roundabout	<p>It was determined by an internal review group that a temporary roundabout was not suitable for this location, and a recommendation was made to remove it. This was approved by the CEO.</p> <p>Replacing the roundabout with the original design or an alternative design was considered but did not proceed, as feedback considered that none of the designs were ultimately an ideal temporary solution for managing traffic in this location.</p>
28 June 2025	Roundabout removed	Roundabout removed and original road condition re-instated, with additional line marking and signage, to increase user awareness of the changed traffic conditions.
1 July 2025	Additional measures	Site meeting held, and collective decision made to proceed with additional measures to improve this intersection.
2 – 7 July	Investigation and review	This matter was investigated, and this chronology of events was prepared identifying where issues occurred throughout the process, and respective solutions to minimize the risk of a similar problem occurring in the future.

<sup>6</sup> Point of Failure 6

<sup>7</sup> Point of Failure 7

Current	Lessons Learned and Report to Council.	This document.
---------	--	----------------

## **POINTS OF FAILURE – LESSONS LEARNED**

The following table describes each point of failure and the lessons taken forward for action.

#	Point of Failure	Lesson Learned
1	<b>Council staff suspected that a roundabout was not an ideal solution at this location.</b> However, the decision to proceed was left to TfNSW due to the complexity and uniqueness of the design.	<ul style="list-style-type: none"> <li>Consider the technical advice of internal civil design engineers as a go/no go gate.</li> <li>Improve the quality of the design review process including sections for rationale.</li> <li>Review / update 'Investigations &amp; Design Process - Traffic Projects Procedure' document accordingly and overtly enforce it; and</li> <li>RACI for design lifecycles.</li> </ul>
2	The Local Traffic Committee conditionally approved the final concept design (which showed key site constraints and acknowledged the proposed roundabout was non-standard and non-compliant), subject to further review by TfNSW, and the design returning to LTC for endorsement. <b>Although TfNSW provided approval for the final design, the item did not return to the LTC</b>	<ul style="list-style-type: none"> <li>Following changes in TfNSW's delegations to Councils, as of 1 August 2025, Local Traffic Committees are replaced by a local transport forum.</li> <li>Review/update 'Investigations &amp; Design Process – Traffic Projects Procedure' document accordingly and overtly enforce it.</li> <li>RACI for design lifecycles.</li> </ul>

3	<p>Council did not accept all of Transport for NSW's recommendations, <b>due to the cost and temporary nature of the roundabout.</b></p> <p>Council Officers made a 'cost/budget call' on the recommendations. Council should have accepted all TfNSW comments and then referred the cost issue back to Council via the LTC as it was a resolution.</p>	<ul style="list-style-type: none"> <li>• Transport for NSW's advice should be followed, irrespective of cost, and any amendments to the detailed design should have been re-tabled at LTC. The conditional nature of the approval warranted this action alone.</li> <li>• Review / update 'Investigations &amp; Design Process - Traffic Projects Procedure' document and/or Traffic Committee Charter and overtly enforce it.</li> </ul>
4	<p>Council prepared a draft Detailed Design confirming that <b>due to budgetary constraints and temporary nature of work, satisfying all comments are not practical and economically not viable.</b></p>	<ul style="list-style-type: none"> <li>• No action or escalation undertaken by Council Officers.</li> <li>• Decisions are to be escalated to Managers for review; and</li> <li>• Review / update 'Investigations &amp; Design Process - Traffic Projects Procedure' document accordingly and overtly enforce it.</li> </ul>
5	<p><b>TfNSW endorse the design of the odd shaped roundabout</b> after several tests for an existing staggered intersection.</p> <p>It was made clear that to install a circular roundabout would require expensive land acquisition and that the recently committed \$1bn to upgrade on 15th would occur within the next few years.</p> <p>It was advised that the proposed configuration, circulating speed would be lower for right turn / U turn movements and that Council would remedy by providing raised stripped rumble bars in close succession in chevron.</p> <p>Council's responses to Transport for NSW's comments on the draft detailed design, noting that <b>not all recommendations were being implemented due to budget constraints.</b></p>	<ul style="list-style-type: none"> <li>• Given above-mentioned changes to the Local Traffic Committee, Council to seek a more robust design review process.</li> <li>• Review / update 'Investigations &amp; Design Process - Traffic Projects Procedure' document and overtly enforce it.</li> <li>• RACI for design lifecycles.</li> <li>• Potential issue with technical competency and/or approval process, within TfNSW.</li> <li>• Council Officers will raise these issues at the appropriate time to address.</li> <li>• Council should consider cost implications of any temporary infrastructure where monies are to be spent on infrastructure that will ultimately be removed and where the scheduling of works renders a temporary solution invalid, does not</li> </ul>

		represent proportionate Value for Money, or is not a validated safety imperative supported by data.
6	<p><b>A diamond-shaped roundabout was delivered, despite the design being for an oval-shaped roundabout.</b></p> <p><b>Potential constructability concerns / issues were not identified</b> and addressed at the design-review stage. They were identified at the implementation stage.</p>	<ul style="list-style-type: none"> <li>Processes need to be reviewed / updated to ensure constructability concerns / issues are identified and addressed at the design stage.</li> <li>Processes need to be reviewed / updated to ensure roles and responsibilities are clarified and understood.</li> <li>RACI to be established.</li> <li>Review / update 'Investigations &amp; Design Process - Traffic Projects Procedure' document and overtly enforce it.</li> </ul>
7	<p><b>The delivered design was never tested in-situ</b> and ultimately added constraints to vehicle maneuverability, and visual confusion for road users, due to its diamond shape.</p> <p>No clear “client” for infrastructure projects.</p> <p>From handover of design, it is currently unclear what level of autonomy the Project Delivery team must make design changes without consultation.</p>	<ul style="list-style-type: none"> <li>Processes need to be reviewed / updated to ensure constructability concerns / issues are identified and addressed at the design stage.</li> <li>Processes need to be reviewed / updated to ensure roles and responsibilities are clarified and understood as part of Stage 2 of the organisational transformation.</li> <li>RACI to be established.</li> <li>Whilst this project due to initial cost did not fall within the Delivery Management Framework (DMF) – revisit the gate procedures within to ensure handover processes are improved, robust and provide design surety in construction.</li> <li>Review the stated capability of the constructor given milling issue identified.</li> </ul>

## **FINANCIAL IMPLICATIONS**

There are financial implications relating to this recommendation. Relating directly to the installation, removal and remediation of the subject roundabout, the following costs were incurred:

<b>Activity – Fifteenth and Twenty Eighth Avenue</b>	<b>Cost</b>
<b>Installation</b>	(\$92 885)
<b>Removal</b>	(\$20 606)
<b>Remediation</b>	(\$33 308)
<b>Enhanced footpath and Pram Ramp</b>	\$6 862
<b>Total</b>	<b>(\$139 937)</b>

Relating directly to the installation of the roundabout program as resolved by Council on 26 June 2024, the following costs were incurred against a total Council budget allocation of \$620,000.00.

<b>RAB</b>	<b>Location</b>	<b>Cost</b>
<b>1</b>	Craik Avenue and Fifteenth Avenue	(\$84 279)
<b>2</b>	Edmonson Avenue and Tenth Avenue	(\$86 725)
<b>3</b>	Twenty Second Avenue and Fifteenth Avenue	(\$38 296)
<b>4</b>	Edmondson Avenue and Eleventh Avenue	(\$154 111)
<b>5</b>	Fourth and Fifth Avenue	(\$66 387)
<b>6</b>	<b>Fifteenth and Twenty Eighth Avenue</b>	(\$139 937)
<b>Total</b>	Six Roundabouts.	<b>\$522 683</b>

In addition to these works Council also completed the installation of Speed Cushions at eighteen (18) locations in Austral within the intent of the Resolution, costing \$101,317 arriving at a Total Project Expenditure (TPE) of \$624,000.00 and a budget overrun of \$4000, representing <1% of project budget (0.64%).

Costs associated with this Report will be absorbed in Council's budget for the current year.

This issue has cost Council \$57,914 from its Capital Works Program 2025/2026. Funded from a separate project budget (103915 – Road Safety Construction Program) the removal and remediation surfacing works cost \$53,914.

We have already recovered 100% of this exposure from the current budget allocation through efficiencies.

<b>Underlying Cost to Council</b>	<b>Cost</b>
<b>Removal</b>	(\$20 606)
<b>Remediation</b>	(\$33 308)
<b>Project Overrun (0.64%)</b>	(\$4000)
<b>Total</b>	<b>(\$57 914)</b>

## **SUMMARY**

This report describes a series of opportunities to improve, after a comprehensive review and 'lessons learned' was requested by the Chief Executive Officer. What occurred in this instance was less than satisfactory and informs Council as to how lessons learned will ultimately improve our approach to future road construction activities within the Local Government Area.

The constructed roundabout was not 'proven' in design nor in operations before construction and challenges with the site were known early. The team's intent to deliver a resolution of Council (all roundabouts) was admirable but it clouded its understanding of the sites technical constraints as it related to constructability, and this ultimately led to a series of issues and the final product being fundamentally flawed – it did not (and could never have) worked in the operational environment.

Changes to the 'Investigations & Design Process - Traffic Projects Procedure' and development of a RACI will significantly minimize the likelihood of a similar scenario occurring again.

## **CONSIDERATIONS**

<b>Economic</b>	Deliver a high-quality local road system including provision and maintenance of infrastructure and management of traffic issues.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Support access and services for people with a disability.
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	Roads Act 1993 (Roads Act) – regulates the construction of roundabouts. As a roads authority, Council can carry out traffic control work on local roads with the consent of TfNSW and has been delegated some functions under the Roads Act.
<b>Risk</b>	The risk is deemed to be Low and within Council's appetite.

## **QUESTION WITH NOTICE RESPONSES**

On 23<sup>rd</sup> July 2025 the Council dealt with QWN 04 and its 14 questions therein by reference to the future receipt of this Report. The following table describes the response to each question in satisfaction of the original QWN.

#	Question	Response
1	Who approved the installation of the roundabout at the above location?	The Director Planning & Compliance and Director Operations (Shared) whilst ultimately the CEO is responsible for ensuring Council Resolutions are acted upon.
2	How much did it cost as the Mayor made a recent announcement that the cost was \$600K?	Within this Report.
3	How much did it cost to have it removed and replaced and where did the funds come from?  Will any funds be removed from frontline services?	Within this Report.  No funds will be removed from frontline services.
4	How much will it cost to replace the roundabout for the second time?	Not applicable. The roundabout will not be redesigned nor reconstructed due to the temporary nature of the RAB and the relative proximity to new road construction (upgraded 15 <sup>th</sup> Avenue).
5	Why was it left up to the CEO to rectify the issue on social media when 99% of the time it's the Mayor speaking on behalf of the council? Is this a matter of the Mayor is only there to give good news and leaves the bad news to the CEO?	Question not considered relevant nor appropriate for response in this Report.
6	Why did the Mayor blame the State Member for Leppington for the roundabout in the Sydney Morning Herald article on 27 June 2025 when he had nothing to do with it? Has he put Council in disrepute and as a result, subject to a Code of Conduct?	Question not considered relevant nor appropriate for response in this Report.  Code of Conduct matters are best dealt with under Councils Code of Conduct Procedures. (2022).
7	Who designed the roundabouts?	Within this Report.
8	Who constructed the roundabouts?	Within this Report.
9	Were the roundabouts built as per the approved designs	Yes, except for the roundabout subject to this report.



10	Was the same Contractor used for all 5 roundabouts?	No. Two different contractors completed these roundabout projects.
11	Has the Contractor been paid for the work yet?	Yes.
12	Have all the roundabouts been assessed after construction?	Yes.
13	Are ALL the roundabouts compliant with construction design and construction codes?	Yes, except for the roundabout subject to this report. Rationale is included within this report.
14	Can trucks and buses navigate around every roundabout?	No, but this is not remarkable and is evidenced daily across NSW at multiple locations.

**ATTACHMENTS**

---

Nil

**CEO 03****Biannual Progress Report - June 2025**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Position Council as an industry leader that plans and delivers services for a growing city
<b>File Ref</b>	240801.2025
<b>Report By</b>	Hiba Soueid - Manager City Strategy and Performance
<b>Approved By</b>	Jason Breton - CEO

**EXECUTIVE SUMMARY**

The Biannual Progress Report provides an overview of Council's performance and achievements against the Principal Activities that were scheduled from January to June 2025. This is reported against the Delivery Program 2022-2026 and Operational Plan 2024-2025.

This is the final progress report for the 2024-2025 financial year and has been prepared in accordance with the Office of Local Government Integrated Planning and Reporting Guidelines and Section 404 of the *Local Government Act* (1993).

**RECOMMENDATION**

That Council notes and receives the Biannual Progress Report January to June 2025 which outlines the progress of Principal Activities detailed in the Delivery Program 2022-2026 and Operational Plan 2024-2025.

**REPORT**

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

Council's Delivery Program 2022-2026 and Operational Plan 2024-2025 outline Council's commitment to the community. The combined document details the principal activities and services that Council has committed to delivering.

Essential Element 4.9 of the Integrated Planning and Reporting Guidelines state the General Manager must ensure that progress reports are provided to the Council, with respect to the principal activities detailed in the Delivery Program, at least every six months.

By the end of June 2025, a total of 21 service areas inclusive of principal activities in the Delivery Program and Operational Plan were reported as on track and one needed attention. Detailed information has been included in the attached report.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Governance</b>	The Delivery Program and Operational Plan sets the direction for Council's strategic agenda, including all economic, environmental, social and civic leadership requirements.
<b>Legislative</b>	Essential Element 4.9 of the Integrated Planning and Reporting Guidelines states:  <i>"The general manager must ensure that progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months".</i>
<b>Risk</b>	The risk is deemed to be High. Failure to provide regular progress reports to the council with respect to the principal activities detailed in its delivery program at least every 6 months may result in non-compliance with the above legislation and may result in enforceable action by the Office of Local Government.

## **ATTACHMENTS**

1. Biannual Progress Report - January to June 2025 (Under separate cover)

PD 01

**Liverpool Heritage Advisory Committee -  
Updated Charter and Committee Membership**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Embrace the city's heritage and history
<b>File Ref</b>	245560.2025
<b>Report By</b>	Thomas Wheeler - Heritage Officer
<b>Approved By</b>	Lina Kakish - Director Planning & Design

**EXECUTIVE SUMMARY**

The Liverpool Heritage Advisory Committee ("Committee") is a community advisory Committee formed under the *Local Government Act 1993*. The purpose of the Committee is to assist Liverpool City Council ("Council") through the provision of advice and support in the conservation and preservation of the history and heritage of the Liverpool Local Government Area (LGA).

The previously endorsed Committee Charter (**Attachment 1**) requires Council to:

1. undertake a review of the current Charter every two (2) years; and
2. dissolve and seek new membership through an open Expression of Interest (EOI) process, with the proposed membership subsequently presented to Council for endorsement.

Membership of the previous iteration of the Committee was dissolved on 20 September 2024.

Since dissolving the previous Committee, a review of the Charter has been undertaken. A copy of the updated Charter is provided in **Attachment 2**.

Key amendments to the updated Charter include:

- Renaming of the Committee to reflect its purpose;
- Extending the term of the Committee from two (2) years to four (4) years to better align with the term of Council;
- Extending the Charter review period from two (2) years to four (4) years;
- Inclusion of responsibilities for Council and Committee members;
- Redefine membership eligibility; and
- Refine the purpose, functions and scope of the Committee.

At the Ordinary Meeting of Council on 23 April 2025, Council resolved to defer this Item (Item PLAN 02) to enable consultation with previous members of the Liverpool Heritage Advisory Committee on the proposed amendments to the Charter.

In response to the deferral, consultation was subsequently undertaken with former Committee members between 23 May 2025 and 26 June 2025. During consultation period, Council received a total of five (5) submissions on the proposed Charter amendments. Two (2) of the five (5) submissions received had no objections to the updated Charter.

Submissions received proposing amendments to the updated Charter are unpacked further in *Table 2* of this Report.

This Report seeks Council endorsement of a revised Charter amended to reflect feedback received during consultation with previous Committee members, as well as approval to seek membership applications through an open EOI process for the next term of the Liverpool Heritage Advisory Committee.

## **RECOMMENDATION**

---

That Council:

1. Receives and notes this Report.
2. Endorses the updated Charter (**Attachment 2**) of the Liverpool Built and Cultural Heritage Advisory Committee.
3. Endorses the commencement of an open Expression of Interest process to seek membership applications for the next term of the Liverpool Built and Cultural Heritage Advisory Committee.
4. Receives a further Report on the outcomes of the Expression of Interest process at a future Ordinary Meeting of Council.

## **REPORT**

---

### **Background**

The Liverpool Heritage Advisory Committee ("Committee") was established in 2005 as a community Committee with the functions and purpose of guiding and advising Council on matters relating to cultural heritage, inclusive of the operations and collections of Casula Powerhouse Arts Centre (CPAC) and Liverpool Regional Museum.

The Committee provides Council with an avenue to directly engage with the relevant sections of the community, to ensure Councils processes and practices reflect the desires of the community and the heritage outcomes expected.

Since 2017, various amendments to the Charter have been made to diversify the membership of the Committee and attract new members. This has resulted in a more diverse committee which has also included representatives from the First Nations community, which further assists Council in ensuring the wider aspects of the LGA's heritage are both identified and protected.

The proposed new Charter continues this process of review and evolution, further working towards a more efficient and effective Committee which can better contribute to the identification, management and promotion of the history and heritage of Liverpool. The new Charter aims to also ensure that the purpose and actions of the Committee are in keeping with its original intent and reflect what is expected of the Council.

### **Charter Amendments**

The endorsed Committee Charter requires Council to:

1. undertake a review of the current Charter every two (2) years; and
2. dissolve and seek new membership through an open Expression of Interest (EOI) process, with the proposed membership subsequently presented to Council for endorsement.

In accordance with these requirements, the existing Committee Charter was reviewed by Council staff after dissolving the previous Committee. A summary of the key proposed Charter amendments is provided in *Table 1*.

The proposed Charter amendments will improve the governance and operation of the Committee, as well as ensuring future Committee members have clarity on what is expected of them as Committee members.

To help inform potential amendments to the current Charter, a benchmarking exercise was undertaken of neighbouring Councils with similar Heritage Advisory Committees to ensure best practice. A summary of the benchmarking exercise is provided in **Attachment 4**.

### **Committee Membership**

As noted previously, with the previous Committee membership dissolved, the Council is required to seek new membership applications through an open EOI process for the next term of the Committee. Members of the previous Committee iteration will be invited to re-submit applications for the new iteration of the Committee.

Through the EOI process, the Council is hoping to receive membership interest from a diverse range of community representatives. The broader the membership, the greater the opportunity for diverse opinions and new ideas which could benefit Council and the conservation and management of heritage within the Liverpool LGA.

As noted in *Table 1*, it is proposed to extend the Committee term from two (2) years to four (4) years to ensure the Committee is fully operational for the full term of Council. Should the proposed change be endorsed, once established the new Committee would continue through until the next Local Government Election in 2028.

It should be noted that Committee participation is voluntary in nature and as such, no remuneration is provided for Committee member participation.

*Table 1 – Summary of the key proposed Charter amendments*

#	Proposed Amendment	Reasoning
1	Committee Name	<p>To better reflect the purpose and focus of the Committee, it is proposed to rename the Committee as the “Liverpool Built and Cultural Heritage Advisory Committee”.</p> <p>This new name better reflects the Committee’s advisory role not just towards the built heritage of Liverpool, but also intangible heritage associated with the Liverpool Regional Museum and CPAC.</p>
2	Committee Term	<p>To better align the Committee term with the term of Council, it is proposed to extend the Committee term from two (2) years to four (4) years. This would ensure the Committee is fully operational for the full term of Council rather than the current practice of dissolving the Committee after two years and having a period of no Committee – generally 4-6 months – while the EOI process for new membership proceeds.</p> <p>Should the proposed change be endorsed, once established the new Committee would continue through until the next Local Government Election in 2028.</p>
3	Charter Review Period	<p>In line with the proposed extension to the Committee term, it is also proposed to extend the Charter review period from two (2) years to four (4) years.</p> <p>Should a change of legislation, governance requirements, policy changes, etc. necessitate the need to bring forward a review of the Charter in advance of the revised review period, then this would occur as and when required.</p>

#	Proposed Amendment	Reasoning
4	Interpretation	The definitions within the Charter have been updated to align with the standard industry definitions outlined in the Burra Charter and other nationally endorsed guidelines and frameworks.
5	Purpose	The purpose of the Committee has been refined to better align with Council's needs and provide clear guidance to the Committee as to matters for discussion during meetings.
6	Functions	The functions of the Committee have been refined to better align with Council's operational needs.
7	Outcomes	This section has been renamed "Objectives", and the objectives have been refined to align with the functions and purpose of the Committee and provide clear direction to the members of the Committee.
8	Membership Structure	The structure of the membership has been refined to remove any potential impediments for people joining or taking part in the functions of the Committee.
9	Duties and Responsibilities	A new section has been added which outlines the duties and responsibilities of the membership of the Committee and that of the Committee Convenor and Secretariat. The intent is to provide clear boundaries for functions within the Committee and improve the operations of the Committee.

### **Committee Member Consultation**

At the Ordinary Meeting of Council on 23 April 2025, Council resolved to defer this item to enable consultation with previous members of the Liverpool Heritage Advisory Committee on the proposed amendments to the Charter.

In response to the deferral, consultation was subsequently undertaken with former Committee members between 23 May 2025 and 26 June 2025. During consultation period, Council received a total of five (5) submissions on the proposed Charter amendments. Two (2) of the five (5) submissions received had no objections to the updated Charter.

Submissions received proposing amendments to the updated Charter are unpacked further in *Table 2*.



*Table 2 – Response to submissions received during consultation*

#	Issue	Council Response	Action
1	Modify Committee name to “Liverpool Community Heritage Advisory Committee”	Not Supported. The new proposed Committee name (i.e. “Liverpool Built and Cultural Heritage Advisory Committee”) better reflects the Committee’s advisory role not just towards the built heritage of Liverpool, but also intangible heritage associated with the Liverpool Regional Museum and CPAC.	Proposed amendment not included.
2	Retain current Committee name of “Liverpool Heritage Advisory Committee”	See Item 1 Response.	See Item 1 Action.
3	Remove requirement for Committee members to have qualifications or experience related to Committee objectives	Not Supported. Given the advisory nature of the Committee, it is important that Committee members have either relevant qualifications or experience in the heritage field to ensure matters discussed are understood and input provided is both robust, grounded in lived practice and consistent with relevant legislation and guidelines.	Proposed amendment not included.
4	Include Councillors as potential Committee members	Supported.	Draft Charter updated to reflect proposed amendment.
5	Draft Charter makes no reference to Draft NSW Heritage Strategy	Not Supported. Given the Draft NSW Heritage Strategy is currently being updated by Heritage NSW to reflect feedback received during the public exhibition, the Strategy is yet to be finalised by the NSW Government.  Consideration to reference the finalised NSW Heritage Strategy within the Committee Charter can be considered during the next review period.	Proposed amendment not included.

#	Issue	Council Response	Action
6	Expand Charter to enable Committee to consider naming proposals (e.g. streets, parks, buildings, etc.) with a historical context	Not Supported. The naming of streets, parks, buildings, etc. is outside the remit of the Committee. All new naming proposals regardless of their historical significance follow a set process within Council and must be consistent with both the Geographical Names Board's (GNB) <i>NSW Address Policy and User Manual</i> and Council's <i>Naming Convention Policy</i> .	Proposed amendment not included.
7	Clarification on Committee Minutes Approval Process	All Committee Minutes will be tabled at the next available Governance Committee Meeting for Council consideration before referral to an Ordinary Meeting of Council for endorsement.	N/A
8	Clarification on Confidentiality of Committee Discussions	Unless noted during a Committee Meeting, all matters discussed by the Committee are Confidential and not to be discussed outside of the Committee.	N/A

### **Next Steps**

Should the proposed Charter be endorsed by the Council, an EOI would be undertaken to seek applications for new Committee members.

Following completion of the EOI process and review of applications, a further Report on the outcomes of the EOI process will be tabled at a future Ordinary Meeting of Council for Council consideration and endorsement.

It is anticipated that the first meeting of the new Committee would be held in late 2025 or early 2026.

### **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Preserve and maintain heritage, both landscape and cultural as urban development takes place.
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	<p>The risk is deemed to be Low.</p> <p>It should be noted though that the longer Council delays endorsing the updated Charter for the Liverpool Built and Cultural Heritage Advisory Committee, the longer it will take to commence the EOI process to seek new members for the next iteration of the Committee and restart the Committee in this term of Council.</p>

## **ATTACHMENTS**

1. Attachment 1 - Liverpool Heritage Advisory Committee Charter 2022
2. Attachment 2 - Draft Liverpool Built & Cultural Heritage Advisory Committee Charter 2025 (without track changes)
3. Attachment 3 - Draft Liverpool Built & Cultural Heritage Advisory Committee Charter 2025 (with track changes)
4. Attachment 4 - Benchmarking Summary of Other Councils' Heritage Advisory Committee Charters



## HERITAGE ADVISORY COMMITTEE CHARTER

Adopted:

TRIM: 044928.2019



## HERITAGE ADVISORY COMMITTEE CHARTER

### 1. NAME

Heritage Advisory Committee Charter (**Charter**)

### 2. INTERPRETATION

For the purpose of this Charter:

"**CEO**" means the Chief Executive Officer Council;

"**Chairperson**" means the chair of the Committee;

"**Committee**" means the Heritage Advisory Committee;

"**Council**" means the Liverpool City Council;

"**Councillor**" means an elected Councillor of Council;

"**Mayor**" means the elected Mayor of Liverpool City Council; and

"**Member**" means a member of the Committee.

### 3. PURPOSE

The Committee has been established primarily to support the conservation and promotion of heritage within the Liverpool Local Government Area (**LGA**) by providing relevant community-based advice and assistance.

### 4. FUNCTIONS

The Committee shall:

- (a) review and comment on Council and NSW Government policies and strategies that affect heritage within the LGA and provide recommendations on conservation objectives, policies and overall direction, where appropriate;
- (b) advise and provide recommendations to Council in relation to the nomination and deletion of heritage items and places from the Local Environmental Plan and State Heritage Inventory;
- (c) advise and assist Council in working with the community, to increase awareness of heritage matters through education and promotion, such as "Heritage Week" events, publications, seminars, public displays and workshops;

**HERITAGE ADVISORY COMMITTEE CHARTER**

- (d) act as a conduit between Council and the community in relation to heritage matters;
- (e) act as a reference and peer review body as required for heritage surveys, conservation reports, planning studies and other heritage related bodies of work;
- (f) advise and make recommendations in relation to the management of the heritage collection at the Liverpool Regional Museum and Casula Powerhouse Arts Centre; and
- (g) advise and assist Council in the seeking of external funding through third party grants, such as grants through the Heritage Council of NSW or other available sources.

**5. OUTCOMES**

The outcomes of the Committee are to:

- (a) provide a forum for input from the community and the professional heritage sector on matters of significance for heritage to the Liverpool LGA;
- (b) promote the natural and cultural heritage of the Liverpool LGA by increasing community awareness and understanding of heritage conservation;
- (c) advocate for the conservation of local heritage as a contributor to a sense of place and local identity;
- (d) support Council in advancing the aims of the Liverpool Heritage Strategy (as amended from time to time);
- (e) support Council in the development and implementation of strategies, policies and programs related to heritage conservation;
- (f) assist Council in the activation of heritage assets owned by Council, for the local community;
- (g) provide input to Council on heritage programming, exhibitions, education, and events; and
- (h) support Council in the conservation and promotion of Council's movable heritage collection.

## HERITAGE ADVISORY COMMITTEE CHARTER

**6. COMMITTEE DELEGATIONS**

- (a) The Committee shall have no power to incur expenditure.
- (b) The Committee does not have the power to bind Council and does not of itself assume the status or possess the rights of a legal entity.
- (c) Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director of Council, and any action or decision not to act will be reported to the Committee on a regular basis.
- (d) Council employees are not bound by the direction of the Committee or any of its Members.

**7. MEMBERSHIP****7.1 No Authority to Co-Opt**

The Committee does not have the authority to co-opt any person to its membership.

**7.2 Membership Structure**

- (a) The Committee shall comprise 10 Members, consisting of:
  - (i) **Councillor:** 2 Councillors approved by Council, 1 to act as Chairperson and the other as Deputy Chairperson;
  - (ii) **Community:** minimum 2 community representatives:
    - (A) from the Liverpool LGA; or
    - (B) with a strong connection with the Liverpool LGA; or
    - (C) with demonstrated understanding of Liverpool's history and heritage; or
    - (D) with a demonstrated understanding of the NSW Heritage management system.
  - (iii) **Industry Experts:** a maximum 2 industry experts from either within or outside the Liverpool LGA;
  - (iv) **First Nations:** at least 1 member of the First Nations community of Liverpool;

**HERITAGE ADVISORY COMMITTEE CHARTER**

- (b) Where 1 assigned Councillor is not available to attend a Committee meeting, another Councillor (not already a Member) and present at the meeting, can assume the vacant role for that meeting as proxy.
- (c) It is encouraged (but not mandatory) to include a Member from each of the following organisations in the Committee:
  - (A) City of Liverpool and District Historical Society;
  - (B) Moorebank Heritage Group;
  - (C) Liverpool Genealogy Society;
  - (D) Gandangara Local Aboriginal Land Council; and
  - (E) Tharawal Local Aboriginal Land Council.
- (d) For any category where there are insufficient suitable nominations received, these can be supplemented with nominations from one or more of the other categories.
- (e) Members should have demonstrated knowledge and/or skills in one or more of the following:
  - (A) Indigenous Cultural Heritage;
  - (B) Local Heritage;
  - (C) Historical Research;
  - (D) Heritage Architecture;
  - (E) Collections Management;
  - (F) Heritage Tourism;
  - (G) Heritage Interpretation and Public Art; and
  - (H) Museum Exhibition Design and Development.

**7.3 Applications**

- (a) Applications for membership will take place through a publicly advertised expression of interest process, after which a recommendation will be submitted to the Council, for approval of the membership of the Committee.



## HERITAGE ADVISORY COMMITTEE CHARTER

- (b) Applications from an organisation representative must be accompanied by endorsed minutes from a meeting of that organisation's executive endorsing the representative.

### 7.4 Nomination and Selection

- (a) Expressions of interest to participate in the Committee will be called for through the Council notices posted in the local media and Council's website.
- (b) The membership criteria for the Committee include the following:
  - (i) demonstrated interest in and knowledge of the heritage and history of Liverpool;
  - (ii) demonstrated knowledge and/or skills in one of the defined skillsets;
  - (iii) demonstrated interest in and knowledge of the challenges and opportunities affecting local heritage management;
  - (iv) a willingness to commit time to be actively involved in the Committee and to perform tasks related to Committee business;
  - (v) resident, ratepayer or a strong association with the Liverpool LGA, including a strong interest and understanding of the local heritage and history;
  - (vi) demonstrated practical experience in the advocacy, promotion, and protection of heritage within the Liverpool LGA; and
  - (vii) the ability to effectively listen, cooperate and constructively participate as a Member.
- (c) All nominations will be reviewed by Council's Governance Unit to ensure compliance with Council's Code of Conduct.
- (d) Advice received from Council's Governance Unit will be reviewed by a panel of 3 Council members including the Heritage Officer, Manager City Planning or Coordinator City Design and Public Domain, and a Council staff member separate from the Committee processes.

**HERITAGE ADVISORY COMMITTEE CHARTER**

- (e) The advice and the assessment of the nomination panel will be submitted to Council for endorsement.

**7.5 Council Support**

- (a) Councillors other than those appointed to the Committee may attend and observe and contribute, but not move, second, or vote on motions;
- (b) Council's Heritage Officer will attend Committee meetings as an ex-officio member and will provide professional advice to the Committee;
- (c) A Council staff member will attend meetings to provide administrative support to the Committee. Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business paper;
- (d) Other Council staff may attend Committee meetings to observe or to address the Committee where a matter has been included in the agenda;
- (e) The Chairperson can invite Council staff, present in the meeting, to participate in the discussion if their input is deemed to be necessary; and
- (f) Council staff do not have any voting rights on the Committee.

**7.6 Chairperson and Deputy Chairperson**

- (a) The nominated Councillor will act as the Chairperson, with the second Councillor to act as Deputy Chairperson;
- (b) The role of the Chairperson is to preside over a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee;
- (c) The Chairperson has the ability to invite external subject matter experts to participate in Committee meetings from time to time as non-voting members; and
- (d) In the absence of the Chairperson, the Deputy Chairperson shall preside at the Committee meeting, and the Deputy Chairperson assumes all the rights and obligations of the Chairperson for that Committee meeting.

**HERITAGE ADVISORY COMMITTEE CHARTER****7.7 Quorum and Decision Making**

- (a) The quorum to enable business to be transacted at meetings shall be half the membership plus one, including at least one Councillor to act as Chairperson.
- (b) Observers or visitors at the meeting do not form part of the quorum.
- (c) In the absence of a quorum 15 minutes after the scheduled start of the meeting, the Members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.
- (d) The Committee is to conduct business in accordance with Council's resolution of 24 March 2015 as follows:
  - (i) Record all motions formally moved;
  - (ii) Record the identity of the mover and seconder of each such motion together with the voting outcome, and such other information as may be referred to under the Local Government (General) Regulation 2021 (NSW);
  - (iii) No longer record 'action items' (where it is not possible to identify the promoters (and dissenters) with respect to such items);
  - (iv) Record that declarations of conflicts of interest were called for at the commencement of each Committee meeting and the result of such call (even where no conflicts of interest were disclosed); and
  - (v) Ensure the minutes of all Committee meetings are consistent with the format of Council meetings.
- (e) Committee recommendations are not binding on Council. To obtain Council endorsement, a Committee recommendation must be reported to the Council for their decision.

**HERITAGE ADVISORY COMMITTEE CHARTER****8. TERM OF OFFICE****8.1 Tenure**

A person appointed to the Committee will continue as a member for two (2) years. After which time that person is able to make an application for membership to the Committee, pursuant to the procedure detailed at clause 7, should they wish to be considered for appointment to the Committee again.

**8.2 Casual Vacancy**

- (a) Should a vacancy occur during the term of appointment, it will be filled by following the normal process for appointments (refer clause 7).
- (b) A Member's position becomes vacant if:
  - (i) the Member dies;
  - (ii) the Member resigns membership by notice in writing to the Chairperson;
  - (iii) the Member is absent for more than 3 consecutive meetings without the leave of the Chairperson and the Committee votes to declare the Member's position vacant (refer to clause 8.3(c));
  - (iv) the Member misuses information or breaches confidentiality and Council resolves to remove the Member;
  - (v) the Member is determined to be aggressive or uncooperative with Council staff or other members of the Committee and Council resolves to remove the Member; or
  - (vi) Council otherwise resolves to remove the Member.

Where a vacancy occurs within 8 months of the end of the term of the current membership, the vacancy will not be filled.

**8.3 Non-Attendance at Meetings**

- (a) Ongoing membership of the Committee is subject to regular attendance and reasonable apologies. A Member must notify the Chairperson in writing of their planned absence from a Committee meeting.

**HERITAGE ADVISORY COMMITTEE CHARTER**

- (b) Any Member aware that they will be absent for 3 or more consecutive meetings must notify the Committee Chairperson in writing of the planned absence.
- (c) In the event of a Member being absent for 3 or more consecutive meetings without apology and without the approval of the Committee, the Committee can vote on whether to declare the Member's position vacant, inform the Member of the outcome and fill the position as a casual vacancy in accordance with clause 8.2.

**8.4 Resignation from the Committee**

Any Member wishing to resign from the Committee shall do so in writing to the Committee Chairperson. Resignation becomes effective from the date that written notice is tendered to the Committee Chairperson, unless otherwise agreed between the resigning Member and the Committee Chairperson.

**9. GENERAL PUBLIC**

- (a) The Committee meetings will be open to members of the general public who may participate in discussion, with the permission of the Chairperson. Voting rights are maintained by Members only.
- (b) Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

**10. TIMETABLE FOR MEETINGS**

- (a) Meetings will be held quarterly, subject to confirmation 2 weeks prior to each meeting of agenda items requiring Committee discussion.
- (b) Member items for the agenda are to be submitted on the form provided, at least 2 weeks prior to the scheduled meeting.
- (c) A meeting will be limited to a maximum of 2 hours duration unless the Committee resolves to extend the length of the meeting to a particular time or the completion of business.
- (d) Extraordinary meetings may be called by the Chairperson of the Committee in consultation with the CEO (or his/her delegate).
- (e) A schedule for Committee meetings confirming the location, date and starting time for meetings will be distributed to Members.
- (f) Changes to scheduled Committee meetings may only be made if 5 business days' notice has been given to all Members.

**HERITAGE ADVISORY COMMITTEE CHARTER****11. MEETING PRACTICE AND PROCEDURES**

- (a) Committee meetings must be conducted in accordance with Council's prevailing Code of Meeting Practice (as amended from time to time).
- (b) Minutes of meetings must be kept in accordance with the procedures set out in the Code of Meeting Practice.
- (c) The minutes of each Committee meeting will be submitted for endorsement at the next scheduled meeting of Council.
- (d) The Committee must observe the provisions of any other relevant Council policy and procedure.

**12. INSURANCE COVER**

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

**13. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

- (a) All Members are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.
- (b) Should a Member is found to be in breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- (c) A breach of the Code of Conduct may result in that Member concerned being excluded from membership of the Committee.
- (d) If a Member has a pecuniary interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest as soon as practicable at the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.

**HERITAGE ADVISORY COMMITTEE CHARTER**

- (e) A Member who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a Member has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- (f) A Member will deal with a non-pecuniary conflict of interest in at least one of these ways:
  - (i) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists; or
  - (j) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in clause 4.29 of the Code of Conduct applied.
- (g) Members declaring a conflict of interest, whether pecuniary or non-pecuniary, must complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with the prevailing Code of Conduct and Ethical Governance: Conflicts of Interest Policy (as amended from time to time).

**14. CONFIDENTIALITY AND MANAGING PRIVACY**

- (a) Members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Members are required to maintain confidentiality and security in relation to any such information and not access, use, or remove that information, unless authorised to do so.
- (b) The *Privacy and Personal Information Protection Act 1998* (NSW) and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- (c) Should a Member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

**HERITAGE ADVISORY COMMITTEE CHARTER****15. MEDIA PROTOCOL**

- (a) The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- (b) No other Member is permitted to speak to the media in their capacity as a Member.

**16. REVIEW OF THE COMMITTEE AND THIS CHARTER**

- (a) Council will review the work of the Committee and this Charter every 2 years.
- (b) The CEO shall be delegated to make minor amendments to this Charter, as required from time to time such as formatting and grammar, to meet legislative requirements, State Government guidelines regarding heritage or changes to Council's structure. Amendments that are other than minor shall be endorsed by Council.



**HERITAGE ADVISORY COMMITTEE CHARTER****AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

TBC

**REVIEW DATE**

TBC

**DEPARTMENT RESPONSIBLE**

City Planning Department (City Design and Public Domain Unit)

**VERSION**

Version	Amended by	Changes Made	Date	TRIM Number
1	Council Resolution	Minor changes	26 August 2015	207351.2015
2	Council Resolution	Minor changes	16 December 2015	339482.2015
3	Council Resolution	Amendment to Functions, Membership, Quorum and Decision Making and General Public,	30 August 2017	242312.2017
4	Council Resolution	Amendment to functions, membership and nomination and selection criteria.	6 February 2019	044928.2019

**REFERENCES**

**HERITAGE ADVISORY COMMITTEE CHARTER**

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Management Plan



## **LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

Adopted:

TRIM:

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER



## 1.0 NAME

Liverpool Built and Cultural Heritage Advisory Committee Charter (**Charter**)

## 2.0 INTERPRETATION

For the purpose of this Charter:

**“Built Heritage”** means the physical structures, sites, and landscapes that are significant to a community and its history.

**“Burra Charter”** means a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia.

**“CEO”** means the Chief Executive Officer of Council;

**“Chairperson”** means the chair of the Committee;

**“Colonial Heritage”** means the period in Australia’s history from 1788 up until Federation and the associated Cultural and Built Heritage.

**“Committee”** means the Liverpool Built and Cultural Heritage Advisory Committee;

**“Council”** means the Liverpool City Council;

**“Councillor”** means an elected Councillor of Council;

**“Cultural Heritage”** means the tangible and intangible heritage assets of a group or society that is inherited from past generations.

**“ENAME Charter”** means the United Nations Charter which defines the basic principles of Interpretation and Presentation as essential components of heritage conservation efforts and as a means of enhancing public appreciation and understanding of cultural heritage sites.

**“First Nations”** means the Indigenous peoples, or the earliest known inhabitants of an area, also known as Aboriginal and Torres Strait Islander peoples.

**“Intangible Cultural Heritage”** means the practices, knowledge, and expressions that communities consider to be part of their cultural identity.

**“Mayor”** means the elected Mayor of Liverpool City Council; and

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

**“Member”** means a member of the Committee.

**“Natural Heritage”** means the natural environment’s components that have value for the present and future generations.

**“Post Colonial Heritage”** means the period in Australia’s past from Federation to current date and the associated Cultural and Built Heritage.

**“Tangible Cultural Heritage”** means things we can store or physically touch which are significant to a community and its history.

**3.0 PURPOSE**

- 3.1 The Built and Cultural Heritage Advisory Committee (BCHAC) has been established to primarily support the conservation and promotion of Built and Cultural Heritage within the Liverpool Local Government Area (LGA) by providing relevant community-based advice and assistance.
- 3.2 Advisory committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of the strategic priorities of Council.
- 3.3 In pursuing this purpose the BCHAC will abide by and respect The Burra Charter: The Australian ICOMOS Burra Charter 1999. The Burra Charter provides guidance for the conservation and management of places of cultural significance and sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance.
- 3.4 Subjects in scope: heritage and cultural conservation, heritage issues such as social and cultural, environmental heritage, movable items and oral histories.
- 3.5 Subjects out of scope: Operational matters but not so as to exclude consideration of current projects to suggest improvements, in accord with the review process for that project or initiative.

**4.0 FUNCTIONS**

The Committee shall:

- 4.1 Provide advice on the identification of heritage items and issues in the public realm and the establishment of principles and procedures for Council to deal with those items and issues.
- 4.2 Provide advice and guidance on matters referred to the committee in line with its purpose by Council.
- 4.3 Advise and assist Council in working with the community, to increase awareness of heritage matters through education and promotion,

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

such as “Heritage Week” events, publications, seminars, public displays and workshops;

- 4.4 Advise and make recommendations in relation to the management of the heritage collection at the Liverpool Regional Museum and Casula Powerhouse Arts Centre
- 4.5 Advise and assist Council in the seeking of external funding through third party grants, such as grants through the Heritage Council of NSW or other available sources
- 4.6 Assist Council in achieving the development and implementation of various Council strategies and policies that support community connection to and celebration of the City and local communities.
- 4.7 Providing advice on strategic cultural and built heritage and conservation issues, policy development and planning controls.
- 4.8 Providing advice on the implementation of key projects and initiatives.
- 4.9 Providing advice on how to raise awareness and promote behavioural change and proactively engage the community on cultural and built heritage conservation matters.
- 4.10 Provide oversight to the conservation and maintenance of Liverpool City Council's Heritage Assets.

**5.0 OBJECTIVES**

The objectives of the Committee are to:

- 5.1 Provide a forum for input from the community and the professional heritage sector on matters of significance for heritage to the Liverpool LGA;
- 5.2 Promote the natural and cultural heritage of the Liverpool LGA by increasing community awareness and understanding of heritage conservation;
- 5.3 Advocate for the conservation of local heritage as a contributor to a sense of place and local identity;
- 5.4 Support Council in advancing the aims of the Liverpool Heritage Strategy, Comprehensive Heritage Study and the Liverpool Community Strategic Plan (as amended from time to time);
- 5.5 Support Council in the development and implementation of strategies, policies and programs related to heritage conservation;
- 5.6 Assist Council in the activation of heritage assets owned by Council, for the local community;
- 5.7 Provide input to Council on heritage programming, exhibitions, education, and events; and
- 5.8 Support Council in the conservation and promotion of Council's movable heritage collection.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- 5.9 Review and advise on maintenance and conservation planning for Liverpool City Councils Heritage Assets including proposed programs and budgets for each financial year.

**6.0 COMMITTEE DELEGATIONS**

- 6.1 The Committee shall have no power to incur expenditure.
- 6.2 The Committee does not have the power to bind Council and does not of itself assume the status or possess the rights of a legal entity.
- 6.3 Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director of Council, and any action or decision not to act will be reported to the Committee on a regular basis.
- 6.4 Council employees are not bound by the direction of the Committee or any of its Members.

*Reason: The BCHAC is a non-statutory community advisory committee with no delegations or powers assigned by the Local Government Act 1993 (NSW).*

- 6.5 Committee Meeting Minutes will be tabled at the next available Governance Committee Meeting for Council consideration and endorsement prior to being tabled at the next Ordinary Meeting of Council.

*Reason: To provide an opportunity for the Governance Committee to review and discuss any motions or matters raised by the BCHAC.*

**7.0 MEMBERSHIP****7.1 Renumeration**

The Liverpool Built and Cultural Heritage Advisory Committee is a community advisory committee of Council and no member on the committee is entitled to renumeration in accordance with the Local Government Act 1993 and Liverpool City Councils policies and procedures.

**7.2 No Authority to Co-Opt**

The Committee does not have the authority to co-opt any person to its membership.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER****7.3 Membership Structure**

- 7.3.1 The Committee shall comprise a minimum of 6 and maximum of 12 community representatives are to be appointed to the committee.
- 7.3.2 The membership includes two (2) Councillors as appointed by Council. The Councillors will act as Chairperson and Deputy Chairperson.
- 7.3.3 It is anticipated that the majority of committee members will be local residents.
- 7.3.4 Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:
  - a. Qualifications or demonstrated experience in one of the following areas: planning; heritage; community development or services; indigenous; or resilience.
  - b. Ability to create or have existing connections with community groups, organisations or stakeholders within the Liverpool Local Government Area.
- 7.3.5 Where an assigned Councillor is not available to attend a Committee Meeting, another Councillor (not already a Member) and present at the meeting, can assume the vacant role for that meeting as a proxy.

**7.4 Applications**

- 7.4.1 Applications for membership will take place through a publicly advertised Expression of Interest (EOI) process after which a recommendation on the Committee membership will be submitted to the Council for consideration and endorsement.
- 7.4.2 Applications from an organisation representative must be accompanied by endorsed minutes from a meeting of that organisation's executive endorsing the representative

*Reason: To confirm that the nominee is an official representative of the organisation.*

- 7.4.3 Where there is a likelihood of a conflict of interest during a Council meeting resulting in a lack of quorum, the Chief Executive Officer will be delegated to review and endorse the committee membership.



**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER****7.5 Nomination and Selection**

- 7.5.1 Expressions of Interest to participate in the Committee will be called for through the Council notices posted in the local media and Council's website and social media accounts.
- 7.5.2 The membership criteria for the Committee include the following:
- a. Demonstrated interest in and knowledge of the heritage and history of Liverpool;
  - b. Demonstrated knowledge and/or skills in one of the defined skillsets including:
    - i. Heritage Conservation and Management
    - ii. Historical Research
    - iii. Heritage Interpretation
    - iv. Aboriginal Cultural Heritage
    - v. Historical Archaeology
    - vi. Traditional Trades
  - c. Demonstrated interest in and knowledge of the challenges and opportunities affecting local heritage management;
  - d. A willingness to commit time to be actively involved in the Committee and to perform tasks related to Committee business;
  - e. Resident, ratepayer or a strong association with the Liverpool LGA, including a strong interest and understanding of the local heritage and history;
  - f. Demonstrated practical experience in the advocacy, promotion, and protection of heritage within the Liverpool LGA; and
  - g. The ability to effectively listen, cooperate and constructively participate as a Member.
- 7.5.3 All nominations will be reviewed by an internal panel including the Heritage Officer, Manager City Planning and one staff member independent of the Committee.,
- 7.5.4 All nominations shall be reviewed by Councils Governance Officer prior to presenting to Council for endorsement.

*Reason: To provide transparency to the nomination process and ensure adherence to Council policy and the requirements of the Code of Conduct.*

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- 7.5.5 The advice and the assessment of the nomination panel will be submitted to Council for endorsement.
- 7.5.6 Despite the requirements of 7.4.2 a nomination from a person with extensive experience and knowledge in heritage conservation or management, but who live outside the Liverpool LGA, may still be considered for membership of the BCHAC.

*Reason: To provide any available opportunity to attract members with the technical knowledge and understanding of heritage conservation to ensure the best possible advice to Liverpool City Council.*

**7.6 Duties and Responsibilities of the Membership**

- 7.6.1 To attend and participate in a compulsory induction workshop which will include information on the role of the BCHAC the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.

*Reason: To ensure all committee members are aware of their obligations under the Code of Conduct and this Charter and understand how the committee will operate.*

- 7.6.2 To attend and participate in meetings of the Heritage Advisory Committee (including any planning sessions and relevant training).
- 7.6.3 To work co-operatively with other members in achieving the aims of the BCHAC.
- 7.6.4 to raise issues of concern within the scope and objective of the BCHAC.
- 7.6.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 7.6.6 To participate in the discussion and to vote on outcomes of the committee.
- 7.6.7 To provide advice and recommendations to Council on items on meeting agendas.
- 7.6.8 To action and follow up tasks established by the BCHAC and resolved by Council.
- 7.6.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the BCHAC.
- 7.6.10 To use existing networks to remain informed regarding the views and interests of a particular group/Community they represent.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

*Reason: The purpose of the BCHAC is to provide advice to Council in the preparation of policies, strategies or the undertaking of projects within the LGA. This includes using their existing networks within the community to identify historical information which may be relevant to a matter.*

- 7.6.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at Meetings.

## **7.7 Council Roles and Responsibilities**

### **7.7.1 Committee Convenor**

The BCHAC is convened by a Council officer known as the "Committee Convenor". The Convenor will be the Heritage Officer or suitably appointed alternate staff member. The Convenor is responsible to:

- a. Set the agenda with input from members and/or Council including allocation of time for agenda items.
- b. Attend each meeting;
- c. Ensure meetings are run according to Council's Code of Conduct and the Committee Charter.
- d. Liaise between the BCHAC and other officers within Council as determined by the Heritage Advisory Committee's business;
- e. Finalise BCHAC minutes;
- f. Prepare Council reports on specific actions/recommendations from the BCHAC;

### **7.7.2 Secretariat**

Secretariat support to the BCHAC will be appointed by Council. The Secretariat will be responsible for:

- a. Setting of meeting dates;
- b. communicate meeting dates to members, staff and Councillors;
- c. distribute the agenda to members, staff and Councillors in accordance with the Charter;
- d. manage RSVPs to meetings;
- e. Arrange appropriate catering for the meeting;
- f. prepare draft minutes

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- g. finalise draft minutes within seven (7) days of the meeting
- h. provide draft minutes to the BCHAC Convenor
- i. distribute minutes to members, staff and Councillors

**7.7.3 Council Staff and Councillors**

- a. Other Council staff will attend Committee meetings to observe or to address the Committee where a matter, relevant to their position in Council, has been included in the agenda;
- b. Convenor will notify Council staff within fourteen days (14) of the next meeting of the Heritage Advisory Committee if their attendance has been requested by the Committee.
- c. Council staff do not have any voting rights on the Committee.

**7.8 Chairperson and Deputy Chairperson**

- 7.8.1 The nominated Councillor will act as the Chairperson, with the second Councillor to act as Deputy Chairperson;
- 7.8.2 The role of the Chairperson is to preside over a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee;
- 7.8.3 The Chairperson has the ability to invite external subject matter experts to participate in Committee meetings from time to time as non-voting members; and
- 7.8.4 In the absence of the Chairperson, the Deputy Chairperson shall preside at the Committee meeting, and the Deputy Chairperson assumes all the rights and obligations of the Chairperson for that Committee meeting.

**7.9 Quorum and Decision Making**

- 7.9.1 The quorum to enable business to be transacted at meetings shall be half the membership plus one, including at least one Councillor to act as Chairperson.
- 7.9.2 Observers or visitors at the meeting do not form part of the quorum.
- 7.9.3 In the absence of a quorum 15 minutes after the scheduled start of the meeting, the Members present may discuss the

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

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

7.9.4 The Committee is to conduct business in accordance with Council's resolution of 24 March 2015 as follows:

7.9.5 Record all motions formally moved;

- a. Record the identity of the mover and seconder of each such motion together with the voting outcome, and such other information as may be referred to under the Local Government (General) Regulation 2021 (NSW);
- b. No longer record 'action items' (where it is not possible to identify the promoters (and dissenters) with respect to such items);
- c. Record that declarations of conflicts of interest were called for at the commencement of each Committee meeting and the result of such call (even where no conflicts of interest were disclosed); and
- d. Ensure the minutes of all Committee meetings are consistent with the format of Council meetings.

7.9.6 Committee recommendations are not binding on Council. To obtain Council endorsement, a Committee recommendation must be subsequently referred to a future meeting of Council for consideration and endorsement.

**8.0 TERM OF OFFICE****8.1 Tenure**

A person appointed to the Committee will continue as a member for the term of Council, or until the caretaker period before the next Local Government election. After which time that person is able to reapply for Committee membership, pursuant to the procedure detailed at Clause 7, should they wish to be considered for appointment to the Committee again.

**8.2 Casual Vacancy**

- 8.2.1 Should a vacancy occur during the term of appointment, it will be filled by following the normal process for appointments (refer to Clause 7).
- 8.2.2 A Member's position becomes vacant if:
  - a. the Member dies;

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- b. the Member resigns membership by notice in writing to the Chairperson;
  - c. the Member is absent for more than three (3) consecutive meetings without the leave of the Chairperson and the Committee votes to declare the Member's position vacant (refer to clause 8.3(c));
  - d. the Member misuses information or breaches confidentiality and Council resolves to remove the Member;
  - e. the Member is aggressive and/or uncooperative with Council staff or other members of the Committee and Council resolves to remove the Member; or
  - f. Council otherwise resolves to remove the Member.
  - g. The member does not abide by Section 7.5 of this Charter.
- 8.2.3 Where a vacancy occurs within six (6) months of the end of the term of the current membership, the vacancy will not be filled.

**8.3 Non-Attendance at Meetings**

- 8.3.1 Ongoing membership of the Committee is subject to regular attendance and reasonable apologies. A Member must notify the Chairperson in writing of their planned absence from a Committee meeting at least 3 days prior to the scheduled meeting of the Committee.
- 8.3.2 Any Member aware that they will be absent for three (3) or more consecutive meetings must notify the Committee Chairperson in writing of the planned absence.
- 8.3.3 In the event of a Member being absent for three (3) or more consecutive meetings without apology and without the approval of the Committee, the Committee can vote on whether to declare the Member's position vacant, inform the Member of the outcome and fill the position as a casual vacancy in accordance with Clause 8.2.

**8.4 Resignation from the Committee**

Any Member wishing to resign from the Committee shall do so in writing to the Committee Chairperson. Resignation becomes effective from the date that written notice is tendered to the Committee Chairperson,

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

unless otherwise agreed between the resigning Member and the Committee Chairperson.

**9.0 GENERAL PUBLIC**

- 9.1 The Committee meetings will be open to members of the general public who may participate in discussion, with the permission of the Chairperson. Voting rights are maintained by Members only.
- 9.2 Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.
- 9.3 Community members addressing the committee shall be limited to a maximum of three (3) minutes.

**10.0 TIMETABLE FOR MEETINGS**

- 10.1 Meetings will be held quarterly, subject to confirmation four weeks prior to each meeting of agenda items requiring Committee discussion.
- 10.2 Member items for the agenda are to be submitted on the form provided, at least two (2) weeks prior to the scheduled meeting.
- 10.3 A meeting will be limited to a maximum of 2 hours duration unless the Committee resolves to extend the length of the meeting to a particular time or the completion of business.
- 10.4 Extraordinary meetings may be called by the Chairperson of the Committee in consultation with the CEO (or his/her delegate).
- 10.5 A schedule for Committee meetings confirming the location, date and starting time for meetings will be distributed to Members.
- 10.6 Changes to scheduled Committee meetings may only be made if five (5) business days' notice has been given to all Members.

**11.0 MEETING PRACTICE AND PROCEDURES**

- 11.1 Committee meetings must be conducted in accordance with Council's prevailing Code of Meeting Practice (as amended from time to time).
- 11.2 Minutes of meetings must be kept in accordance with the procedures set out in the Code of Meeting Practice.
- 11.3 The minutes of each Committee meeting will be submitted the Governance Committee of Council for briefing the Councillors.
- 11.4 The minutes of each Committee meeting will be submitted to the next Ordinary Meeting of Council for Council consideration and endorsement following the Governance Committee briefing.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- 11.5 The Committee must observe the provisions of any other relevant Council policy and procedure.
- 11.6 The Agenda of the committee will be consistent across all meetings following a set run sheet:
  - i. Previous Business – review of items from previous minutes and any matters needed to be reported back to the committee. (10 min)
  - ii. Report from Heritage Officer regarding update on state heritage nominations or ongoing projects (15min)
  - iii. Report from Local Studies regarding management of the collection and associated matters (15min)
  - iv. Report from Liverpool Regional Museum regarding exhibition planning and management as well as management of the collection. (15min)
  - v. Presentation from Strategic Planning or Development Assessment in relation to any development applications or planning proposals where Heritage is a consideration. (30min)
  - vi. Presentation from Project Delivery and Facilities Management regarding the capital works program for Heritage assets and regular update on maintenance. (30min)
  - vii. General Business (10 minutes)
- 11.7 Prior to the endorsement of the previous minutes of the Committee, ten minutes will be allocated to consider any actions endorsed and follow up questions.
- 11.8 General Business for a maximum of 10 minutes will be allocated at the end of a committee meeting to provide committee members an opportunity to raise and discuss general matters.
- 11.9 During General Business, the time available for each individual committee member will be restricted to 2 or 3 minutes, depending on the number of committee members who wish to speak during General Business.
- 11.10 A register of actions and motions will be maintained for the Committee and presented with the minutes for the consideration of the Committee.
- 11.11 Meetings will be run in a hybrid format with in-person and TEAMS streaming facilitated.
- 11.12 Meetings will be held at either the Heritage Resource Library, Yellamundie, the Level 11 Boardroom, Civic Place or the Former Liverpool Courthouse, notification of venue will be made through the agenda sent out prior to the meeting of the Committee.



**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER****12.0 INSURANCE COVER**

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

**13.0 OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

- 13.1 All Members are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.
- 13.2 Should a Member be found to be in breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 13.3 A breach of the Code of Conduct may result in that Member concerned being excluded from membership of the Committee.
- 13.4 If a Member has a pecuniary interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest as soon as practicable at the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 13.5 A Member who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a Member has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 13.6 A Member will deal with a non-pecuniary conflict of interest in at least one of these ways:
  - a. Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists; or
  - b. Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in Clause 4.29 of the Code of Conduct applied.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- c. Members declaring a conflict of interest, whether pecuniary or non-pecuniary, must complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with the prevailing Code of Conduct and Ethical Governance: Conflicts of Interest Policy (as amended from time to time).

**14.0 CONFIDENTIALITY AND MANAGING PRIVACY**

- 14.1 Members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Members are required to maintain confidentiality and security in relation to any such information and not access, use, or remove that information, unless authorised to do so.
- 14.2 The *Privacy and Personal Information Protection Act 1998* (NSW) and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 14.3 Should a Member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

**15.0 MEDIA PROTOCOL**

- 15.1 The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- 15.2 No other Member is permitted to speak to the media in their capacity as a Member.

**16.0 REVIEW OF THE COMMITTEE AND THIS CHARTER**

- 16.1 Council will review the work of the Committee and this Charter every two (2) years.
- 16.2 The CEO shall be delegated to make minor amendments to this Charter, as required from time to time such as formatting and grammar, to meet legislative requirements, NSW Government guidelines regarding heritage or changes to Council's structure. Amendments that are other than minor must be endorsed by Council.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER****AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

TBC

**REVIEW DATE**

TBC

**DEPARTMENT RESPONSIBLE**

City Planning

**VERSION**

Version	Amended by	Changes Made	Date	TRIM Number
1	Council Resolution	Minor changes	26 August 2015	207351.2015
2	Council Resolution	Minor changes	16 December 2015	339482.2015
3	Council Resolution	Amendment to Functions, Membership, Quorum and Decision Making and General Public,	30 August 2017	242312.2017
4	Council Resolution	Amendment to functions, membership and nomination and selection criteria.	6 February 2019	044928.2019

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

5		Charter amendment including change to name, functions, objectives, purpose, interpretation and adding duties and responsibilities.	06/01/2025	
---	--	--	------------	--

**REFERENCES**

Liverpool City Council: Code of Conduct  
 Liverpool City Council: Code of Conduct Procedures  
 Liverpool City Council: Code of Meeting Practice  
 Liverpool City Council: Conflicts of Interest Policy  
 Liverpool City Council: Privacy Policy



**LIVERPOOL BUILT AND CULTURAL  
HERITAGE ADVISORY COMMITTEE  
CHARTER**

Adopted:

TRIM:

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

**1.0 NAME**

Liverpool Built and Cultural Heritage Advisory Committee Charter (**Charter**)

**2.0 INTERPRETATION**

For the purpose of this Charter:

**"Built Heritage"** means the physical structures, sites, and landscapes that are significant to a community and its history.

**"Burra Charter"** means a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia.

**"CEO"** means the Chief Executive Officer of Council;

**"Chairperson"** means the chair of the Committee;

**"Colonial Heritage"** means the period in Australia's history from 1788 up until Federation and the associated Cultural and Built Heritage.

**"Committee"** means the Liverpool Built and Cultural Heritage Advisory Committee (**BCHAC**);

**"Council"** means the Liverpool City Council;

**"Councillor"** means an elected Councillor of Council;

**"Cultural Heritage"** means the tangible and intangible heritage assets of a group or society that is inherited from past generations.

**"ENAME Charter"** means the United Nations Charter which defines the basic principles of Interpretation and Presentation as essential components of heritage conservation efforts and as a means of enhancing public appreciation and understanding of cultural heritage sites.

**"First Nations"** means the Indigenous peoples, or the earliest known inhabitants of an area, also known as Aboriginal and Torres Strait Islander peoples.

**"Intangible Cultural Heritage"** means the practices, knowledge, and expressions that communities consider to be part of their cultural identity.

**"Mayor"** means the elected Mayor of Liverpool City Council; and

**Formatted:** Indent: Left: 2 cm, First line: 0 cm, Tab stops: 2 cm, Left + Not at 3 cm

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

**"Member"** means a member of the Committee.

**"Natural Heritage"** means the natural environment's components that have value for the present and future generations.

**"Post Colonial Heritage"** means the period in Australia's past from Federation to current date and the associated Cultural and Built Heritage.

**"Tangible Cultural Heritage"** means things we can store or physically touch which are significant to a community and its history.

**3.0 PURPOSE**

- 3.1 The Committee has been established to primarily support the conservation and promotion of ~~Built and~~ Cultural Heritage (inclusive of tangible (buildings, structures and objects), intangible (Cultural practices, First Nations language and storylines) and natural heritage) within the Liverpool Local Government Area (LGA) by providing relevant community-based advice and assistance.
- 3.2 Advisory committees are created for the sole purpose of providing independent, expert and impartial advice on the development and implementation of the strategic priorities of Council.
- 3.3 In pursuing this purpose the Committee will abide by and respect The Burra Charter: The Australian ICOMOS Burra Charter 1999. The Burra Charter provides guidance for the conservation and management of places of cultural significance and sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance.
- 3.4 Subjects in scope: heritage and cultural conservation, heritage issues such as social and cultural, environmental heritage, movable items and oral histories.
- 3.5 Subjects out of scope: Operational matters but not so as to exclude consideration of current projects to suggest improvements, in accord with the review process for that project or initiative.

**4.0 FUNCTIONS**

The Committee shall:

- 4.1 Provide advice on the identification of heritage items and issues in the public realm and the establishment of principles and procedures for Council to deal with those items and issues.
- 4.2 Provide advice and guidance on matters referred to the committee in line with its purpose by Council.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- 4.3 Advise and assist Council in working with the community, to increase awareness of heritage matters through education and promotion, such as "Heritage Week" events, publications, seminars, public displays and workshops;
- 4.4 Advise and make recommendations in relation to the management of the heritage collection at the Liverpool Regional Museum and Casula Powerhouse Arts Centre
- 4.5 Advise and assist Council in the seeking of external funding through third party grants, such as grants through the Heritage Council of NSW or other available sources
- 4.6 Assist Council in achieving the development and implementation of various Council strategies and policies that support community connection to and celebration of the City and local communities;
- 4.7 Providing advice on strategic cultural and built heritage and conservation issues, policy development and planning controls.
- 4.8 Providing advice on the implementation of key projects and initiatives.
- 4.9 Providing advice on how to raise awareness and promote behavioural change and proactively engage the community on cultural and built heritage conservation matters.
- 4.9.10 Provide oversight to the conservation and maintenance of Liverpool City Councils heritage assets.

**5.0 OBJECTIVES**

The objectives of the Committee are to:

- 5.1 Provide a forum for input from the community and the professional heritage sector on matters of significance for heritage to the Liverpool LGA;
- 5.2 Promote the natural and cultural heritage of the Liverpool LGA by increasing community awareness and understanding of heritage conservation;
- 5.3 Advocate for the conservation of local heritage as a contributor to a sense of place and local identity;
- 5.4 Support Council in advancing the aims of the Liverpool Heritage Strategy, Comprehensive Heritage Study and the Liverpool Community Strategic Plan (as amended from time to time);
- 5.5 Support Council in the development and implementation of strategies, policies and programs related to heritage conservation;
- 5.6 Assist Council in the activation of heritage assets owned by Council, for the local community;



## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

5.7 Provide input to Council on heritage programming, exhibitions, education, and events; and

5.8 Support Council in the conservation and promotion of Council's movable heritage collection.

5.8.9 Review and advise on maintenance and conservation planning for Liverpool City Councils Heritage Assets including proposed programs and budgets for each financial year.

## 6.0 COMMITTEE DELEGATIONS

6.1 The Committee shall have no power to incur expenditure.

6.1

6.2 The Committee does not have the power to bind Council and does not of itself assume the status or possess the rights of a legal entity.

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

6.4 Council employees are not bound by the direction of the Committee or any of its Members.

Reason: The BCHAC is a non-statutory community advisory committee with no delegations or powers assigned by the Local Government Act 1993 (NSW).

6.4

6.5 Committee Meeting Minutes will be tabled at the next available Governance Committee Meeting for Council consideration and endorsement prior to being tabled at the next Ordinary Meeting of Council.

6.5

## 7.0 MEMBERSHIP

## 7.1 No Authority to Co-Opt

The Committee does not have the authority to co-opt any person to its membership.

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Font: Italic

Formatted: No bullets or numbering

Formatted: Font: Not Bold

Formatted: Font: Not Bold, Italic

Formatted: Font: Not Bold

Formatted: Indent: Left: 3.5 cm, No bullets or numbering

Formatted: Font: Italic

Formatted: Indent: Left: 3.5 cm, No bullets or numbering

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

## 7.2 Membership Structure

- a. The Committee shall comprise a minimum of 6 and maximum of 12 community representatives are to be appointed to the committee.
- a-b. Two (2) members of the Committee shall be Councillors appointed at an Ordinary Meeting of Council. The Councillors shall act as chairperson and deputy chairperson.
- b-c. It is anticipated that the majority of committee members will be local residents.
- c-d. Community representatives are required to have skills and knowledge and/or community experience relevant to the purpose of the Advisory Committee, including:
- a-i. Qualifications or demonstrated experience in one of the following areas: planning; heritage; community development or services; indigenous; or resilience.
- b-ii. Ability to create or have existing connections with community groups, organisations or stakeholders within the Liverpool Local Government Area.
- d-e. Where an assigned Councillor is not available to attend a Committee Meeting, another Councillor (not already a Member) and present at the meeting, can assume the vacant role for that meeting as a proxy.

**Formatted:** clause paragraph, Indent: Left: 4.5 cm, Hanging: 1 cm, Outline numbered + Level: 2 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 2.27 cm + Indent at: 2.9 cm

## 7.3 Applications

- a. Applications for membership will take place through a publicly advertised Expression of Interest (EOI) process after which a recommendation on the Committee membership will be submitted to the Council for consideration and endorsement.
- b. Applications from an organisation representative must be accompanied by endorsed minutes from a meeting of that organisation's executive endorsing the representative  
Reason: To confirm that the nominee is an official representative of the organisation.
- c. Where there is a likelihood of a conflict of interest during a Council meeting resulting in a lack of quorum, the Chief Executive Officer will be delegated to review and endorse the committee membership.

**Formatted:** Font: Italic

**Formatted:** No bullets or numbering

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

## 7.4 Nomination and Selection

- a. Expressions of Interest to participate in the Committee will be called for through the Council notices posted in the local media and Council's website and social media accounts.
- b. The membership criteria for the Committee include the following:
- ~~e-i.~~ i. Demonstrated interest in and knowledge of the heritage and history of Liverpool;
  - ii. Demonstrated knowledge and/or skills in one of the defined skillsets, including:
    - Heritage Conservation and Management
    - Historical Research
    - Heritage Interpretation
    - Aboriginal Cultural Heritage
    - Historical Archaeology
    - ~~b-i.~~ Traditional Trades
  - ~~e-iii.~~ iii. Demonstrated interest in and knowledge of the challenges and opportunities affecting local heritage management;
  - ~~d-iv.~~ iv. A willingness to commit time to be actively involved in the Committee and to perform tasks related to Committee business;
  - ~~e-v.~~ v. Resident, ratepayer or a strong association with the Liverpool LGA, including a strong interest and understanding of the local heritage and history;
  - ~~f-vi.~~ vi. Demonstrated practical experience in the advocacy, promotion, and protection of heritage within the Liverpool LGA; and
  - ~~g-vii.~~ vii. The ability to effectively listen, cooperate and constructively participate as a Member.
- c. Despite the requirements of 7.4.2 a nomination from a person with extensive experience and knowledge in heritage conservation or management, but who live outside the Liverpool LGA, may still be considered for membership of the Heritage Advisory Committee.
- Reason: To provide any available opportunity to attract members with the technical knowledge and understanding of heritage conservation to ensure the best possible advice to Liverpool City Council.*

Formatted: Indent: Left: 3.5 cm, Hanging: 1.25 cm

Formatted: clause paragraph, Indent: Left: 4.17 cm, First line: 0 cm

Formatted: Indent: Left: 4.81 cm, No bullets or numbering

Formatted: Indent: Left: 6.25 cm, Hanging: 0.75 cm

Formatted: Indent: Left: 6.25 cm, Hanging: 0.75 cm

Formatted: Font: Italic

Formatted: No bullets or numbering

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

e.d. All nominations will be reviewed by an internal panel including the Heritage Officer, Manager City Planning and one staff member independent of the Committee.,

e. All nominations shall be reviewed by Councils Governance Officer prior to presenting to Council for endorsement.

*Reason: To provide transparency to the nomination process and ensure adherence to Council policy and the requirements of the Code of Conduct.*

Formatted: Indent: Left: 4.25 cm

e.f. The advice and the assessment of the nomination panel will be submitted to Council for endorsement.

Formatted: Font: Italic

Formatted: No bullets or numbering

## 7.5 Duties and Responsibilities of the Membership

a. ~~to~~ To attend and participate in a compulsory induction workshop which will include information on the role of the ~~BCHAC~~ *Heritage Advisory Committee*, the role and responsibility of members and Council, Council;s Code of Conduct and other related policies and protocols.

*Reason: To ensure all committee members are aware of their obligations under the Code of Conduct and this Charter and understand how the committee will operate.*

Formatted: Font: Italic

a.

b. To attend and participate in meetings of the Heritage Advisory Committee (including any planning sessions and relevant training).

Formatted: Indent: Left: 2 cm, Hanging: 0.9 cm, No bullets or numbering

c. To work co-operatively with other members in achieving the aims of the ~~Heritage Advisory Committee~~ *BCHAC*.

d. to raise issues of concern within the scope and objectives of the ~~BCHAC~~ *Heritage Advisory Committee*.

e. To contribute ideas and suggestions relating to items on meeting agendas.

f. To participate in the discussion and to vote on outcomes of the committee.

g. To provide advice and recommendations to Council on items on meeting agendas.

h. To action and follow up tasks established by the ~~BCHAC~~ *Heritage Advisory Committee* and resolved by Council.

i. To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the ~~BCHAC~~ *Heritage Advisory Committee*.

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

- i. To use existing networks to remain informed regarding the views and interests of a particular group/Community they represent.

*Reason: The purpose of the BCHAC is to provide advice to Council in the preparation of policies, strategies or the undertaking of projects within the LGA. This includes using their existing networks within the community to identify historical information which may be relevant to a matter.*

Formatted: Indent: Left: 4.25 cm

j.

- k. To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at Meetings.

Formatted: Font: Italic

Formatted: Indent: Left: 2 cm, Hanging: 0.9 cm, No bullets or numbering

k.

Formatted: Indent: Left: 4.81 cm, No bullets or numbering

## 7.6 Council Roles and Responsibilities

### Committee Convenor

- a. The ~~BCHAC Heritage Advisory Committee~~ is convened by a Council officer known as the "Committee Convenor". The Convenor will be the Heritage Officer or suitably appointed alternate staff member. The Convenor is responsible to:

a.

~~Set the agenda with input from members and/or Council including allocation of time for agenda items.~~

Formatted: Indent: Left: 4.81 cm, No bullets or numbering

Formatted: clause paragraph, Indent: Left: 2 cm

Formatted: clause paragraph

- i. ~~Set the agenda with input from members and/or Council including allocation of time for agenda items~~

Formatted: Indent: Left: 4.5 cm, Hanging: 0.75 cm

- a-ii. Attend each meeting;

- b-iii. Ensure meetings are run according to Council's Code of Conduct and the Committee Charter.

Formatted: clause paragraph, Indent: Left: 4.5 cm, Hanging: 0.75 cm, Outline numbered + Level: 2 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 2.27 cm + Indent at: 2.9 cm

- e-iv. Liaise between the ~~BCHAC Heritage Advisory Committee~~ and other officers within Council as determined by the ~~BCHAC Heritage Advisory Committee's~~ business;

- d-v. Finalise ~~BCHAC Heritage Advisory Committee~~ minutes;

- e-vi. Prepare Council reports on specific actions/recommendations from the ~~BCHAC Heritage Advisory Committee~~;

### Secretariat

- b. Secretariat support to the ~~BCHAC Heritage Advisory Committee~~ will be appointed by Council. The Secretariat will be responsible for:

- a-i. Setting of meeting dates;

Formatted: clause paragraph, Indent: Left: 4.25 cm, Hanging: 1 cm, Outline numbered + Level: 2 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 2.27 cm + Indent at: 2.9 cm

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

- b-ii. ~~C~~ommunicate meeting dates to members, staff and Councillors;
- c-iii. ~~D~~istribute the agenda to members, staff and Councillors in accordance with the Charter;
- d-iv. ~~M~~anage RSVPs to meetings;
- e-v. ~~A~~rrange appropriate catering for the meeting;
- f-vi. ~~P~~repare draft minutes
- g-vii. ~~F~~inalise draft minutes within seven (7) days of the meeting
- h-viii. ~~P~~rovide draft minutes to the ~~BCHACHeritage Advisory Committee~~ Convenor
- i-ix. ~~D~~istribute minutes to members, staff and Councillors

**7.7 Council Staff and Councillors**

- a. Other Council staff will attend Committee meetings to observe or to address the Committee where a matter, relevant to their position in Council, has been included in the agenda;
- b. Convenor will notify Council staff within fourteen days (14) of the next meeting of the ~~BCHACHeritage Advisory Committee~~ if their attendance has been requested by the Committee.
- c. Council staff do not have any voting rights on the Committee.

**7.8 Chairperson and Deputy Chairperson**

- a. The nominated Councillor will act as the Chairperson, with the second Councillor to act as Deputy Chairperson;
- b. The role of the Chairperson is to preside over a meeting of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the Committee;
- c. The Chairperson has the ability to invite external subject matter experts to participate in Committee meetings from time to time as non-voting members; and
- d. In the absence of the Chairperson, the Deputy Chairperson shall preside at the Committee meeting, and the Deputy Chairperson assumes all the rights and obligations of the Chairperson for that Committee meeting.

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

## 7.9 Quorum and Decision Making

- a. The quorum to enable business to be transacted at meetings shall be half the membership plus one, including at least one Councillor to act as Chairperson.
- b. Observers or visitors at the meeting do not form part of the quorum.
- c. In the absence of a quorum 15 minutes after the scheduled start of the meeting, the Members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.
- d. The Committee is to conduct business in accordance with Council's resolution of 24 March 2015 as follows:
- e. Record all motions formally moved;
  - a-i. Record the identity of the mover and seconder of each such motion together with the voting outcome, and such other information as may be referred to under the Local Government (General) Regulation 2021 (NSW);
  - b-ii. No longer record 'action items' (where it is not possible to identify the promoters (and dissenters) with respect to such items);
  - c-iii. Record that declarations of conflicts of interest were called for at the commencement of each Committee meeting and the result of such call (even where no conflicts of interest were disclosed); and
  - d-iv. Ensure the minutes of all Committee meetings are consistent with the format of Council meetings.
- f. Committee recommendations are not binding on Council. To obtain Council endorsement, a Committee recommendation must be subsequently referred to a future meeting of Council for consideration and endorsement.

**Formatted:** Indent: Left: 4.5 cm, Hanging: 0.75 cm, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 5.44 cm + Indent at: 6.08 cm

## 8.0 TERM OF OFFICE

## 8.1 Tenure

A person appointed to the Committee will continue as a member for ~~two~~ **four (4)** years. After which time that person is able to reapply for Committee membership, pursuant to the procedure detailed at Clause 7, should they wish to be considered for appointment to the Committee again.

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

**8.2 Casual Vacancy**

- a. Should a vacancy occur during the term of appointment, it will be filled by following the normal process for appointments (refer to Clause 7).
- b. A Member's position becomes vacant if:
  - a-i. the Member dies;
  - b-ii. the Member resigns membership by notice in writing to the Chairperson;
  - c-iii. the Member is absent for more than three (3) consecutive meetings without the leave of the Chairperson and the Committee votes to declare the Member's position vacant (refer to clause 8.3(c));
  - d-iv. the Member misuses information or breaches confidentiality and Council resolves to remove the Member;
  - e-v. the Member is aggressive and/or uncooperative with Council staff or other members of the Committee and Council resolves to remove the Member; or
  - f-vi. Council otherwise resolves to remove the Member.
  - g-vii. The member does not abide by Section 7.5 of this Charter.
- c. Where a vacancy occurs within six (6) months of the end of the term of the current membership, the vacancy will not be filled.

**Formatted:** Indent: Left: 4.25 cm, Hanging: 1.25 cm, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 5.54 cm + Indent at: 6.17 cm

**8.3 Non-Attendance at Meetings**

- a. Ongoing membership of the Committee is subject to regular attendance and reasonable apologies. A Member must notify the Chairperson in writing of their planned absence from a Committee meeting at least 3 days prior to the scheduled meeting of the Committee.
- b. Any Member aware that they will be absent for three (3) or more consecutive meetings must notify the Committee Chairperson in writing of the planned absence.
- c. In the event of a Member being absent for three (3) or more consecutive meetings without apology and without the approval of the Committee, the Committee can vote on whether to declare the Member's position vacant, inform the Member of the outcome and fill the position as a casual vacancy in accordance with Clause 8.2.



**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER****8.4 Resignation from the Committee**

Any Member wishing to resign from the Committee shall do so in writing to the Committee Chairperson. Resignation becomes effective from the date that written notice is tendered to the Committee Chairperson, unless otherwise agreed between the resigning Member and the Committee Chairperson.

**9.0 GENERAL PUBLIC**

- 9.1 The Committee meetings will be open to members of the general public who may participate in discussion, with the permission of the Chairperson. Voting rights are maintained by Members only.
- 9.2 Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.
- 9.3 Community members addressing the committee shall be limited to a maximum of three (3) minutes.

**10.0 TIMETABLE FOR MEETINGS**

- 10.1 Meetings will be held quarterly, subject to confirmation four weeks prior to each meeting of agenda items requiring Committee discussion.
- 10.2 Member items for the agenda are to be submitted on the form provided, at least two (2) weeks prior to the scheduled meeting.
- 10.3 A meeting will be limited to a maximum of 2 hours duration unless the Committee resolves to extend the length of the meeting to a particular time or the completion of business.
- 10.4 Extraordinary meetings may be called by the Chairperson of the Committee in consultation with the CEO (or his/her delegate).
- 10.5 A schedule for Committee meetings confirming the location, date and starting time for meetings will be distributed to Members.
- 10.6 Changes to scheduled Committee meetings may only be made if five (5) business days' notice has been given to all Members.

**11.0 MEETING PRACTICE AND PROCEDURES**

- 11.1 Committee meetings must be conducted in accordance with Council's prevailing Code of Meeting Practice (as amended from time to time).

## LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER

- 11.2 Minutes of meetings must be kept in accordance with the procedures set out in the Code of Meeting Practice.
- 11.3 The minutes of each Committee meeting will be submitted the Governance Committee of Council for briefing the Councillors.
- 11.4 The minutes of each Committee meeting will be submitted to the next Ordinary Meeting of Council for Council consideration and endorsement following the Governance Committee briefing.
- 11.5 The Committee must observe the provisions of any other relevant Council policy and procedure.
- 11.6 The Agenda of the committee will be consistent across all meetings following a set run sheet:
- i. Previous Business – review of items from previous minutes and any matters needed to be reported back to the committee. (10 min)
  - ii. Report from Heritage Officer regarding update on state heritage nominations or ongoing projects (15min)
  - iii. Report from Local Studies regarding management of the collection and associated matters (15min)
  - iv. Report from Liverpool Regional Museum regarding exhibition planning and management as well as management of the collection. (15min)
  - v. Presentation from Strategic Planning or Development Assessment in relation to any development applications or planning proposals where Heritage is a consideration. (30min)
  - vi. Presentation from Project Delivery and Facilities Management regarding the capital works program for Heritage assets and regular update on maintenance. (30min)
  - vii. General Business (10 minutes)
- ~~11.6a~~
- ~~11.6~~ ~~Questions from Committee Members for Council response are to be submitted to Council at least two (2) weeks prior to the Committee Meeting.~~
- 11.7 Prior to the endorsement of the previous minutes of the Committee, ten minutes will be allocated to consider any actions endorsed and follow up questions.
- 11.8 General Business for a maximum of 10 minutes will be allocated at the end of a committee meeting to provide committee members an opportunity to raise and discuss general matters.
- ~~11.7~~11.9 During General Business, the time available for each individual committee member will be restricted to 2 or 3 minutes, depending on the number of committee members who wish to speak during General Business.

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Outline numbered + Level: 3 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 3.54 cm + Indent at: 4.17 cm

Formatted

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

~~11.8~~11.10 A register of actions and motions will be maintained for the Committee and presented with the minutes for the consideration of the Committee.

~~11.9~~11.11 Meetings will be run in a hybrid format with in-person and TEAMS streaming facilitated.

~~11.10~~11.12 Meetings will be held at either the Heritage Resource Library, Yellamundie, the Level 11 Boardroom, Civic Place or the Former Liverpool Courthouse, notification of venue will be made through the agenda sent out prior to the meeting of the Committee.

**12.0 INSURANCE COVER**

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

**13.0 OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

- 13.1 All Members are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.
- 13.2 Should a Member be found to be in breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 13.3 A breach of the Code of Conduct may result in that Member concerned being excluded from membership of the Committee.
- 13.4 If a Member has a pecuniary interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest as soon as practicable at the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 13.5 A Member who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a Member has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 13.6 A Member will deal with a non-pecuniary conflict of interest in at least one of these ways:

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

- a. Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists; or
- b. Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in Clause 4.29 of the Code of Conduct applied.
- c. Members declaring a conflict of interest, whether pecuniary or non-pecuniary, must complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with the prevailing Code of Conduct and Ethical Governance: Conflicts of Interest Policy (as amended from time to time).

**14.0 CONFIDENTIALITY AND MANAGING PRIVACY**

- 14.1 Members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Members are required to maintain confidentiality and security in relation to any such information and not access, use, or remove that information, unless authorised to do so.
- 14.2 The *Privacy and Personal Information Protection Act 1998* (NSW) and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 14.3 Should a Member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

**15.0 MEDIA PROTOCOL**

- 15.1 The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- 15.2 No other Member is permitted to speak to the media in their capacity as a Member.

**16.0 REVIEW OF THE COMMITTEE AND THIS CHARTER**

- 16.1 Council will review the work of the Committee and this Charter every two (2) years.
- 16.2 The CEO shall be delegated to make minor amendments to this Charter, as required from time to time such as formatting and grammar, to meet

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

legislative requirements, NSW Government guidelines regarding heritage or changes to Council's structure. Amendments that are other than minor must be endorsed by Council.

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER****AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

TBC

**REVIEW DATE**

TBC

**DEPARTMENT RESPONSIBLE**

City Planning

**VERSION**

Version	Amended by	Changes Made	Date	TRIM Number
1	Council Resolution	Minor changes	26 August 2015	207351.2015
2	Council Resolution	Minor changes	16 December 2015	339482.2015
3	Council Resolution	Amendment to Functions, Membership, Quorum and Decision Making and General Public,	30 August 2017	242312.2017
4	Council Resolution	Amendment to functions, membership and nomination and selection criteria.	6 February 2019	044928.2019

**LIVERPOOL BUILT AND CULTURAL HERITAGE ADVISORY COMMITTEE CHARTER**

5		Charter amendment including change to name, functions, objectives, purpose, interpretation and adding duties and responsibilities.	06/01/2025	
---	--	--	------------	--

**REFERENCES**

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Conflicts of Interest Policy

Liverpool City Council: Privacy Policy

### Council Heritage Committee Benchmarking

	Willoughby Council	Townsville Council	Liverpool City Council	Indigo Shire Council	Geelong Council	Ballarat Council	Yarra Council	NSW Metropolitan Memorial	Cumberland Council	Hawkesbury Council	City of Parramatta
Defined purpose with roles and responsibilities	Y	Y		Y	Y	Y	Y	Y			
Chairperson – Community Member	Y				Y			Y	Y	Y	
Chairperson – Councillor		Y	Y	Y		Y	Y				
Alignment with CSP	Y										
Separate council secretariat	Y	Y		Y	Y	Y					
Separate council facilitator	Y	Y		Y	Y	Y					
Membership minimum 6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Membership requires heritage qualifications or experience	Y			Y	Y	Y	Y	Y			
Membership requires community connections or membership of a heritage group.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Frequency – quarterly		Y	Y	Y	Y			Y	Y	Y	
Frequency – monthly											
Frequency – every two months	Y					Y	Y				
Term of Membership – aligned with Council elections	Y	Y		Y			Y		Y	Y	
Term of Membership – 2 or 3 years			Y		Y	Y		Y			
Requirement to create a 4 year committee action plan to align with CSP				Y							



## PD 02

**New Liverpool LEP Gateway Determination -  
Next Steps**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality design to provide best outcomes for a growing city
<b>File Ref</b>	256802.2025
<b>Report By</b>	Brianna Van Zyl - Executive Planner
<b>Approved By</b>	Lina Kakish - Director Planning & Design

**EXECUTIVE SUMMARY**

On 29 May 2024, Liverpool City Council ("Council") endorsed a Principal Planning Proposal ("Planning Proposal") which seeks to establish a new Local Environmental Plan (LEP) for Liverpool. The Planning Proposal was subsequently forwarded to the NSW Government for Gateway Assessment in August 2024. A copy of the Council Report and Resolution is provided in **Attachment 2**.

On 22 April 2025, Council received a Gateway Determination (**Attachment 1**) from the Department of Planning, Housing and Infrastructure (DPHI). The Gateway Determination included a number of conditions that must be addressed for the Planning Proposal to continue progressing.

Unfortunately for Council, the Gateway Determination did not support several key aspects of the Planning Proposal including:

- The proposed downzoning of residential land from R4 High Density Residential to R3 Medium / R2 Low Density Residential where interface issues have been identified, or where land is far from a centre;
- The proposed downzoning of residential land from R3 Medium Density Residential to R2 Low Density Residential where areas have recently been developed and reflect a low-density character; and
- The reduced height and floor space ratios proposed for commercial-zoned land.

These changes were put forward having regard to local character, as well as the available services and public transport provision in these areas. The proposed changes have also been underpinned by over two (2) years of strategically informed land use planning and community engagement.

Despite having these considerations, the new LEP as proposed by Council is still effective in seeing latent housing capacity increase from 31,825 new residential dwellings to approximately 41,250 new residential dwellings – an increase of nearly **9,500** new homes.

In light of the Gateway Determination received, a breakdown of the available pathways to progress the Planning Proposal include:

- **Option 1** – Proceed with Gateway Determination;
- **Option 2** – Lodge a Gateway Review; and
- **Option 3** – Split the Planning Proposal to progress the changes unimpacted by the Gateway conditions in Stage 1 and address the residential and commercial changes in collaboration with the DPHI in Stage 2.

The three potential options are detailed further in the body of this Report. Option 1 provides the most straightforward and time efficient approach, however it would undermine some of the extensive work undertaken to inform the Planning Proposal. It would also mean growth is delivered in areas that are missing the essential services and infrastructure needed to support the increased dwelling density which is not a great outcome for our growing communities.

Whilst Option 2 would provide an opportunity to seek a review of the Gateway Determination, given the current push for more housing at all costs by the NSW Government, this is likely to be an unrewarding pursuit of Council resources.

Progressing Option 3 and splitting the Planning Proposal into two separate stages would allow beneficial LEP changes to progress via Stage 1, whilst still protecting the current urban fabric of our suburbs in the interim while a preferred approach for Stage 2 is negotiated with the DPHI. Furthermore, Option 3 would also enable long overdue amendments to our planning controls to proceed without further delays and under Stage 2, assess how the NSW Government's recently-introduced Low and Mid-Rise Housing Reforms will impact dwelling capacity within our Residential Zones.

At the Ordinary Meeting of Council on 23 July 2025, Council resolved to defer a decision on a preferred way forward for this Planning Proposal (Item PD 03) to enable a further standalone briefing to be held so Council staff could walk Councillors through the three proposed options in further detail. At the Meeting, Council also resolved to formally seek a Gateway Review extension from the DPHI.

The requested standalone briefing was subsequently held on 29 July 2025 and after a formal request was sent to the DPHI on 25 July 2025 seeking a Gateway Review extension, Council received correspondence from the DPHI on 4 August 2025 confirming that an extension had been granted until 31 August 2025. A copy of the DPHI correspondence is provided in **Attachment 3**.

At the standalone briefing held on 29 July 2025, some additional information requests were taken on notice including the following items:

- Interfaces between land zoned R4 High Density Residential and R3 Medium Density Residential;
- Height of Building within certain Commercial Centres;
- Height of Building controls within *Liverpool Local Environmental Plan 1997*; and
- Application of the *State Environmental Planning Policy (Housing 2021)*.

A formal Memo has been circulated to Councillors in advance of this Ordinary Meeting of Council responding to these outstanding items.

Following consideration of the most appropriate option to progress the Principal Planning Proposal for a new Liverpool LEP, Council staff recommend that Option 3 – splitting the Planning Proposal into two stages – be progressed.

Option 3 allows beneficial LEP changes to progress via Stage 1 whilst providing additional time to work collaboratively with the DPHI to determine how best to approach the proposed residential and commercial zoning changes. This will also allow for the NSW Government's recently-introduced Low and Mid-Rise Housing Reforms to be properly considered. This preferred approach is reflected in the Report recommendation (Item 4).

## **RECOMMENDATION**

---

That Council:

1. Receives and notes this Report;
2. Notes the Gateway Determination issued by the Department of Planning, Housing and Infrastructure (**Attachment 1**);
3. Notes the Gateway Extension granted by the Department of Planning, Housing and Infrastructure for the Principal Planning Proposal for a new Liverpool Local Environmental Plan until 31 August 2025 (**Attachment 3**); and
4. Endorses the progression of the Principal Planning Proposal for the new Liverpool Local Environmental Plan through two separate stages, comprising of:
  - a) Stage 1 which will broadly progress changes to industrial, infrastructure, environmental and recreational zoned land, as well as other relevant miscellaneous changes / identified errors. Stage 1 will also include Build-to-Rent and additional bonus provisions in the Liverpool City Centre, Gateway Sites and Schedule 1 Clause 9 changes; and
  - b) Stage 2 which will progress other residential and commercial land changes.

---

## REPORT

---

### Background

At the Ordinary Meeting of Council on 2 February 2022, Council endorsed the '100-Day Plan' which included the following commitments:

- “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. 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). This is outlined further below, along with a detailed timeline of the steps taken to date.

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*’.

At the Ordinary Meeting of Council on 29 May 2024, Council resolved to endorse the draft Principal Planning Proposal for the new LEP – with some minor changes – and submit it to the NSW Government for Gateway Determination. Copies of the Report (Item PLAN 05) and the associated Council Resolution are provided in **Attachment 2**.

In August 2024, the Planning Proposal was forwarded to the NSW Government for a Gateway Determination.

On 22 April 2025, Council finally received a Gateway Determination from the DPHI. A copy of the Gateway Determination is provided in **Attachment 1**.

Following receipt of the Gateway Determination, Council wrote to the Minister for Planning and Public Spaces, the Hon. Paul Scully MP, requesting a meeting to discuss the Gateway Conditions and for bespoke options to be considered. A copy of the correspondence is provided in **Attachment 4**.

Council subsequently received a response from the DPHI on behalf of the Minister for Planning and Public Spaces on 10 July 2025 which noted that the DPHI could not support any reduction in housing capacity given the current housing supply challenges. A copy of the correspondence is provided in **Attachment 5**.

In light of the Gateway Determination received and the follow-up correspondence received from the DPHI on behalf of the Minister for Planning and Public Spaces, Council staff identified the following three (3) options to progress the Planning Proposal:

- **Option 1** – Proceed with Gateway Determination;
- **Option 2** – Lodge a Gateway Review; and
- **Option 3** – Split the Planning Proposal to progress the changes unimpacted by the Gateway conditions in Stage 1 and address the residential and commercial changes in collaboration with the DPHI in Stage 2.

Of the three options considered, Council staff recommended that Option 3 – splitting the Planning Proposal into two stages – would be the preferred approach as it allows beneficial LEP changes to progress via Stage 1 whilst providing additional time to work with the DPHI in Stage 2 to determine how best to approach the proposed residential and commercial zoning changes.

At the Ordinary Meeting of Council on 23 July 2025, Council resolved to defer a decision on a preferred way forward for this Planning Proposal (Item PD 03) to enable a further standalone briefing to be held so Council staff could walk Councillors through the three proposed options in further detail. At the Meeting, Council also resolved to formally seek a Gateway Review extension from the DPHI.

The requested standalone briefing was subsequently held on 29 July 2025 and after a formal request was sent to the DPHI on 25 July 2025 seeking a Gateway Review extension, Council received correspondence from the DPHI on 4 August 2025 confirming that an extension had been granted until 31 August 2025. A copy of the DPHI correspondence is provided in **Attachment 3**.

At the standalone briefing held on 29 July 2025, some additional information requests were taken on notice including the following items:

- Interfaces between land zoned R4 High Density Residential and R3 Medium Density Residential;
- Height of Building within certain Commercial Centres;
- Height of Building controls within *Liverpool Local Environmental Plan 1997*; and
- Application of the *State Environmental Planning Policy (Housing 2021)*.

A formal Memo has been circulated to Councillors in advance of this Ordinary Meeting of Council responding to these outstanding items.

## **Principal Planning Proposal – New Liverpool Local Environmental Plan**

The overarching objectives of this Planning Proposal are to:

1. Establish a new Liverpool Local Environmental Plan, to align with the strategic vision of the Western City District Plan and the Liverpool Local Strategic Planning Statement (LSPS);
2. Implement the endorsed Liverpool Land Use Strategy actions (e.g. Liverpool Housing Strategy); and
3. Repeal the *Liverpool Local Environmental Plan 2008*.

In summary, the Planning Proposal applies revised land use zones, development standards (e.g. maximum height of buildings) and local Clause provisions relating to residential, commercial, industrial, recreational and environmental land across the LEP application area. The LEP application area primarily covers the Established Suburbs and Far-Western Rural Areas of the Liverpool LGA.

### *Residential Land*

In relation to residential land, the changes included in the Planning Proposal for the new LEP have been guided by the following Council-endorsed Planning Principles:

- *Encourage high density residential development around the City Centre, Town Centres and transport corridors;*
- *Facilitate appropriate transition from R4 High Density to R3 Medium Density Residential;*
- *Promote high quality medium density residential development near centres;*
- *Incentivise Medium Density housing to create housing diversity; and*
- *Protect suburban character of low-density area.*

In light of the above Principles, the Planning Proposal implements a strong focus on addressing the current housing crisis, however, in a balanced manner that facilitates density in locations that are adequately serviced by infrastructure.

Resultingly, the new LEP as proposed by Council would see latent housing capacity increase in Liverpool from 31,825 new residential dwellings to approximately 41,250 new residential dwellings, which is an increase of nearly **9,500 new homes**.

### Planning Proposal Timeline

A comprehensive timeline of events associated with the Principal Planning Proposal is to establish a new Liverpool Local Environmental Plan is provided below:

- **February 2022** – Council endorsed their commitment to “*Start the process to create a new Liverpool LEP as a matter of urgency*”;
- **May to 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 to 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 to August 2023** – Procurement processes to engage a Consultant to undertake additional investigations to support the Planning Proposal;
- **August to November 2023** – Additional investigations including yield, feasibility and design testing undertaken by Mecone, Smith & Tzannes, and Atlas Economics.
- **November 2023** – Preparation of the Principal Planning Proposal and Attachments;
- **December 2023** – Presentation of the Principal Planning Proposal to the Local Planning Panel (LPP);
- **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** – Matter was re-reported to the Ordinary Meeting of Council on 24 April 2024 for Council consideration and again deferred;
- **May 2024** – Further Councillor briefing on the LEP Review Project was undertaken at the May Governance Committee Meeting on 14 May 2024. The Planning Proposal was



endorsed being sent to DPHI for Gateway Assessment (subject to another of amendments);

- **August 2024** – Planning Proposal package was submitted for Gateway Assessment; and
- **April 2025** – Gateway Determination was received from the DPHI on 22 April 2025.

### **Gateway Determination**

On 22 April 2025, Council received a Gateway Determination (**Attachment 2**) from the Department of Planning, Housing and Infrastructure (DPHI). The Gateway Determination included a number of conditions that must be addressed for the Planning Proposal to continue progressing.

Significantly, the Gateway Determination did not support several key aspects of the Planning Proposal, including the proposed downzoning of certain residential and commercial areas.

More specifically, this includes:

- The downzoning of residential land from R4 High Density Residential to R3 Medium Density Residential where interface issues have been identified (i.e. parts of Liverpool, Casula, Green Valley, Cartwright and Lurnea);
- The downzoning of residential land from R4 High Density Residential to R2 Low / R3 Medium Density Residential where land is far from a centre and associated supporting infrastructure (i.e. parts of Chipping Norton, Ashcroft and Hinchinbrook);
- The reduced Height of Building (12m) and Floor Space Ratio (0.9:1) proposed for parts of Moorebank, Casula, Green Valley, Ashcroft and Cartwright zoned R4 High Density Residential. This was proposed to help address local character and ensure appropriate transitions down to existing development;
- The downzoning of residential land from R3 Medium Density Residential to R2 Low Density Residential where areas have recently been developed and reflect a low-density character (i.e. parts of Moorebank, Carnes Hill, Wattle Grove, Prestons and Cecil Hills); and
- The reduced Height of Building and Floor Space Ratio controls proposed for commercial-zoned land has not been supported.



### Options for Next Steps

A breakdown of the available pathways to progress the Planning Proposal are detailed in *Table 1* below.

*Table 1 – Options to Progress Planning Proposal*

Option 1: Proceed with Gateway Determination	Option 2: Lodge a Gateway Review	Option 3: Split the Planning Proposal
Progress with the Planning Proposal and comply with all the conditions of the Gateway Determination.	Lodge a Gateway Review formally with the DPHI, seeking to remove the conditions considered to be inappropriate.	Split the Planning Proposal and progress the changes unimpacted by the Gateway conditions in Stage 1, and residential changes in Stage 2.
<ul style="list-style-type: none"> <li>• Most time efficient option</li> <li>• Does not reflect a balanced approach as the new LEP will only seek to maximise density without consideration of infrastructure provision and character</li> <li>• Together with recent significant changes to our planning controls (under the Low &amp; Mid Rise Housing Reforms) will have poor implications on urban fabric.</li> </ul>	<ul style="list-style-type: none"> <li>• Will require additional resourcing &amp; reporting to the DPHI</li> <li>• Likely to result in further delays for the entire project</li> <li>• No appetite currently from NSW Government for any reductions in residential density</li> </ul>	<ul style="list-style-type: none"> <li>• Stage 1 which will broadly progress changes to industrial, infrastructure, environmental and recreational zoned land, as well as other relevant miscellaneous changes / identified errors. This approach will enable public exhibition to occur for long overdue amendments to our planning controls to proceed without further delays.</li> <li>• However, will require additional resourcing and potentially costs if additional reports are needed for Stage 2.</li> <li>• Provides opportunity for Stage 2 changes to be further worked on and justified and put forward at a time when the DPHI may be more palatable to them.</li> </ul>

Option 1 provides the most straightforward and time efficient approach, however, will undermine some of the extensive work undertaken to inform the Planning Proposal, including the guiding Principles endorsed by Council.

Amending the Planning Proposal to comply with the Gateway Determination as it currently stands will also mean growth is delivered in areas that are missing the essential services and infrastructure needed to support this density.

This scenario is not beneficial for our community, particularly after the NSW Government's Low and Mid-Rise Housing Reforms have come into force to permit Dual Occupancies in the R2 Low Density Residential zone in 2024. This reform further increased housing capacity within the Liverpool LGA, and well beyond the additional capacity estimated for the new LEP.

Whilst there is an opportunity to seek a review of the Gateway Determination (being Option 2), given the current push for housing at all costs by the NSW Government, this is likely to be an unrewarding pursuit of Council resources.

Rather, progressing Option 3 and splitting the Planning Proposal into two separate stages will allow beneficial LEP changes to progress, whilst still protecting the current urban fabric of our suburbs in the interim.

This approach will enable long overdue amendments to our planning controls to proceed without further delays. For instance, changes that seek to encourage industrial development amidst a shortage of urban services, as well as strengthening the environmental considerations in our LEP through new clauses that address matters like urban heat and water sensitive urban design.

The residential land changes and commercial can subsequently be dealt with in a second stage when additional justification can be prepared to support the amendments. This will also provide Council the opportunity to reconsider these amendments in light of the NSW Government's assessment, but also the additional housing capacity created under the Low and Mid-Rise Housing Reforms. Option 3 may require additional resourcing to complete Stage 2 however a Project Plan would be prepared and subject to a further Council Report.

Therefore, Council staff are recommending the progression of the Principal Planning Proposal for the new Liverpool Local Environmental Plan through the following two stages:

- Stage 1 which will broadly progress changes to industrial, infrastructure, environmental and recreational zoned land, as well as other relevant miscellaneous changes / identified errors. Stage 1 will also include Build-to-Rent and additional bonus provisions in the Liverpool City Centre, Gateway Sites and Schedule 1 Clause 9 changes; and
- Stage 2 which will progress other residential and commercial land changes.

This preferred approach is reflected in the Report recommendation (Item 4).

---

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation at this stage.

Once a Project Plan is developed for Stage 2 however, additional costs may be needed for additional reports, if deemed necessary. Should this be the case however, a further Report will be tabled at a future Ordinary Meeting of Council to consider any further funding needed.

Council has an allocated budget for the LEP & DCP Review which has been included in Council's budget for the current year and long-term Financial Plan.

201594 – LEP & DCP Review	2025/2026 Remaining
Total	\$150,547

## **CONSIDERATIONS**

<b>Economic</b>	Further develop a commercial Centre that accommodates a variety of employment opportunities.  Facilitate economic development.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Regulate for a mix of housing types that responds to different population groups such as young families and older people.
<b>Civic Leadership</b>	Act as an environmental leader in the community.
<b>Legislative</b>	Division 3.2 and 3.4 of the <i>Environmental Planning and Assessment Act 1979</i> .
<b>Risk</b>	<p>The risk is deemed to be Medium.</p> <p>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.</p> <p>If Council progresses the Planning Proposal in accordance with the Gateway Determination (Option 1), it would undermine the strategic work completed to date and result in growth in areas that are devoid of essential infrastructure.</p>

	<p>Furthermore, seeking a Gateway Review (Option 2) will likely result in further delays for Project and given the current push for housing, it is unlikely to be supported by the Independent Panel.</p> <p>DPHI has granted an extension for the Gateway Review Process until 31 August 2025 (see <b>Attachment 3</b>) – as such, a Council-endorsed decision on the preferred way forward for the Planning Proposal needs to be achieved at the August 2025 Ordinary Meeting of Council.</p>
--	---

## **ATTACHMENTS**

1. Attachment 1 - New Liverpool Local Environmental Plan - Gateway Determination - April 2025 (Under separate cover)
2. Attachment 2 - New Liverpool Local Environmental Plan - Council Report and Resolution - 29 May 2024 (Under separate cover)
3. Attachment 3 - DPHI Correspondence - Gateway Review Extension - New Liverpool Local Environmental Plan - August 2025 (Under separate cover)
4. Attachment 4 - CEO Letter - New Liverpool Local Environmental Plan (PP-2024-1920) - Gateway Determination (Under separate cover)
5. Attachment 5 - DPHI Correspondence - Response to Council Concerns over Gateway Conditions - New Liverpool Local Environmental Plan - July 2025 (Under separate cover)

<b>PD 03</b>	<b>Street Naming - Recognition of Serbian Community in Liverpool</b>
--------------	--

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
<b>File Ref</b>	216212.2025
<b>Report By</b>	Lilyan Abosh - Senior Strategic Planner
<b>Approved By</b>	Lina Kakish - Director Planning & Design

## **EXECUTIVE SUMMARY**

This Report seeks Council endorsement to bank a list of future street names that recognises the contribution of the Serbian Community in the Liverpool Local Government Area (LGA).

At the Ordinary Meeting of Council on 26 February 2025, a Mayoral Minute (MAYOR 06) was tabled regarding the need to recognise the Serbian Community in Liverpool. A copy of the Mayoral Minute is provided in **Attachment 1**.

At the Meeting, the following recommendation (amongst others) was endorsed by Council:

3. *Create a register of street names to be used when required which recognises all of the various multicultural influences in the vibrant City of Liverpool, including the names Serbia Boulevard, Belgrade Parade, Obilic Avenue and Avala Drive in recognition of the Serbian community and the other communities who call Liverpool home.*

In response to the Council Resolution, the nominated street names were assessed against the Geographical Names Board's (GNB) *NSW Address Policy and User Manual* and Council's *Naming Convention Policy*. Following the assessment, aside from the name 'Obilic', the GNB rejected the names 'Serbia', 'Belgrade' and 'Avala' on account of sounding too similar to several existing road names.

In light of this, Council staff have proposed a register of alternate Serbian names which align with the *NSW Address Policy and User Manual* and as such, have received pre-approval from the GNB. This includes the following names:

- Golubac
- Nusic
- Obilic

- Studenica
- Tesla
- Uvac
- Vlasina

It is proposed to bank these names for future use in Edmondson Park. Although the current street naming theme for Edmondson Park is military, this theme has been exhausted, with only a handful of banked names left unused. Edmondson Park would therefore benefit from a new theme being introduced as new names will be needed as the suburb is further developed.

Subject to Council endorsement, the proposed street names will be publicly exhibited for a period of 28 days, before seeking formal approval from the GNB.

## **RECOMMENDATION**

---

That Council:

1. Receives and notes this Report;
2. Supports the list of future street names – namely Golubac, Nusic, Obilic, Studenica, Tesla, Uvac and Vlasina – to be used to inform development of new subdivisions proposed for Edmondson Park;
3. Publicly exhibits the names in accordance with Council's Naming Convention Policy, for a period of 28 days;
4. Following public exhibition, forwards the proposed street names to the NSW Geographical Names Board seeking formal approval;
5. Authorises the Chief Executive Officer to undertake the process of gazettal, if there are no objections received during public exhibition.

## **REPORT**

---

### **Background**

At the Ordinary Meeting of Council on 26 February 2025, a Mayoral Minute (MAYOR 06) was tabled regarding the need to recognise the Serbian Community in Liverpool. A copy of the Mayoral Minute is provided in **Attachment 1**.

At the Meeting, the following Resolution was endorsed by Council:

*To acknowledge the contribution of our Serbian community to Liverpool I propose that Council*

- 1. Engage in discussions with SOYA around sponsorship options for the Serbian Festival Sydney, and other activities conducted by SOYA;*
- 2. In conjunction with the Serbian Council of Australia (the peak-body of the Serbian community (SCofA)), SOYA and the Serbian Orthodox Church, investigate and bring a report back to a future Council meeting the opportunity to dedicate a park to the Serbian community;*
- 3. Create a register of street names to be used when required, which recognises all of the various multicultural influences in the vibrant city of Liverpool, including the names Serbia Boulevard, Belgrade Parade, Obilic Avenue and Avala Drive in recognition of the Serbian community and the other communities who call Liverpool home.*

This Report responds to Item 3 of the Resolution (MAYOR 06) from 26 February 2025. Items 1 and 2 will be actioned separately by Council and therefore not addressed in this Report.

### **Assessment of Council Proposed Names**

When considering a proposed street name, Council staff are required to assess the name in accordance with the Geographical Names Board's (GNB) *NSW Address Policy and User Manual* and Council's *Naming Convention Policy*.

Section 6 of the *NSW Address Policy and User Manual* outlines the principles all road naming proposals must abide by. Under these principles, uniqueness is one of the most essential qualities required of a new street name. A street name is regarded as a duplicate if it is the same or similar in spelling / sound to an existing name that is located within a 10km radius.

Given that the Council resolution does not nominate an area for the street names register, Council staff have undertaken research to identify areas within the LGA with a significant concentration of Serbian communities.

Based off 2021 census data sourced from Profile ID, Liverpool (7%), Elizabeth Hills (5.1%) and Warwick Farm (4.3%) have the highest percentage of residents with Serbian ancestry within the Liverpool LGA. However given that these suburbs are established, new street names are not required for these areas.

Alternatively, it is proposed to bank names under this theme for Edmondson Park. Edmondson Park is a Growth Area suburb which will require new street names as the suburb is further developed. Although the current street naming theme for Edmondson Park is military, this

theme has been exhausted with only a handful of banked names left unused. Edmondson Park would therefore benefit from a new theme being introduced.

Based on the proposal to utilise the Serbian names for new streets in Edmondson Park, the GNB rejected the names 'Serbia', 'Belgrade' and 'Avala' on account of sounding too similar to several existing road names within a 10km radius. 'Obilic' however received pre-approval from the GNB. Further detail on the reasoning provided by the GNB to reject the names 'Serbia', 'Belgrade' and 'Avala' is provided below.

#### *Serbia Boulevard*

Serbia Boulevard was rejected by the GNB as it is considered too similar sounding to existing road names within a 10km radius. This includes Seri Place in Bossley Park.

#### *Belgrade Parade*

Belgrade Parade was rejected by the GNB as it is considered too similar sounding to existing road names within the duplication radius. This includes Belgravia Place in Gledswood Hills, and Bega Close in Prestons.

#### *Avala Drive*

Avala Drive was rejected by the GNB as it is considered too similar sounding to existing road names within the 10km radius. This includes Avalli Road in Prestons and Avalon Close in Bossley Park.

### **Alternate Names Proposed**

Council is bound to comply with the street naming principles enforced by the GNB which significantly limits the scope of names which may be considered under this theme.

For instance, numerous names initially researched / suggested did not satisfy the GNB's principles due to duplication issues, or were considered too difficult to spell, pronounce or write (as per Section 6.7.2(b) of the Policy).

Furthermore, the GNB has also objected to any words that do not have a meaning in the English language. As such, nouns like the names of places and people could only be progressed.

Given the naming restrictions enforced by the GNB, *Table 1* provides a summary of Serbian names in addition to 'Obilic' that have received pre-approval from GNB. It is recommended that Council endorse these alternate names for new streets in Edmondson Park in lieu of 'Serbia', 'Belgrade' and 'Avala' not receiving pre-approval from the GNB.



*Table 1 – List of Alternate Serbian Names Proposed for Council Endorsement*

<b>Proposed Name</b>	<b>Meaning</b>
Uvac	The Uvac Special Nature Reserve is a famous natural wonder of Serbia, known for its breathtaking landscapes and diverse wildlife. It includes the Uvac Canyon and River.
Tesla	In reference to Nikola Tesla, a Serbian American inventor and Engineer best known for his contributions to the design of the Alternating Current (AC) electrical system – the basis of the modern electricity grid.
Nusic	Nusic is in reference to Branislav Nušić who was a prominent Serbian playwright, storyteller, novelist, journalist, diplomat and founder of modern rhetoric in Serbia.
Golubac	Golubac is a town in Serbia famously known for its medieval fortress, the Golubac Fortress. The Golubac Fortress is a heritage-listed site and is recognised as a cultural monument of exceptional importance in Serbia.
Studenica	Studenica is in reference to the Studenica Monastery, a UNESCO world heritage-listed site located in the Raška district of central Serbia. The Monastery is one of largest in Serbia and houses the remains of the first Serbian ruler and first Serbian king.
Vlasina	The Vlasina is a river in southeastern Serbia, which leads out to the Vlasina Lake and also gives its name to the surrounding Vlasina region. The ‘floating islands’ found on the surface of the lake are also a key attraction

### **Next Steps**

If supported by Council the proposed street names – namely Golubac, Nusic, Obilic, Studenica, Tesla, Uvac and Vlasina – will be placed on public exhibition for 28 days. Following public exhibition, if no objections are received, the proposed street names will be forwarded to the GNB for formal approval and gazettal to the NSW Parliamentary Counsel’s Office (PCO) under the delegation of the Chief Executive Officer (or delegate).

If during the public exhibition Council does receive objections to the proposed street names, or reason to reconsider the proposed names, from either community representatives or relevant Government Agencies, Council staff will consider the scale of the objections to determine whether to proceed. If it is determined not to proceed with the proposed street names, a Report will be prepared for the next available Ordinary Meeting of Council to seek Council endorsement to formally withdraw the naming request.

Should Council proceed with the proposed street names, relevant stakeholders such as Australia Post, NSW Police, NSW Ambulance, Fire and Rescue NSW, NSW Rural Fire Service, NSW State Emergency Service, NSW Volunteer Rescue Association, and Transport for NSW will be notified.

Once a subdivision is near completion and requires a new Street name in Edmondson Park, Council staff will work with the Proponent to allocate a street name from the endorsed list.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Preserve and maintain heritage, both landscape and cultural as urban development takes place.
<b>Civic Leadership</b>	Foster neighbourhood pride and a sense of responsibility.
<b>Legislative</b>	<p>Pursuant to Section 162 of the <i>Roads Act 1993</i>, Council may name and number all public roads for which it is the roads authority. Council may only name a road if it has given the Geographical Names Board (GNB) at least one month's notice of the proposed name.</p> <p>Clause 7 of the Roads Regulation 2018 outlines the procedure for naming roads, requiring prior publication of a proposal, notification of relevant parties (e.g. Australia Post) and consideration of submissions. If a relevant party objects, Council may not proceed with the proposal without Ministerial approval.</p>
<b>Risk</b>	<p>The risk is deemed to be Low.</p> <p>Council is bound to comply with the principles for street naming enforced by the GNB, which has significantly limited the scope of names which may be considered under this theme.</p> <p>If Council endorse the recommendation however, an exhibition period will follow, which will provide an opportunity for community members to provide their feedback and input on the proposed names.</p> <p>The risk is considered within Council's risk appetite given the recommendation of the Report.</p>

## **ATTACHMENTS**

1. Attachment 1 - Mayoral Minute - Recognition of the Serbian Community in Liverpool - Ordinary Meeting of Council - 26 February 2025

**MAYORAL MINUTE**

**ITEM NO:** MAYOR 06  
**SUBJECT:** Recognition of the Serbian Community in Liverpool  
**REPORT OF:** Mayor Ned Mannoun  
**DATE:** 26 February 2025

The Serbian community across Liverpool has made, and continues to make, significant contributions to our city. Many of our residents of Serbian heritage now call Liverpool home.

On 15 February 2025, I had the pleasure of representing the City of Liverpool at the Serbian Festival Sydney (**SFS**) held in Darling Harbour.

The SFS is an entirely volunteer organised and run event, headed up by the Serbian Orthodox Youth Association Inc (**SOYA**), based here in Liverpool.

The SFS is one of the largest displays of Serbian culture outside Europe, and had over 80,000 visitors across the two day event. It was a tremendous occasion and the absolute best of multiculturalism was on display. I congratulate the organisers on a fabulous event.

**RECOMMENDATION**

To acknowledge the contribution of our Serbian community to Liverpool I propose that Council

1. engage in discussions with SOYA around sponsorship options for the Serbian Festival Sydney, and other activities conducted by SOYA;
2. in conjunction with the Serbian Council of Australia (the peak-body of the Serbian community (**SCofA**)), SOYA and the Serbian Orthodox Church, investigate and bring a report back to a future Council meeting the opportunity to dedicate a park to the Serbian community;
3. create a register of street names to be used when required, which recognises all of the various multicultural influences in the vibrant city of Liverpool, including the names Serbia Boulevard, Belgrade Parade, Obilic Avenue and Avala Drive in recognition of the Serbian community and the other communities who call Liverpool home.

## 18

**COUNCIL DECISION**

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

That the recommendation be adopted.

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

Councillors voted unanimously for this motion.

**COM 01**

**Special Purpose Hire Rate**

<b>Strategic Objective</b>	Evolving, Prosperous, Innovative Facilitate quality local employment, training and education opportunities
<b>File Ref</b>	233422.2025
<b>Report By</b>	Clara McGuirk - Manager Cultural Venues and Events
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

Liverpool is undergoing a significant transformation and is spearheading its identity as the 'University city'. With the prominent presence of Western Sydney University, University of Wollongong, UNSW and Notre Dame and future-focused developments such as the Liverpool Innovation Precinct, Bradfield City Centre and the upcoming Western Sydney Airport, there is a timely opportunity to implement strategies that facilitate education pathways, attract institutional partnerships, and activate city spaces in alignment with Liverpool's long-term vision as a thriving center of knowledge, innovation, and opportunity.

Additionally, Liverpool City Council has a long-standing association and strong collaborative relationship with local emergency services, built on decades of mutual support and shared commitment to community safety. Through joint planning, training exercises, and coordinated responses to incidents, Council works closely with Police, Fire and Rescue NSW, NSW State Emergency Service, and other agencies to protect lives, property, and the local environment. This partnership ensures that Liverpool is better prepared for emergencies, able to respond effectively when incidents occur, and resilient in recovery efforts.

This report seeks Council's endorsement to introduce a new 'Higher Education Venue Hire Rate', an 'Emergency Services Hire Rate', and a new fee-for-service for use of the Board Room at Civic Place. Both proposed rates would provide a 50% reduction on standard hire fees for qualifying organisations.

These rates would be applicable to select Council venues, with a focus on cultural and civic facilities such as the Liverpool Powerhouse and Civic Place, further enhancing these precincts and providing much sought-after amenity for existing tertiary institutions to undertake key events such as open days, graduation ceremonies and examinations. These proposed fees are consistent with the Community Facilities category C rate.

The introduction of a dedicated fee-for-service for the Board Room will ensure equitable access, appropriate cost recovery, and effective management of this premium facility.

These initiatives align with Council's economic development objectives, foster stronger community partnerships, and encouraging activation of the Liverpool City Centre. The application of the hire rates will be subject to a set of conditions to ensure strategic alignment and operational feasibility.

Upon endorsement, the proposed rates will be placed on public exhibition.

---

## **RECOMMENDATION**

---

That Council:

1. Endorse the introduction of a 'Higher Education Venue Hire Rate' set at 50% of the standard hire rate for accredited tertiary institutions for Public Exhibition;
2. Endorse the introduction of an 'Emergency Services Hire Rate' set at 50% of the standard hire rate recognising Council's long-standing collaboration with local emergency services, for Public Exhibition;
3. Endorse the introduction of a new fee-for-service for the use of the Board Room at Civic Place, ensuring equitable access, appropriate cost recovery, and effective facility management, for Public Exhibition;
4. Endorse the application of the 'Higher Education Venue Hire Rate' to long-term hire arrangements (minimum six-month term) and qualifying educational events aligned with the City's strategic goals; and
5. Note that these initiatives align with Council's economic development objectives, strengthen community partnerships, and encourage activation of the Liverpool City Centre as a leading education hub.

**REPORT**

---

Liverpool is undergoing a significant transformation and is spearheading its identity as the 'University city'. With the prominent presence of Western Sydney University, University of Wollongong, UNSW and Notre Dame Study Hubs and future-focused developments such as the Liverpool Innovation Precinct, Bradfield City Centre and the upcoming Western Sydney Airport, there is a timely opportunity to implement strategies that facilitate education pathways, attract institutional partnerships, and activate city spaces in alignment with Liverpool's long-term vision as a thriving center of knowledge, innovation, and opportunity. Additionally, Liverpool City Council has a long-standing association and strong collaborative relationship with local emergency services, built on decades of mutual support and shared commitment to community safety. Through joint planning, training exercises, and coordinated responses to incidents, Council works closely with Police, Fire and Rescue NSW, NSW State Emergency Service, and other agencies to protect lives, property, and the local environment. This partnership ensures that Liverpool is better prepared for emergencies, able to respond effectively when incidents occur, and resilient in recovery efforts.

The introduction of a Higher Education Venue Hire Rate seeks to strengthen Council's existing institutional relationships and incentivise a broader range of tertiary institutions to establish a presence in Liverpool. Offering a 50% reduction on hire rates at select Council-owned venues will encourage greater utilisation of these facilities for tertiary education purposes, including recruitment drives, market testing, classes, examinations, workshops, and industry engagement events. This initiative supports the City's vision of positioning Liverpool as a recognised education hub, attracts investment in skills development, and provides increased opportunities for local residents to access higher education pathways without leaving the area. By fostering closer collaboration with educational providers, Council can help drive economic growth, create local job opportunities, and enhance the City's profile as a center for innovation and learning.

Further, to complement Council's broader events and cultural programming, this initiative will enable a more consistent flow of education-aligned activity and new audiences throughout the calendar year. Together, these strategies aim to sustainably grow Liverpool's reputation as a center for lifelong learning and vibrant activity for youth audiences.

The introduction of an Emergency Services Hire Rate recognises Liverpool City Council's long-standing partnership and collaboration with local emergency service organisations, including Police, Fire and Rescue NSW, NSW State Emergency Service, and NSW Ambulance. These agencies play a critical role in safeguarding the community, responding to crises, and supporting recovery efforts. Providing a dedicated hire rate for the use of Council facilities acknowledges their contribution, assists in reducing operational costs for training, community engagement, and preparedness activities, and strengthens our capacity to work together in emergency planning and response. This initiative reinforces Council's commitment to public safety, resilience, and the value of strong inter-agency relationships.

**Benefits**

The Higher Education Rate would be a strategic tool to encourage long-term partnerships with universities and public/private colleges, and activate Liverpool's venues as accessible and inspiring places of learning, support education-to-employment pathways through student-led programs and presentations and elevate the profile of Liverpool as a University City, supporting local and regional education goals.

It will also incentivise Liverpool's resident institutions to host more public facing programs that build opportunity and activity across Council venues. As the recent UOW Open Day demonstrated, these activities attract broad audiences to familiarise themselves with education amenities in the LGA. UOW as an example hosts several of these 'public facing' events a year, and provide an effective platform for community engagement that reaches beyond their immediate audiences and showcases Council's venues and public spaces.

**Conditions of Hire**

To ensure alignment with Council's strategic objectives, the Higher Education Venue Hire and Emergency Services Rate will apply under the following conditions:

- Tertiary institutions that hold a current memorandum of understanding (MOU) with Council, established to improve access and outcomes for the Liverpool community;
- Are public, government-funded or supported emergency service organisations that are that respond to various emergencies to protect public safety, security and health;
- Emergency Services bookings are to provide a signed letter or email from an authorised officer of the respective agency confirming the booking is for official purposes;
- Long-term bookings for Higher Education providers (minimum six-month hire or repeated semester-based engagements);
- Tertiary Education-aligned initiatives including public lectures, exhibitions, open days, examinations or educational workshops; and
- Venues within Liverpool's civic and cultural precincts, presently the Liverpool Powerhouse and Liverpool Civic Place.

Naturally, all bookings will be subject to review based on venue availability and logistical viability. In the case of Liverpool Civic Place and Liverpool Powerhouse, bookings will be approved on the condition that day-to-day operations and public access remain unaffected and that the activity in question enhances activity to those precincts.

**Civic Tower Level 11 Board Room Hire**

Council's Level 11 Boardroom offers a high-end meeting space that provides premium amenities whilst showcasing sweeping views of the surrounding LGA. The introduction of a corporate rate is an opportunity to welcome leading organisations and industry partners, and foster collaboration and strategic engagement. Opening this space to external hirers increases its utility, enhancing our venue hire portfolio.



Proposed dry-hire fees are as follows;

Level 11 Boardroom	Commercial Rate per hour (Weekday)	\$282.30 incl. GST
Level 11 Boardroom	Commercial Rate per hour (Weekend)	\$359.20 incl. GST

### **Implementation**

The introduction of the Higher Education Venue Hire Rate presents an opportunity to deepen engagement with tertiary institutions already operating in Liverpool, while also attracting those looking to expand into the region.

The introduction of the Emergency Services Hire Rate acts to strengthen collaboration between Council and key agencies to forge long-term mutual benefits.

The rates apply to Liverpool Powerhouse and Civic Place as corporate venues for hire, and the proposed fees are consistent with the Community Facilities category C rate.

Following a 28-day public exhibition period, the proposed new venue hire rates for Council's Civic Place Boardroom, and special purpose hire rates for higher education providers and emergency services would come back to Council for adoption. Once the approved fees were gazetted, these would be applied to the relevant hirers and live quotes.

### **FINANCIAL IMPLICATIONS**

At the time of this report, tertiary institutions have venue quotations of totalling \$43,610. Once the discount is applied, hire fees would be approximately \$21,805.

While the proposed higher education hire rate constitutes a 50% discount on standard fees, this is offset by the potential for consistent, long-term hires replacing intermittent usage, reputational and economic uplift through precinct activation and new revenue streams from previously untapped education sector clients.

The rate may be reviewed annually based on demand and impact.

### **CONSIDERATIONS**

<b>Economic</b>	Facilitate economic development.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Raise awareness in the community about the available services and facilities.  Deliver high quality services for children and their families.

<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	<p>Local Government Act 1993</p> <p>s 8A(1)(b) Councils should carry out functions in a way that provides the best possible value for residents and taxpayers.</p> <p>s 8A(1)(f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.</p> <p>ss 356(1) – (4) a council may in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purposes of exercising its functions. Twenty-eight days public notice of such a proposal is required unless the financial assistance is part of a specific program, details are included in the council's draft operational plan, the proposed budget does not exceed 5 % of the council's proposed income from ordinary rates levied for that year and the program applies uniformly to all persons within the council area or a significant group of persons within the area.</p> <p>Part 10 Fees</p> <p>s 608 (1) A council may charge and recover an approved fee for any service it provides, including supplying a service, product and commodity and allowing admission to any building or enclosure.</p> <p>S 610D(1) A council must take into account certain factors when it determining the amount of a fee for a service, including the cost to council or providing the service, price suggested by any relevant industry body or schedule of charges published by the Department and the importance of the service to the community.</p> <p>S 610E A council may waive or reduce a fee in a particular case if it determines that the case falls within a category in respect of which the council has determine payment should be waived or reduce. Public notice of the reduction or waiver must be given in the draft operational plan or, if it is a new service or a change to the nature or extent of an existing service, 28 days public must be given.</p>
<b>Risk</b>	<p>The risk is deemed to be Low.</p> <p>The implementation of the Higher Education Rate would result in the 50% discount of existing fees, reducing profit margin substantially as a result. However, as we've not attracted these audiences in the past with relative consistency, and noting this would then increase marketability and appeal of said hirers, the activity generated is expected to offset the discount to nil effect or to Council's benefit.</p>

## **ATTACHMENTS**

Nil

**COM 02****Review of Councillor Induction and Professional Development Policy and Councillor Briefing Procedure.**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	235556.2025
<b>Report By</b>	Justine Young - Acting Manager Civic and Executive Services
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

As part of Council's governance and compliance responsibilities, it is essential to ensure that policies remain current and fit for purpose.

The following two Policies have been reviewed:

- Councillor Induction and Professional Development Policy; and
- Councillor Briefing Procedure.

The overall framework of both documents remains unchanged, minor updates have been made to reflect current practices. This includes the removal of outdated COVID-19-related references and an update to the review timeline, as well as minor numerical corrections throughout the documents.

**RECOMMENDATION**

That Council:

1. Endorses the Councillor Induction and Professional Development Policy noting that the date for review will be 1 August 2028; and
2. Endorses the updated Councillor Briefing Procedure, noting the changes listed in this report.

## **REPORT**

---

As part of Council's governance and compliance responsibilities, it is essential to ensure that policies remain current and fit for purpose.

The following two Policies have been reviewed:

- Councillor Induction and Professional Development Policy; and
- Councillor Briefing Procedure.

The overall framework of both documents remains unchanged, minor updates have been made to reflect current practices. This includes the removal of outdated COVID-19-related references and an update to the review timeline, as well as minor numerical corrections throughout the documents.

Proposed changes are summarised below.

### **Councillor Induction and Professional Development Policy**

This policy is based on the model policy issued by the Office of Local Government (OLG) following the introduction of regulations to guide the induction and ongoing professional development of the Mayor and Councillors.

In 2021, Council adopted the policy in line with the OLG model to ensure consistency with legislative requirements and sector-wide best practice. The current review proposes no substantive changes, as the policy remains fully aligned with the OLG model.

The review date has been updated to **1 August 2028** to maintain currency and ongoing alignment with contemporary governance standards.

### **Councillor Briefing Procedure**

Originally adopted on 27 March 2013 and last reviewed on 3 February 2021, this procedure outlines the framework for Councillor Briefing Sessions, supporting informed discussion and decision-making.

The only significant amendment proposed is the removal of temporary clauses introduced during the COVID-19 pandemic that permitted online meetings. These provisions are no longer within the current policies, therefore have been removed to align with the Code of Conduct. The following note has been removed in full, outlining the covid-related clauses which have been removed.

*Note: The NSW Government has authorised local councils to hold official meetings electronically instead of physically due to the risk of staff, Councillors and members of the*

*community due to the current situation with the novel coronavirus (Covid 19) pandemic. In accordance with a Mayoral Direction dated 17 March 2020 (and reported to the 25 March 2020 Council meeting) this has also been extended to Committee meetings and Councillor Briefing Sessions. As such, Clauses 8.4, 12.2 and 13.2-13.7 would not apply whilst Councillor Briefing Sessions continue to be held electronically.*

Further updates to this procedure include:

- Minor grammatical and numerical corrections throughout the document;
- Clause renumbering following the removal of COVID-19-related content;
- Terminology updated from "Skype" to "Teams" to reflect current technology used;
- Correction of team name from "Council and Executive Services" to "Civic and Executive Services";
- Update of the primary business address to reflect current details, from 33 Moore Street to 50 Scott Street, Liverpool; and
- Clauses 12 and 13 have been removed, as they specifically referenced teleconferencing and remote attendance arrangements implemented in response to COVID-19.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	Provide information about Council's services, roles and decision-making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	The risk is deemed to be low and is within Council's risk appetite.

## **ATTACHMENTS**

1. Councillor Induction and Professional Development Policy - 2025
2. Tracked Changes - Councillor Briefing Procedure - 2025
3. Clean Version - Councillor Briefing Procedure - 2025



## Councillor Induction & Professional Development Policy

Adopted: 2025

TRIM: 220534.2025



## **Councillor Induction and Professional Development Policy**

### **1. PURPOSE**

The purpose of this policy is to demonstrate Liverpool City Council's commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act 1993 ('the Act').

### **2. SCOPE**

This policy applies to the Mayor and all Councillors of Liverpool City Council.

### **3. POLICY**

#### **3.1 Statement of Commitment**

**3.1.1** Liverpool City Council is committed to developing an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities.

**3.1.2** As part of this program, the Mayor and each Councillor will have a professional development plan that identifies specific gaps in their capabilities (i.e. their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

#### **3.2 Induction Program**

**3.2.1** Liverpool City Council will develop an induction program for new and returning Councillors as well as a supplementary program for the Mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so.

**3.2.2** The induction program will cover:

- a) An orientation to Council facilities and the local government area;
- b) An overview of the key issues and tasks for the new Council including Council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan;
- c) The legislation, rules, principles and political context under which Councils operate;
- d) The roles and responsibilities of Councillors and the Mayor;
- e) Council's organisational structure, workforce management strategy and the roles and responsibilities of the CEO and Council staff;
- f) What Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council;
- g) Key Council policies and procedures Councillors must comply with including the code of conduct;
- h) The role of Council meetings and how to participate effectively in them;
- i) The support available to the Mayor and Councillors and where they can go to get more information or assistance; and

### **Councillor Induction and Professional Development Policy**

- j) Information on the process for taking the oath of office and electing the Mayor at the first Council meeting (where applicable).

**3.2.3** In the case of the Mayor, the program will also cover:

- a) How to be an effective leader of the governing body and the Council;
- b) The role of the Chair and how to chair Council meetings;
- c) The Mayor's role in integrated planning and reporting;
- d) The Mayor's role and responsibilities under the code of conduct;
- e) The Mayor's role and responsibilities in relation to the CEO's employment;
- f) The Mayor's role at regional and other representative bodies; and
- g) The Mayor's civic and ceremonial role.

**3.2.4** The Mayor and Councillors must have a working knowledge and understanding of these areas by the end of the induction program.

**3.2.5** The induction program will also aim to build relationships and help the governing body establish itself as a cohesive and collaborative team.

### **3.3 Ongoing Professional Development Program**

**3.3.1** An individual professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (ie. Knowledge, skills and attributes) needed to effectively fulfil their role.

**3.3.2** Each professional development plan will span the Council's term, and identify professional development activities that the Mayor or Councillor will participate in. Professional development activities will be prioritised according to need and approved by the CEO where Council funds are required in accordance with Council's Civic Expenses and Facilities Policy. The Mayor and Councillors are expected to complete all the activities included in their professional development plan.

**3.3.3** Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- a) 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice;
- b) 20% of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations; and
- c) 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the Council, external training providers or industry bodies.

**3.3.4** The timing of professional development activities for the Mayor and Councillors will be designed in such a way so as to not overload Councillors with learning activities in the early part of Council's term.

**3.3.5** The timing will reflect what knowledge and skills Councillors and the Mayor need at various points in Council's term to undertake their roles.

**3.3.6** The Mayor and Councillors will be provided with as much notice as possible for upcoming induction and professional development activities.



### **Councillor Induction and Professional Development Policy**

- 3.3.7** It is strongly recommended that any new Councillor do the Local Government Director's course within 12 months of becoming a Liverpool Councillor.

#### **3.4 Responsibilities**

- 3.4.1** The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in the professional development plan.
- 3.4.2** The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the Council.
- 3.4.3** The Manager Council and Executive Services is responsible for planning, scheduling and facilitating induction and professional development activities for the Mayor and Councillors in consultation with the CEO.
- 3.4.4** The CEO has overall responsibility for Liverpool City Council's induction and professional development program.

#### **3.5 Budget**

- 3.5.1** An annual budget allocation will be provided to support the induction and professional development activities undertaken by the Mayor and Councillors.

#### **3.6 Approval of training and/or expenses**

- 3.6.1** Professional development activities that require Council funds are to be approved by the CEO in accordance with Liverpool City Council's Civic Expenses and Facilities Policy.

#### **3.7 Evaluation**

- 3.7.1** Council will evaluate the professional development program at the end of each Council term to assess whether it was effective in assisting the Mayor and Councillors to develop the capabilities required to fulfil their civic roles.

#### **3.8 Reporting**

- 3.8.1** The CEO of Liverpool City Council will publicly report each year in Council's annual report:
- a) The name of the Mayor and each individual Councillor that completed Council's induction program (where an induction program has been delivered during the relevant year);
  - b) The name of the Mayor and each Councillor who participated in any ongoing professional development program during the year;
  - c) The number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program; and
  - d) The total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.

**Councillor Induction and Professional Development Policy****AUTHORISED BY**

Council resolution

**EFFECTIVE FROM**

20 August 2025

**DIRECTORATE RESPONSIBLE**

Community and Lifestyle (Civic &amp; Executive Services)

**REVIEW DATE**

1 August 2029

Version	Amended by	Changes made	Date	TRIM Number
1.	Council Resolution		6 February 2019	016595.2019
2.	Council Resolution		3 February 2021	034832.2021
3	Council Resolution		20 August 2025	220534.2025



## COUNCILLOR BRIEFING PROCEDURE

Adopted: ~~27 August 2025~~ 3 February 2021

TRIM: ~~034970.2021~~



## **COUNCILLOR BRIEFING PROCEDURE**

### **1. NAME**

Councillor Briefing Procedure

### **2. INTERPRETATION**

#### **2.1 For the purpose of this Procedure:**

- a) "Council" means the Liverpool City Council.
- b) "Briefing" means a meeting at which information is presented and discussed but no formal decision is made. The Briefing is not a forum for debate on Council reports nor is it a council committee, and policy decisions are left to the open forum of a formal Council meeting or committee meeting where delegated authority has been provided.

### **3. PURPOSE**

#### **3.1 The Councillor Briefing provides a forum to assist the Mayor and Councillors to develop their knowledge and expertise in order to undertake their role as a public official and member of a governing body.**

### **4. FUNCTIONS**

#### **4.1 A Councillor Briefing provides support to the Mayor and Councillors to:**

- a) Receive information and develop a thorough understanding of matters affecting the Liverpool Local Government Area;
- b) Seek advice and conduct in-depth discussion with professional staff on Council business papers and other priority matters;
- c) Obtain information and assessments from professional staff in their area of expertise to inform decisions.

### **5. DELEGATIONS**

#### **5.1 There is no delegated authority from Council related to the Councillor Briefing except that the Mayor has delegated authority:**

- a) To invite certain guests to the Councillor Briefing to make presentations that the Mayor deems to be in the best interest of Council; and
- b) To call and schedule a Councillor Briefing.

## **COUNCILLOR BRIEFING PROCEDURE**

- 5.2 A Councillor Briefing provides an opportunity for conducting in-depth discussions with professional staff on certain topics. Formal decisions are not made at Briefing but these sessions provide the time needed to explore important and complex issues in detail.
- 5.3 The Councillor Briefing will not be used for detailed or advanced discussions where agreement is reached and/ or a de facto decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision from the options, should be left to the open forum of a formal council meeting or committee meeting, where delegated authority has been provided.

## **6. MEMBERSHIP**

- 6.1 The Councillor Briefing will be attended by:
- The Mayor and Deputy Mayor
  - Councillors
  - Chief Executive Officer (CEO)
  - Directors, only if required to make a presentation to Councillors.
- 6.2 Managers may be invited to present at Councillor Briefing, where specialised professional expertise and information is required and they will participate for the duration of their presentation.
- 6.3 From time to time, external presenters may be invited to attend the Councillor Briefing in regard to specific topics of importance.
- 6.4 Where managers or external presenters are invited to attend the Councillor Briefing, the agenda item will be brought forward.
- 6.5 All invitations to attend a Councillor Briefing must be requested through the CEO for inclusion in the appropriate agenda.

## **7. CHAIRPERSON**

- 7.1 The CEO, or a delegated Director in the absence of the CEO, will be responsible for convening and chairing the Councillor Briefing.
- 7.2 The role of the Chairperson is to prepare the agenda, to facilitate the effective functioning of the Councillor Briefing and to ensure Councillor requests are recorded and actioned.
- 7.3 The agenda for a Councillor Briefing will be forwarded to Councillors electronically and hard copies will be available at the meeting.

**COUNCILLOR BRIEFING PROCEDURE****8. PARTICIPATION AND QUORUM**

- 8.1 A register of attendance at a Councillor Briefing is kept to support transparent and accountable processes.
- 8.2 The Mayor and Councillors should notify the delegated Council officer of their planned absence from a Councillor Briefing.
- 8.3 Three Councillors are required for a Council Briefing to go ahead.

8.4 It is recognised that information and technology is in a constant state of change that reshapes the way we interact, communicate and deliver services, however, this needs to be balanced with the need to maintain human relationships through physical proximity and preserving the confidentiality and integrity of the information being exchanged.

8.5.4 In certain circumstances, Councillors may participate via electronic means such as Microsoft Teams SKYPE provided they have prior approval from the CEO and have signed the appropriate confidentiality agreements. In accordance with Clause 7.9 of Council's Code of Conduct, all Councillors have an obligation to "maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible." This includes information disclosed in Councillor Briefing.

8.6 Councillors and members of Council staff are reminded of their obligations under the Code of Conduct with regard to Council information either written or provided via discussions at the Councillor Briefing, in particular Clauses 7.8, 7.9, 7.10 and 7.11 which read as follows:

**Use of certain council information**

~~8.97-8~~ In regard to information obtained in your capacity as a council official, you must:

- a) Only access council information needed for council business
- b) Not use that council information for private purposes
- c) Not seek to obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council
- d) Only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

**Use and security of confidential information**

~~8.107-9~~ You must maintain integrity and security of confidential documents or information in your possession, or for which you are responsible.

## COUNCILLOR BRIEFING PROCEDURE

~~8.117.10~~ In addition to your general obligations relating to the use of council information, you must:

- a) Protect confidential information
- b) Only release confidential information if you have authority to do so
- c) Only use confidential information for the purpose it is intended to be used
- d) Not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or any other person
- e) Not use confidential information with the intention to cause harm or detriment to your council or any other person or body
- f) Not disclose any information discussed during a confidential session of a council meeting.

### Personal information

~~8.127.11~~ When dealing with personal information you must comply with:

- a) The Privacy and Personal Information Protection Act 1998
- b) The Health Records and Privacy Information Act 2002
- c) The Information Protection Principles and Health Privacy Principles
- d) Council's Privacy Management Plan
- e) The Privacy Code of Practice for Local Government

### ~~8.7~~ Under what circumstance can a Councillor participate remotely?

~~Physical presence at the Councillor Briefing is the preferred method, however, in extenuating circumstances such as illness, out of area, attending a conference or other business related matters, or other extenuating personal circumstance, a Councillor may participate remotely. In such cases, the Councillor must notify both the Chief Executive Officer (CEO) and the Civic and Executive Services team in advance.~~

### ~~8.8~~ How does a Councillor make a request?

~~To participate by electronic means, Councillors must submit a written notification to both the CEO and Civic and Executive Services team by 10:00am on the day of the scheduled Briefing. The notification should outline the circumstances preventing their physical attendance.~~

### ~~8.9~~ Confidentiality Agreement

~~If approval is granted for a Councillor to participate remotely they will be required to sign a confidentiality agreement (Annexure "A"), which will apply for their term on Council to:~~

- ~~— Ensure the integrity and security of information discussed;~~
- ~~— Attest to the fact that there are no other persons present and listening to the discussion;~~
- ~~— Confirm that they will not be using any recording mechanisms.~~

## COUNCILLOR BRIEFING PROCEDURE

### ~~8.10 How often can a Councillor participate remotely?~~

~~As physical attendance is the preferred method of participation and in order to maintain human relationships through physical proximity, Councillors will only be authorised to participate remotely up to three times per annum, or at the discretion of the CEO.~~

### ~~8.11 What technology can be used?~~

~~In the request to participate remotely Councillors must identify the program they will be using to ensure that it can be accommodated and so that Council's Information Technology staff can appraise it for security and effectiveness.~~

### ~~8.12 Notification on the intention to allow remote access for other Councillors~~

~~When approval is given by the CEO to allow remote access by any Councillor, the CEO will advise the Mayor and all other Councillors of his/her decision in writing by 10 am on the day of the Councillor Briefing where such approval has been given. This notification is required at every circumstance when such approval is given.~~

~~Note: The NSW Government has authorised local councils to hold official meetings electronically instead of physically due to the risk to staff, Councillors and members of the community due to the current situation with the novel coronavirus (Covid-19) pandemic. In accordance with a Mayoral Direction dated 17 March 2020 (and reported to the 25 March 2020 Council meeting) this has also been extended to Committee meetings and Councillor Briefing Sessions. As such, Clauses 8.4, 12.2 and 13.2-13.7 would not apply whilst Councillor Briefing Sessions continue to be held electronically.~~

## 9. GENERAL PUBLIC

- 9.1 The Councillor Briefing will not be open to members of the general public.
- 9.2 Representatives of organisations or the general community may be invited to address the Briefing on matters on the agenda. All invitations to attend Councillor Briefing must be requested through the [Civic and Executive Services Team](#). ~~CEO for inclusion in the appropriate agenda.~~

## 10. TIMETABLE FOR MEETINGS

- 10.1 The Councillor Briefing will be scheduled prior to each Council meeting. The business papers for the Council meeting will be provided at or prior to the Councillor Briefing except under extraordinary circumstances.



## **COUNCILLOR BRIEFING PROCEDURE**

- 10.2 A Councillor Briefing will be limited to a maximum of three hours' duration unless the Councillors in attendance determine, by a majority vote, to extend the length of the Briefing to an agreed time.
- 10.3 Additional Councillor Briefings on specific topics may be called by the CEO (or delegate). A Councillor Briefing can only be held if five working days' notice has been given to all members, or in the case of urgent matters, with 24 hours' notice.
- 10.4 The location, date and starting time for meetings will be advised on the agenda.

Council has adopted a flexible meeting schedule that allows for Briefing Sessions to be held both during and after normal business hours.

## **11. MEETING PRACTICE AND PROCEDURES**

- 11.1 The provisions of Council's adopted Code of Conduct shall apply to the Councillor Briefing.
- 11.2 The Councillor Briefing will take place in accordance with any other relevant Council policies and procedures.
- 11.3 Actions arising from the meeting will be recorded with a response provided to Councillors within 10 working days. Where the action relates to the business of an upcoming Council meeting, this will be provided prior to the commencement of the Council meeting.
- 11.4 Presentations and information distributed at a Councillor Briefing will be made available on the Councillor Intranet.

## **12. REVIEW**

- 12.1 The Councillor Briefing Procedure will be reviewed as a minimum at the commencement of each term of Council, and at other times as required.

## **~~12. THE USE OF TELECONFERENCING AT COUNCILLOR BRIEFING SESSIONS~~**

- ~~12.1 It is recognised that information and technology is in a constant state of change that reshapes the way we interact, communicate and deliver services, however, this needs to be balanced with the need to maintain human relationships through physical proximity and preserving the confidentiality and integrity of the information being exchanged.~~

**COUNCILLOR BRIEFING PROCEDURE**

~~12.2 The Local Government Act 1993 and associated Regulation do not provide guidance on remote participation via electronic mediums such as Skype in Councillor Briefing. This document has been developed to provide guidance and establish protocols for those instances when Councillors cannot be physically present.~~

~~Note: The NSW Government has authorised local councils to hold official meetings electronically instead of physically due to the risk to staff, Councillors and members of the community due to the current situation with the novel coronavirus (Covid-19) pandemic. In accordance with a Mayoral Direction dated 17 March 2020 (and reported to the 25 March 2020 Council meeting) this has also been extended to Committee meetings and Councillor Briefing Sessions. As such, Clauses 8.4, 12.2 and 13.2-13.7 would not apply whilst Councillor Briefing Sessions continue to be held electronically.~~

**~~13. TELECONFERENCING AND THE CODE OF CONDUCT~~**

~~13.1 Councillors and members of Council staff are reminded of their obligations under the Code of Conduct with regard to Council information either written or provided via discussions at the Councillor Briefing, in particular Clauses 7.8, 7.9, 7.10 and 7.11 which read as follows:~~

**~~Use of certain council information~~**

~~7.8 In regard to information obtained in your capacity as a council official, you must:~~

- ~~a) Only access council information needed for council business~~
- ~~b) Not use that council information for private purposes~~
- ~~c) Not seek to obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council~~
- ~~d) Only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.~~

**~~Use and security of confidential information~~**

~~7.9 You must maintain integrity and security of confidential documents or information in your possession, or for which you are responsible.~~

~~7.10 In addition to your general obligations relating to the use of council information, you must:~~

- ~~a) Protect confidential information~~
- ~~b) Only release confidential information if you have authority to do so~~
- ~~c) Only use confidential information for the purpose it is intended to be used~~

## COUNCILLOR BRIEFING PROCEDURE

- ~~d) Not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or any other person~~
- ~~e) Not use confidential information with the intention to cause harm or detriment to your council or any other person or body~~
- ~~f) Not disclose any information discussed during a confidential session of a council meeting.~~

### ~~Personal information~~

~~7.11 When dealing with personal information you must comply with:~~

- ~~a) The Privacy and Personal Information Protection Act 1998~~
- ~~b) The Health Records and Privacy Information Act 2002~~
- ~~c) The Information Protection Principles and Health Privacy Principles~~
- ~~d) Council's Privacy Management Plan~~
- ~~e) The Privacy Code of Practice for Local Government~~

~~Note: The NSW Government has authorised local councils to hold official meetings electronically instead of physically due to the risk to staff, Councillors and members of the community due to the current situation with the novel coronavirus (Covid-19) pandemic. In accordance with a Mayoral Direction dated 17 March 2020 (and reported to the 25 March 2020 Council meeting) this has also been extended to Committee meetings and Councillor Briefing Sessions. As such, Clauses 8.4, 12.2 and 13.2-13.7 would not apply whilst Councillor Briefing Sessions continue to be held electronically.~~

### ~~13.2 Under what circumstance can a Councillor participate remotely?~~

~~Physical presence at the Councillor Briefing is the preferred method, however, in extenuating circumstances such as illness, out of area, attending a conference or other business related matters, or other extenuating personal circumstance, as approved by the Chief Executive Officer (CEO), a Councillor can participate in the Councillor Briefing remotely.~~

### ~~13.3 How does a Councillor make a request?~~

~~To participate by electronic means, Councillors must make a submission to the CEO in writing, by 10 am on the day of the scheduled Briefing outlining circumstances preventing their physical attendance at the Briefing.~~

### ~~13.4 Confidentiality Agreement~~

~~If approval is granted for a Councillor to participate remotely they will be required to sign a confidentiality agreement (Annexure "A"), which will apply for their term on Council to:~~

- ~~a) Ensure the integrity and security of information discussed;~~
- ~~b) Attest to the fact that there are no other persons present and listening to the discussion;~~

**COUNCILLOR BRIEFING PROCEDURE**

~~e) Confirm that they will not be using any recording mechanisms.~~

**~~13.5 How often can a Councillor participate remotely?~~**

~~As physical attendance is the preferred method of participation and in order to maintain human relationships through physical proximity, Councillors will only be authorised to participate remotely up to three times per annum, or at the discretion of the CEO.~~

**~~13.6 What technology can be used?~~**

~~In the request to participate remotely Councillors must identify the program they will be using to ensure that it can be accommodated and so that Council's Information Technology staff can appraise it for security and effectiveness.~~

**~~13.7 Notification on the intention to allow remote access for other Councillors~~**

~~When approval is given by the CEO to allow remote access by any Councillor, the CEO will advise the Mayor and all other Councillors of his/her decision in writing by 10 am on the day of the Councillor Briefing where such approval has been given. This notification is required at every circumstance when such approval is given.~~

**~~14. REVIEW~~**

~~14.1 The Councillor Briefing Procedure will be reviewed as a minimum at the commencement of each term of Council, and at other times as required.~~

**AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

~~3 February 2024~~ 27 August 2025 ~~July 2025~~

**DEPARTMENT RESPONSIBLE**

~~City Corporate, Council Civic~~ and Executive Services

**REVIEW DATE**

~~3 February 2023~~ 1 August 2028

**VERSION**

Version	Amended by	Date	TRIM Number
1	Council Resolution (first adopted)	27 March 2013	061996.2013

**COUNCILLOR BRIEFING PROCEDURE**

2	Council Resolution	27 August 2014	187677.2014
3	Council Resolution	23 November 2016	317985.2016
4	Council Resolution	21 November 2018	349145.2018
5	Council Resolution	3 February 2021	034970.2021
<u>6</u>	<u>Council Resolution</u>	<u>27 August 2024</u> <u>July 2025</u>	<u>220500.2025</u>

## COUNCILLOR BRIEFING PROCEDURE

### Annexure "A"

## LIVERPOOL CITY COUNCIL

### Confidentiality Agreement

made on .....(date)

by: .....(" recipient ")

**in favour of :**      Liverpool City Council, ~~33 Moore~~[50 Scott](#) Street, Liverpool, NSW 2170.

### For the purpose of this agreement:

**"Council"** means the Liverpool City Council.

**"Councillor Briefing"** means a meeting at which information is presented and discussed but no formal decision is made. The Briefing is not a forum for debate on Council reports nor is it a Council committee, and policy decisions are left to the open forum of a formal Council meeting or committee meeting where delegated authority has been provided.

**"confidential information"** means confidential, technical, commercial or information of Council (whether oral, written or pictorial) of, or relating directly to, the Council but does not include information which:

- (i) Was in the public domain, or in the recipient's possession prior to the date of this agreement;
- (ii) Comes into the public domain after the date of this agreement;
- (iii) Is supplied to the recipient by another party who is under no obligation of confidence to the Council.

### Background

The Councillor Briefing provides a forum to assist the Mayor and Councillors to develop their knowledge and expertise in order to undertake their role as a public official and member of a governing body. Formal decisions are not made at Briefing but these sessions provide the time needed to explore important, complex and often confidential issues in detail.

In certain circumstances, Councillors may participate in a Councillor Briefing via electronic means such as ~~SKYPE~~[Microsoft Teams](#) provided they have prior approval from the CEO and have signed this confidentiality agreement. In accordance with Clause 7.9 of Council's Code of Conduct, all Councillors have an obligation to "maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible. This includes information disclosed in the Councillor Briefing.

## **COUNCILLOR BRIEFING PROCEDURE**

### **Acknowledgements, warranties and covenants**

1. The recipient acknowledges and agrees that:
  - (a) Confidential information is of a secret and confidential nature;
  - (b) It is a requirement of the recipient's role in relation to Council business that strict confidentiality as described below is maintained at all times; and
  - (c) Improper use or disclosure of any confidential information may be detrimental to Council in connection with the performance of its functions, and may cause harm to Council.
2. The recipient undertakes to treat and keep the confidential information in the strictest of secrecy and confidentiality and not disclose the confidential information except as expressly authorised and permitted to do so under paragraph 5 below.
3. Further, the recipient undertakes not to disclose to any person that the confidential Information has been made available to the recipient and undertakes:
  - (a) To protect and safeguard confidential information against unauthorised publication or disclosure; and
  - (b) Not to use, copy or reproduce confidential information for any reason or purpose as directed by Council or in the discharge of the recipient's duties in connection with Council business; and
  - (c) Safeguard the physical security and storage of confidential information and comply with any specific security and storage measures in connection with confidential information that may be required by Council.

### **Authorised disclosure**

4. The recipient may disclose confidential information:
  - (a) If a duly authorised representative of Council approves in writing the disclosure of confidential information in accordance with the terms of that approval;
  - (b) If required under a binding order of a government agency or any legal proceeding;
  - (c) If required under any law or any administrative guideline, directive, request or policy having the force of law; and

**COUNCILLOR BRIEFING PROCEDURE**

- (d) To employees, consultants and other advisers of Council who have executed undertakings in favour of Council substantially the same as this one.

**Return of Confidential Information**

5. If Council requests it, the recipient must:

- (a) Promptly return to Council all documents and other physical records of confidential information in the recipient's possession, custody, power or control except where the recipient is required by law to retain them or such documents or records are required to be retained in accordance with any administrative guideline, directive, request or policy by which the recipient is bound; and
- (b) Provide a statutory declaration to Council confirming that all those records have been returned.

**Non-waiver**

6. The failure of Council to enforce any of the provisions of this Agreement, or the granting at any time of any other indulgence, is not to be construed as a waiver of that provision or of the right of Council to enforce that or any other provision at a later date.

**Continuing obligations**

7. Each obligation of the recipient under this Agreement is a continuing, perpetual obligation and survives any expiry, performance or termination of this Agreement.

**Governing law**

8. This agreement is governed by and subject to the laws of New South Wales.

**Signed by the recipient:**

.....

in the presence of:

.....

Witness

.....

Name (printed)





## COUNCILLOR BRIEFING PROCEDURE

Adopted: 27 August 2025

TRIM: 220500.2025`



## **COUNCILLOR BRIEFING PROCEDURE**

### **1. NAME**

Councillor Briefing Procedure

### **2. INTERPRETATION**

#### **2.1 For the purpose of this Procedure:**

- a) "Council" means the Liverpool City Council.
- b) "Briefing" means a meeting at which information is presented and discussed but no formal decision is made. The Briefing is not a forum for debate on Council reports nor is it a council committee, and policy decisions are left to the open forum of a formal Council meeting or committee meeting where delegated authority has been provided.

### **3. PURPOSE**

#### **3.1 The Councillor Briefing provides a forum to assist the Mayor and Councillors to develop their knowledge and expertise in order to undertake their role as a public official and member of a governing body.**

### **4. FUNCTIONS**

#### **4.1 A Councillor Briefing provides support to the Mayor and Councillors to:**

- a) Receive information and develop a thorough understanding of matters affecting the Liverpool Local Government Area;
- b) Seek advice and conduct in-depth discussion with professional staff on Council business papers and other priority matters;
- c) Obtain information and assessments from professional staff in their area of expertise to inform decisions.

### **5. DELEGATIONS**

#### **5.1 There is no delegated authority from Council related to the Councillor Briefing except that the Mayor has delegated authority:**

- a) To invite certain guests to the Councillor Briefing to make presentations that the Mayor deems to be in the best interest of Council; and
- b) To call and schedule a Councillor Briefing.

## **COUNCILLOR BRIEFING PROCEDURE**

- 5.2 A Councillor Briefing provides an opportunity for conducting in-depth discussions with professional staff on certain topics. Formal decisions are not made at Briefing but these sessions provide the time needed to explore important and complex issues in detail.
- 5.3 The Councillor Briefing will not be used for detailed or advanced discussions where agreement is reached and/ or a de facto decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision from the options, should be left to the open forum of a formal council meeting or committee meeting, where delegated authority has been provided.

## **6. MEMBERSHIP**

- 6.1 The Councillor Briefing will be attended by:
- The Mayor and Deputy Mayor
  - Councillors
  - Chief Executive Officer (CEO)
  - Directors, only if required to make a presentation to Councillors.
- 6.2 Managers may be invited to present at Councillor Briefing, where specialised professional expertise and information is required and they will participate for the duration of their presentation.
- 6.3 From time to time, external presenters may be invited to attend the Councillor Briefing in regard to specific topics of importance.
- 6.4 Where managers or external presenters are invited to attend the Councillor Briefing, the agenda item will be brought forward.
- 6.5 All invitations to attend a Councillor Briefing must be requested through the CEO for inclusion in the appropriate agenda.

## **7. CHAIRPERSON**

- 7.1 The CEO, or a delegated Director in the absence of the CEO, will be responsible for convening and chairing the Councillor Briefing.
- 7.2 The role of the Chairperson is to prepare the agenda, to facilitate the effective functioning of the Councillor Briefing and to ensure Councillor requests are recorded and actioned.
- 7.3 The agenda for a Councillor Briefing will be forwarded to Councillors electronically and hard copies will be available at the meeting.

**COUNCILLOR BRIEFING PROCEDURE****8. PARTICIPATION AND QUORUM**

- 8.1 A register of attendance at a Councillor Briefing is kept to support transparent and accountable processes.
- 8.2 The Mayor and Councillors should notify the delegated Council officer of their planned absence from a Councillor Briefing.
- 8.3 Three Councillors are required for a Council Briefing to go ahead.
- 8.4 It is recognised that information and technology is in a constant state of change that reshapes the way we interact, communicate and deliver services, however, this needs to be balanced with the need to maintain human relationships through physical proximity and preserving the confidentiality and integrity of the information being exchanged.
- 8.5 In certain circumstances, Councillors may participate via electronic means such as Microsoft Teams provided, they have prior approval from the CEO and have signed the appropriate confidentiality agreements. This includes information disclosed in Councillor Briefing.
- 8.6 Councillors and members of Council staff are reminded of their obligations under the Code of Conduct with regard to Council information either written or provided via discussions at the Councillor Briefing, in particular Clauses 7.8, 7.9, 7.10 and 7.11 which read as follows:

***Use of certain council information***

- 8.9 *In regard to information obtained in your capacity as a council official, you must:*
  - a) *Only access council information needed for council business*
  - b) *Not use that council information for private purposes*
  - c) *Not seek to obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council*
  - d) *Only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.*

***Use and security of confidential information***

- 8.10 *You must maintain integrity and security of confidential documents or information in your possession, or for which you are responsible.*
- 8.11 *In addition to your general obligations relating to the use of council information, you must:*
  - a) *Protect confidential information*

**COUNCILLOR BRIEFING PROCEDURE**

- b) Only release confidential information if you have authority to do so*
- c) Only use confidential information for the purpose it is intended to be used*
- d) Not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or any other person*
- e) Not use confidential information with the intention to cause harm or detriment to your council or any other person or body*
- f) Not disclose any information discussed during a confidential session of a council meeting.*

**Personal information**

8.12 When dealing with personal information you must comply with:

- a) The Privacy and Personal Information Protection Act 1998*
- b) The Health Records and Privacy Information Act 2002*
- c) The Information Protection Principles and Health Privacy Principles*
- d) Council's Privacy Management Plan*
- e) The Privacy Code of Practice for Local Government*

**9. GENERAL PUBLIC**

- 9.1 The Councillor Briefing will not be open to members of the general public.
- 9.2 Representatives of organisations or the general community may be invited to address the Briefing on matters on the agenda. All invitations to attend Councillor Briefing must be requested through the Civic and Executive Services Team.

**10. TIMETABLE FOR MEETINGS**

- 10.1 The Councillor Briefing will be scheduled prior to each Council meeting. The business papers for the Council meeting will be provided at or prior to the Councillor Briefing except under extraordinary circumstances.
- 10.2 A Councillor Briefing will be limited to a maximum of three hours' duration unless the Councillors in attendance determine, by a majority vote, to extend the length of the Briefing to an agreed time.
- 10.3 Additional Councillor Briefings on specific topics may be called by the CEO (or delegate). A Councillor Briefing can only be held if five working days' notice has been given to all members, or in the case of urgent matters, with 24 hours' notice.
- 10.4 The location, date and starting time for meetings will be advised on the agenda.

## **COUNCILLOR BRIEFING PROCEDURE**

Council has adopted a flexible meeting schedule that allows for Briefing Sessions to be held both during and after normal business hours.

### **11. MEETING PRACTICE AND PROCEDURES**

- 11.1 The provisions of Council's adopted Code of Conduct shall apply to the Councillor Briefing.
- 11.2 The Councillor Briefing will take place in accordance with any other relevant Council policies and procedures.
- 11.3 Actions arising from the meeting will be recorded with a response provided to Councillors within 10 working days. Where the action relates to the business of an upcoming Council meeting, this will be provided prior to the commencement of the Council meeting.
- 11.4 Presentations and information distributed at a Councillor Briefing will be made available on the Councillor Intranet.

### **12. REVIEW**

- 12.1 The Councillor Briefing Procedure will be reviewed as a minimum at the commencement of each term of Council, and at other times as required.

#### **AUTHORISED BY**

Council Resolution

#### **EFFECTIVE FROM**

27 August 2025

#### **DEPARTMENT RESPONSIBLE**

Civic and Executive Services

#### **REVIEW DATE**

1 August 2028

**COUNCILLOR BRIEFING PROCEDURE****VERSION**

<b>Version</b>	<b>Amended by</b>	<b>Date</b>	<b>TRIM Number</b>
1	Council Resolution (first adopted)	27 March 2013	061996.2013
2	Council Resolution	27 August 2014	187677.2014
3	Council Resolution	23 November 2016	317985.2016
4	Council Resolution	21 November 2018	349145.2018
5	Council Resolution	3 February 2021	034970.2021
6	Council Resolution	27 August 2028	220500.2025

## COUNCILLOR BRIEFING PROCEDURE

### Annexure "A"

#### LIVERPOOL CITY COUNCIL

##### Confidentiality Agreement

made on .....(date)

by: .....(" recipient ")

in favour of :            Liverpool City Council, 50 Scott Street, Liverpool, NSW 2170.

##### For the purpose of this agreement:

"**Council**" means the Liverpool City Council.

"**Councillor Briefing**" means a meeting at which information is presented and discussed but no formal decision is made. The Briefing is not a forum for debate on Council reports nor is it a Council committee, and policy decisions are left to the open forum of a formal Council meeting or committee meeting where delegated authority has been provided.

"**confidential information**" means confidential, technical, commercial or information of Council (whether oral, written or pictorial) of, or relating directly to, the Council but does not include information which:

- (i) Was in the public domain, or in the recipient's possession prior to the date of this agreement;
- (ii) Comes into the public domain after the date of this agreement;
- (iii) Is supplied to the recipient by another party who is under no obligation of confidence to the Council.

##### Background

The Councillor Briefing provides a forum to assist the Mayor and Councillors to develop their knowledge and expertise in order to undertake their role as a public official and member of a governing body. Formal decisions are not made at Briefing but these sessions provide the time needed to explore important, complex and often confidential issues in detail.

In certain circumstances, Councillors may participate in a Councillor Briefing via electronic means such as Microsoft Teams provided they have prior approval from the CEO and have signed this confidentiality agreement. In accordance with Clause 7.9 of Council's Code of Conduct, all Councillors have an obligation to "maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible. This includes information disclosed in the Councillor Briefing.



### **COUNCILLOR BRIEFING PROCEDURE**

#### **Acknowledgements, warranties and covenants**

1. The recipient acknowledges and agrees that:
  - (a) Confidential information is of a secret and confidential nature;
  - (b) It is a requirement of the recipient's role in relation to Council business that strict confidentiality as described below is maintained at all times; and
  - (c) Improper use or disclosure of any confidential information may be detrimental to Council in connection with the performance of its functions, and may cause harm to Council.
2. The recipient undertakes to treat and keep the confidential information in the strictest of secrecy and confidentiality and not disclose the confidential information except as expressly authorised and permitted to do so under paragraph 5 below.
3. Further, the recipient undertakes not to disclose to any person that the confidential Information has been made available to the recipient and undertakes:
  - (a) To protect and safeguard confidential information against unauthorised publication or disclosure; and
  - (b) Not to use, copy or reproduce confidential information for any reason or purpose as directed by Council or in the discharge of the recipient's duties in connection with Council business; and
  - (c) Safeguard the physical security and storage of confidential information and comply with any specific security and storage measures in connection with confidential information that may be required by Council.

#### **Authorised disclosure**

4. The recipient may disclose confidential information:
  - (a) If a duly authorised representative of Council approves in writing the disclosure of confidential information in accordance with the terms of that approval;
  - (b) If required under a binding order of a government agency or any legal proceeding;
  - (c) If required under any law or any administrative guideline, directive, request or policy having the force of law; and

**COUNCILLOR BRIEFING PROCEDURE**

- (d) To employees, consultants and other advisers of Council who have executed undertakings in favour of Council substantially the same as this one.

**Return of Confidential Information**

5. If Council requests it, the recipient must:

- (a) Promptly return to Council all documents and other physical records of confidential information in the recipient's possession, custody, power or control except where the recipient is required by law to retain them or such documents or records are required to be retained in accordance with any administrative guideline, directive, request or policy by which the recipient is bound; and
- (b) Provide a statutory declaration to Council confirming that all those records have been returned.

**Non-waiver**

6. The failure of Council to enforce any of the provisions of this Agreement, or the granting at any time of any other indulgence, is not to be construed as a waiver of that provision or of the right of Council to enforce that or any other provision at a later date.

**Continuing obligations**

7. Each obligation of the recipient under this Agreement is a continuing, perpetual obligation and survives any expiry, performance or termination of this Agreement.

**Governing law**

8. This agreement is governed by and subject to the laws of New South Wales.

**Signed by the recipient:**

.....

in the presence of:

.....

Witness

.....

Name (printed)

## COM 03

**Report back to Council: Implementation of Open Door Briefing, Governance and Committee Meetings**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	239140.2025
<b>Report By</b>	Justine Young - Acting Manager Civic and Executive Services
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

At the 18 June 2025 Council Meeting, MAYOR 07 (Mayoral Minute), Council resolved to

*Support in principle, subject to the report, open door Briefing Sessions and all Governance and Committee meetings; and receive a report on points 3, 4 and 5 prior to implementation. The report to also cover costs and implementation.*

The Office of Local Government (OLG) is currently reviewing the NSW Councillor Conduct Framework, which includes consideration of open-door briefings and committee meetings of Council. As this review is still underway, it would be premature for Council to implement the open-door briefing and committee meeting model outlined in the OLG discussion paper before the review is finalised and a formal determination is received.

Postponing any changes until the OLG's recommendations are released will help ensure that Council's meeting practices remain compliant with legislative requirements and align with best-practice governance standards. As the OLG is regarded as the leading authority on governance for NSW councils, its determination and direction should be obtained prior to implementation.

**RECOMMENDATION**

That Council:

1. Note that the Office of Local Government (OLG) is currently leading a review of the NSW Councillor Conduct Framework, in which the discussion paper socialises the proposed concept of open-door briefings and committee meetings of Council;

2. Note that submissions for the OLG have now closed, and a review is currently being conducted to determine the path forward for NSW Council;
3. Await determination of OLG to complete the review and advise Councils advice on the path forward for facilitation of open-door briefings and committee meetings of Council;
4. Note that once OLG determination has been received by Council, advice will be enacted as required; and
5. Reaffirms its commitment to governance excellence, accountability, transparency, integrity and public trust.

## REPORT

---

At the 18 June 2025 Council Meeting, MAYOR 07 (Mayoral Minute), Council resolved that;

*That Council:*

1. *Adopts the revised Meeting schedule effective July 2025;*
2. *Notes the July – December meeting dates;*
3. *Supports in principle each recommendation in the OLG's review of the Councillor Conduct Framework, recognising these changes as essential for maintaining and enhancing public trust in local government;*
4. *Write to the OLG outlining Council's in principle support of the proposed framework;*
5. ***Support in principle, subject to the report, open door Briefing Sessions and all Governance and Committee meetings; and***
6. ***Receive a report on points 3, 4 and 5 prior to implementation. The report to also cover costs and implementation.***

This report will specifically address items 5 and 6 of the council resolution, however, it should be considered in context of items 3 and 4.

The Office of Local Government (OLG) is currently leading a review of the NSW Councillor Conduct Framework. The review is being conducted to enhance transparency, accountability, and effectiveness of local government.

The OLG released a discussion paper 'Councillor conduct and meeting practices' on 5 September 2024 outlining the proposed changes, and sought feedback from the public, councils, individual Councillors and Council Officers.

The discussion paper socialises the proposed concept of open-door briefings and committee meetings of the Council. Submissions closed on 29 November 2024.

The OLG has advised that submissions to the **proposed changes** are currently being assessed to determine a path forward. The review is not complete.

It would be considered premature to enact the proposed open-door briefings and committee meetings proposed in the OLG discussion paper prior to the OLG completing the review and determination of this matter being received to Council.

The OLG is considered to provide best governance for NSW Councils and determination and direction should be provided prior to implementation.

It is anticipated that if the OLG does implement any of the proposed changes to the Councillor Conduct Framework, that changes may be made to the Model Code of Conduct for Local Councils, Local Government (general) Regulation 2021 and/or the Local Government Act 1993 as they interrelate to one another.

Once the OLG completes the review, and advise Councils advice on the path forward, Council will enact requirements at this time.

To provide information and context, and consider this matter further, Council tabled a report at the 15 July 2025 Governance Meeting as a response to MAYOR 07 18 June 2025. The report provided an outline of the preliminary costs anticipated and considerations for implementation of open-door briefings. It was advised that the cost for implementation would be commencing at \$14,901 per year.

It should be noted that, MAYOR 07 (detailed above) resolved on 18 June noted item 5: *Write to the OLG outlining Council's in principle support of the proposed framework* was resolved after the OLG submission closing date of 29 November 2024 and may not be accepted.

## **FINANCIAL IMPLICATIONS**

---

There are no financial implications relating to this recommendation.

It should be noted that indicative costs to implement open door briefings and meetings is from a minimum of approximately of \$14,901 per year. This is not currently funded in Councils operational budget.

## **CONSIDERATIONS**

---

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Raise awareness in the community about the available services and facilities.
<b>Civic Leadership</b>	Provide information about Council's services, roles and decision making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
<b>Legislative</b>	Local Government Act 1993 Local Government (General) Regulation 2021 Model Code of Conduct for Local Councils Councillor Conduct Framework
<b>Risk</b>	The risk is deemed to be Medium due to financial implications noted that are not currently budgeted.

## **ATTACHMENTS**

---

Nil

**COM 04**

**LGNSW Annual Conference - Penrith 2025**

<b>Strategic Direction</b>	Leading through Collaboration Strive for best practice in all Council processes
<b>File Ref</b>	251440.2025
<b>Report By</b>	Justine Young - Acting Manager Civic and Executive Services
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

The LGNSW Annual Conference will be held from Sunday 23 to Tuesday 25 November at Panthers Penrith and Western Sydney Conference Centre.

The Annual Conference is the supreme policy-making body of LGNSW and an opportunity for Councillors to come together to share ideas and debate issues that shape the way LGNSW is governed and advocates on behalf of the local government sector.

This report provides information on the LGNSW Conference program and activities, as well as information on the process and deadline for submitting motions for consideration.

**RECOMMENDATION**

That Council:

1. Confirm the attendees for the LGNSW Conference at Panthers Penrith and Western Sydney Conference Centre from Sunday 23 November to Tuesday 25 November 2025 to the CEO by 31 August 2025;
2. Determines its voting delegates for voting on motions at the conference, noting that Liverpool City Council is entitled to 10 voting delegates for voting on motions; and
3. Confirm any motions they wish to submit to the Conference.

**REPORT**

---

**Background**

The Local Government NSW (LGNSW) Annual Conference will be held from Sunday 23 November to Tuesday 25 November 2025 at Panthers Penrith and Western Sydney Conference Centre.

The LGNSW Conference is the main policy making event for the local government sector where issues are debated, and motions put forward for consideration by delegates. Councillors from Local Government Areas (LGA) from across New South Wales are invited to participate in this conference.

The draft program for the conference is attached to this report.

**Attendees, voting delegates and motions for LGNSW Conference**

The guide for submitting motions is attached to this report. Members are encouraged to submit their motions by Tuesday 30 September 2025.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. Are consistent with the objects of LGNSW Rules;
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW;
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the Association (noting that the LGNSW Board is responsible for decisions around resourcing any campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process);
4. Not encourage violation of prevailing laws;
5. Are strategic, concise, clearly worded and unambiguous in nature;
6. Do not seek to advantage one or several members at the expense of other members.

Motions of a similar objective:

7. May be consolidated by LGNSW as a single item.

Motions reflecting existing LGNSW policy:

8. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.



In previous years, Liverpool has submitted motions on various topics to the LGNSW Annual Conference, including:

- Drought Mitigation Action Plan;
- Koala Protection Order;
- Sustainable Housing Development;
- Fast-tracking of major rail projects;
- Climate Action Plan; and
- Mental Health Services and Accessibility.

### **Voting delegates**

Council is required to identify its voting delegates for the LGNSW Annual Conference. Liverpool City Council is entitled to ten (10) voting delegates. These delegates will be entitled to vote on the motions presented at the conference.

Member Councils must advise LGNSW of the names of their nominated voting delegates by 7 November 2025.

### **FINANCIAL IMPLICATIONS**

Registration for the Conference opened on 1 July 2025. Costs are expected to be in the order of \$2,500 per delegate which includes registration, travel accommodation and meals.

Member Early Bird registration *	Opens 1 July 2025	\$1,250 per person
Member Standard Registration *	Opens 1 October 2025	\$1,550.00 per person
Non-member Standard Registration *	Opens 1 October 2025	\$2,500.00 per person

Costs associated with the conference have been included in Council's 2025/26 budget.

## **CONSIDERATIONS**

<b>Economic</b>	<p>Registration for the Conference opened on 1 July 2025.</p> <p>Costs are expected to be in the order of \$2,500 per delegate which includes registration, travel accommodation and meals.</p> <p>Costs associated with the conference have been included in Council's 2025/26 budget.</p>
<b>Environment</b>	Raise community awareness and support action in relation to environmental issues.
<b>Social</b>	Raise awareness in the community about the available services and facilities.
<b>Civic Leadership</b>	<p>Act as an environmental leader in the community.</p> <p>Provide information about Council's services, roles and decision-making processes.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	The risk is deemed to be low and is within Council's risk appetite.











## **ATTACHMENTS**

1. LGNSW 2025 Conference Program
2. LGNSW 2025 Key Dates
3. LGNSW 2025 Motion Submission Guide



## LGNSW 2025 CONFERENCE PROGRAM - PENRITH

### 23 NOVEMBER 2025

9.00am	 Registration Opens
9.15am-11.45am	 Western Sydney International Airport Site Visit
11.30am-12.30pm	 Professional Development Workshops Location: Western Sydney Conference Centre
	 Bus Transfers Delegate Transfers: From selected hotels to Panthers Penrith
1.00pm	 Exhibition Opens Location: Panthers Penrith Event Centre
1.30pm-5pm	 Plenary Sessions Location: Panthers Penrith Evan Theatre   Afternoon Refreshments in Trade Exhibition area   Plenary Sessions
5.15pm-7.15pm	 President's Welcome Reception Location: Western Sydney Conference Centre   Bus Transfers Delegate Transfers: From Western Sydney Conference Centre to selected hotels



## MONDAY, 24 NOVEMBER 2025

Bus transfers

- ALGWA Breakfast Delegate Transfers: From selected hotels to Western Sydney Conference Centre
- Conference Delegate Transfers: From selected hotels to Panthers Penrith

7.00am

Registration Opens

Location: Panthers Penrith Reception

Satellite Location: Western Sydney Conference Centre (Breakfast Delegates Only)

7.30am-8.45am

ALGWA NSW Breakfast

Location: Western Sydney Conference Centre

8.00am-2.15pm

LGNSW Voting Open

Location: Western Sydney Conference Centre

8.00am

Trade Exhibition Opens

Location: Panthers Penrith Event Centre

Light refreshments available

9.00am-5.00pm

Conference

Location: Panthers Penrith Evan Theatre

- Conference Welcome and Introduction, David Reynolds, Chief Executive LGNSW
- Opening Address, Cr Phyllis Miller OAM, President LGNSW
- Voting on motions procedure and housekeeping, David Reynolds, Chief Executive LGNSW
- Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business
- Presentation of financial reports, Cr Julie Griffiths, LGNSW Treasurer
- Commencement of consideration of motions and conference business

Morning refreshments

Location: Trade Exhibition, Panthers Penrith Event Centre

LGNSW Voting

Location: Western Sydney Conference Centre

Address by Elite Partner

Consideration of Conference Business continued



9.00am-5.00pm

 Conference

Location: Panthers Penrith Evan Theatre

CONTINUED

 Lunch

• Delegates

Location: Trade Exhibition, Panthers Penrith Event Centre

• GM Lunch – partnered by StateCover Mutual

Location: Western Sydney Conference Centre

 LGNSW Voting

Location: Western Sydney Conference Centre

 Consideration of Conference Business continued

Location: Panthers Penrith Evan Theatre

 Afternoon refreshments

Location: Trade Exhibition, Panthers Penrith Event Centre

 Consideration of Conference Business continued

Location: Panthers Penrith Evan Theatre

5.00pm-6.30pm

 Networking Drinks

Location: Trade Exhibition, Panthers Penrith Event Centre

 Bus Transfers

Delegate Transfers: Panthers Penrith to selected hotels to Western Sydney Conference Centre

6.30pm-10.30pm

 LGNSW Conference Dinner
















Location: Western Sydney Conference Centre

 Bus Transfers

Delegate Transfers: From Western Sydney Conference Centre to selected hotels



## TUESDAY, 25 NOVEMBER 2025

	 Bus Transfers Delegate Transfers: From selected hotels to Panthers Penrith
7.30am	 Registration Opens Location: Panthers Penrith Reception   Cloak Room Opens Location: Panthers Penrith
8.00am	 Trade Exhibition Opens Location: Panthers Penrith Event Centre   Light refreshments available
9.00am-12.45pm	 Plenary Sessions Location: Panthers Penrith Evan Theatre   Introduction, Housekeeping and Speaker Introductions   Plenary Sessions   Morning Tea Location: Panthers Penrith Event Centre   Plenary Sessions   Keynote speaker   Annual Conference 2026 Host Council   Final Remarks, President LGNSW
12.45pm-1.45pm	 Lunch Location: Panthers Penrith Event Centre
2.00pm	 Conference Concludes



## ANNUAL CONFERENCE

23-25 November 2025  
Panthers Penrith | Western Sydney Convention Centre

## Key Dates

### Event on-sale Dates

- 1 July 2025** Early Bird Registration Opens
- 30 September 2025** Early Bird offer ends
- 1 October 2025** Standard Registration Opens
- 7 November 2025** Standard Registration Closes

### Council Motion Submissions

- 1 July 2025** Motions open via online portal
- 30 September 2025** Members encouraged to submit motions by this date
- 26 October 2025** Submit motions by this date for inclusion in the Business Paper

### Voting Delegates

- 1 July 2025** Submit voting delegate nominations (board and motions)
- 7 November 2025** Voting delegates (board and motions) due

### Board Election

- 30 September 2025** Opening date to nominate as a candidate in the board election
- 21 October 2025 at 12:00 noon AEDT** Closing date/time to nominate as a candidate in the board election



# **LGNSW 2025 Annual Conference Motion Submission Guide**

**ONE VOICE  
FOR COUNCILS**

[LGNSW.ORG.AU](https://www.lgnsw.org.au)



## TABLE OF CONTENTS

1.	<i>Introduction.....</i>	3
2.	<i>Deadlines.....</i>	3
3.	<i>Criteria for motion submission 2025 .....</i>	3
4.	<i>How to write a motion .....</i>	4
5.	<i>Demonstrating evidence of council support for motion .....</i>	5
6.	<i>How to submit a motion.....</i>	5
7.	<i>How LGNSW manages incoming motions.....</i>	5
8.	<i>Late motions .....</i>	6
9.	<i>What happens to motions at the LGNSW Annual Conference .....</i>	6
10.	<i>Post-conference: Updates to the LGNSW Policy Platform .....</i>	6
11.	<i>Post-conference: Determining LGNSW Advocacy Priorities.....</i>	7
12.	<i>Further information.....</i>	7
13.	<i>Frequently Asked Questions.....</i>	7
	<b>ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL.....</b>	<b>9</b>

# MOTION SUBMISSION GUIDE

## 1. Introduction

Each year, Local Government NSW (LGNSW) members submit a range of motions to the LGNSW Annual Conference. These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions establishing LGNSW's policy positions and guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

## 2. Deadlines

- Motion submission will open on **Tuesday 1 July 2025**
- Members are encouraged to submit motions [online](#) as early as possible before **Tuesday 30 September 2025**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under the LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 26 October 2025** (28 days prior to Conference).

## 3. Criteria for motion submission 2025

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. With the number of LGNSW members including councils and related entities (such as ROCs and JOs), LGNSW requests that members only submit motions that relate to their highest priorities.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria.

### Criteria for motions

To be included in the Business Paper, motions must:

1. **Be consistent with the objects of the LGNSW Rules (Rule 4)**
2. **Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW**
3. **Seek to establish or change a policy position of LGNSW and/or improve governance of the association** (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. **Be strategic**
5. **Be concise, clearly worded and unambiguous**
6. **Not be focussed on just a small specific part of NSW**
7. **Not encourage violation of prevailing laws**
8. **Not seek to advantage one or several members at the expense of other members.**

**Motions of a similar objective:**

9. May be consolidated by LGNSW as a single item.

**Motions reflecting existing LGNSW policy:**

10. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.

Before submitting motions for this year's Annual Conference, members are encouraged to the [LGNSW Policy Platform](#) to ensure the proposed motion wording does not reflect existing policy positions.

**4. How to write a motion**

Motions adopted at Conferences establish LGNSW policy positions and inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

*Examples of clearly-worded Annual Conference motions:***Local government representation on National Cabinet**

That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

**Natural disaster funding, day labour**

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

**Remuneration for assessment of State Significant Development**

That Local Government NSW calls on the Department of Planning to remunerate councils for the time staff provide to review State Significant Development applications.

**Short term rental accommodation**

That Local Government NSW calls on the NSW Government to complete its review of the options in regard to short-term rental accommodation and provide a range of

'model' options for councils to consider ensuring flexible and improved opportunities to improve the management and regulation of this land use in their local areas.

#### **Skills shortages**

That Local Government NSW:

1. calls on the NSW and Federal Governments to provide incentives to address critical sector skills shortages effecting private and public investment, primarily in the fields of planning, engineering and building certification with these incentives to be in the form of scholarships, co-funding cadetships and reduced university course costs.
2. encourages all NSW to provide cadetship programs to build sector capacity in areas of critical sector skill shortages.

For more examples see Business Papers from past Conferences on the [LGNSW website](#).

### **5. Demonstrating evidence of council support for motion**

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

### **6. How to submit a motion**

LGNSW members are invited to submit motions through an [online portal](#) from **Tuesday 1 July 2025**.

Attachment A provides detailed instructions on how to submit motions via the online portal.

### **7. How LGNSW manages incoming motions**

The LGNSW Board delegates the function of managing incoming motions for the Conference to a motions committee. The Chief Executive will refer motions to the committee and the committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#) (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

## 8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

## 9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found in the business papers from previous conferences on the LGNSW [website](#).

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

## 10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

### ***Changing Fundamental Principles***

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

### ***Changing Position Statements***

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

## **11. Post-conference: Determining LGNSW Advocacy Priorities**

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be reported to members.

## **12. Further information**

For further information on the motion submission process, please contact LGNSW at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au).

## **13. Frequently Asked Questions**

**How do I know if my proposed motion is consistent with existing LGNSW policy positions?**

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question could be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

**What is the deadline for submitting motions?**

Members are encouraged to submit motions as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in

line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 26 October 2025** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

**I'm unsure which motion category or sub-category I should select in the online portal**

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

**Who should be the council contact for motions?**

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

**How can I amend my council's motion that I've already submitted?**

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au). You may need to provide evidence of support for the change (see section 5).

## ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

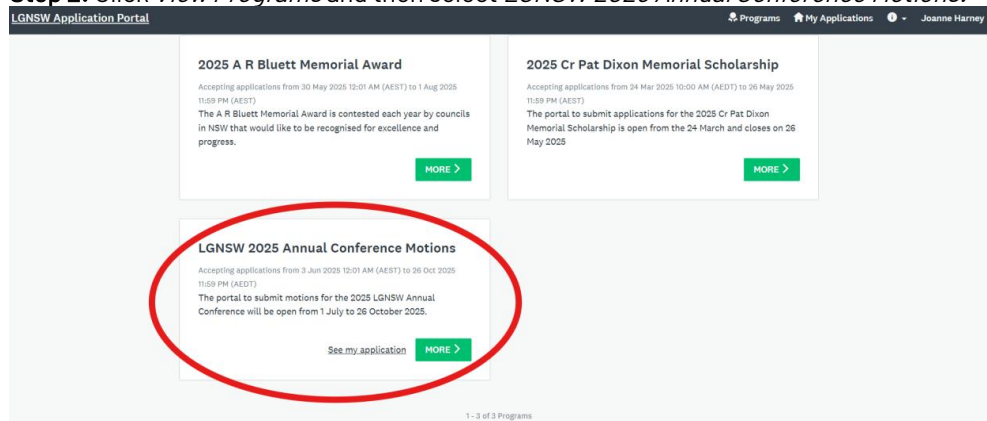
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from **Tuesday 1 July 2025**.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 26 October 2025** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au)

**Step 1:** Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

*Note: you will need to register if you are logging in for the first time.*

**Step 2:** Click *View Programs* and then select *LGNSW 2025 Annual Conference Motions*.





**Step 3:** Click **APPLY**.

LGNSW 2025 Annual Conference Motions

The portal to submit motions for the 2025 LGNSW Annual Conference will open from 1 July.

In line with LGNSW rules the latest date motions could be accepted for inclusion in the Conference Business Paper is Sunday 26 October 2025.

More information, including on late motions, is available on the LGNSW Conference website.

Contact [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au) for any questions relating to conference motions.

**APPLY**

Opens  
3 Jun 2025 12:01 AM (AEST)

Deadline  
26 Oct 2025 11:59 PM (AEDT)

**Step 4:** Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:

1 of 3 tasks complete

Last edited: 10 Jun 2025 01:21 PM (AEST)

**REVIEW** **SUBMIT**

Deadline: 26 Oct 2025 11:59 PM (AEDT)

**Joanne Harney (Owner)**  
[joanne.harney@lgnsw.org.au](mailto:joanne.harney@lgnsw.org.au)

**Add collaborator**

LGNSW 2025 Annual Conference... [Preview](#) [...](#)

**Cemetery Tax**  
ID: M25-0000000008

**APPLICATION** **ACTIVITY**

Your tasks

- ☒ **Applicant Contact Information**  
Completed on: 10 Jun 2025 01:21 PM (AEST)
- ☐ **Motion Form**
- ☐ **Evidence of Council's Support for the Motion**

**Step 5:** Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.

The screenshot displays the 'Applicant Contact Information' step in the LGNSW 2025 Motion Submission Guide. On the left, a sidebar shows the progress of three tasks: 'Applicant Contact Information' (completed, indicated by a green circle), 'Motion Form', and 'Evidence of Council's Support for the Motion'. Below the sidebar, it states '0 of 3 tasks complete', 'Last edited: 10 Jun 2025 01:32 PM (AEST)', and 'Deadline: 26 Oct 2025 11:59 PM (AEST)'. The main area is titled 'Applicant Contact Information' and contains a 'Contact details' section with fields for 'Contact Name', 'Contact Job Title', 'Contact Email', and 'Contact Phone'. At the bottom of the main area, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted with a red circle.

**Step 6:** Click 'Motion Form' to add the motion details.

**Motion category and sub-category** assists with categorising motions and grouping related motions in the Conference Business Paper.

**Motion wording** should include a sentence or two which includes the call to action.

**Background note** should provide a paragraph or two to explain the context and importance of the issue to the local government sector.  
Click **MARK AS COMPLETE** once finished.

LGNSW 2025 Annual Conference Moti...

**Cemetery Tax**  
ID: M25-0000000008

✓ Applicant Contact Information

➔ Motion Form

⌚ Evidence of Council's Support for the Motion

1 of 3 tasks complete

Last edited: 10 Jun 2025 01:44 PM (AEST)

REVIEW SUBMIT

Deadline: 26 Oct 2025 11:59 PM (AEDT)

Motion Form ✓ Draft saved

Council/member name

Motion Category

Motion Title  
Cemetery Tax

Motion Wording

Motion Background  
Maximum 1 or 2 paragraphs

SAVE & CONTINUE EDITING MARK AS COMPLETE

**Step 7:** Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This will usually be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.

Back to application

LGNSW 2025 Annual Conference Motion  
**Cemetery Tax**  
ID: M25-000000008

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

2 of 3 tasks complete

Last edited: 10 Jun 2025 01:41 PM (AEST)

REVIEW SUBMIT

Deadline: 26 Oct 2025 11:59 PM (AEDT)

Evidence of Council's Support for the Motion

Task instructions Hide

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

ATTACH FILE

Show accepted formats

MARK AS COMPLETE

**Step 8:** Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.

Back to application

LGNSW 2024 Annual Conference Motion  
**Closing the Gap**  
ID: M24-000000005

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

3 of 3 tasks complete

Last edited: 26 Jun 2024 03:47 PM (AEST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 12:00 AM (AEDT)

Evidence of Council's Support for the Motion

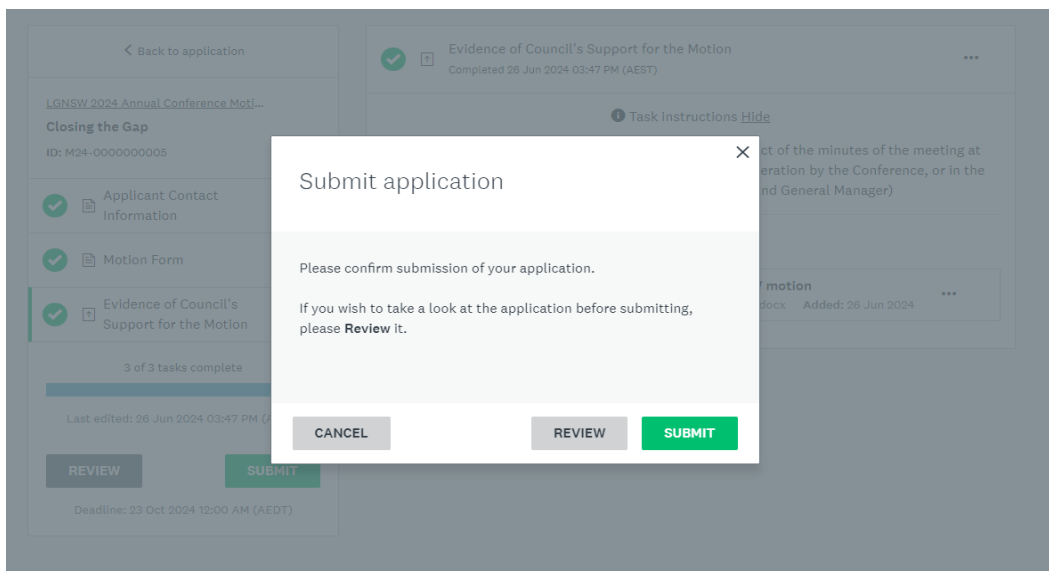
Completed 26 Jun 2024 03:47 PM (AEST)

Task instructions Hide

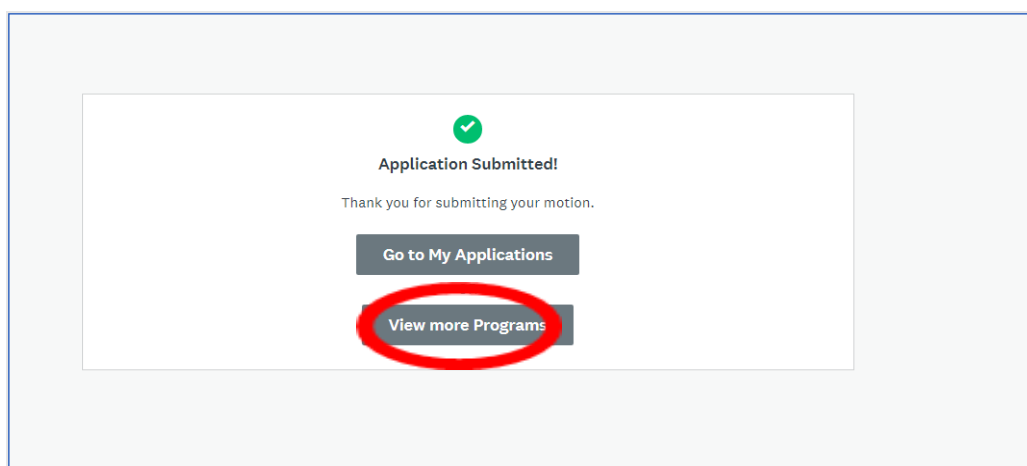
Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

Council minutes- Evidence of support for LGNSW motion  
Filename: Council\_minutes\_-\_Evidence\_of\_supp\_PFnzGgb.docx Added: 26 Jun 2024

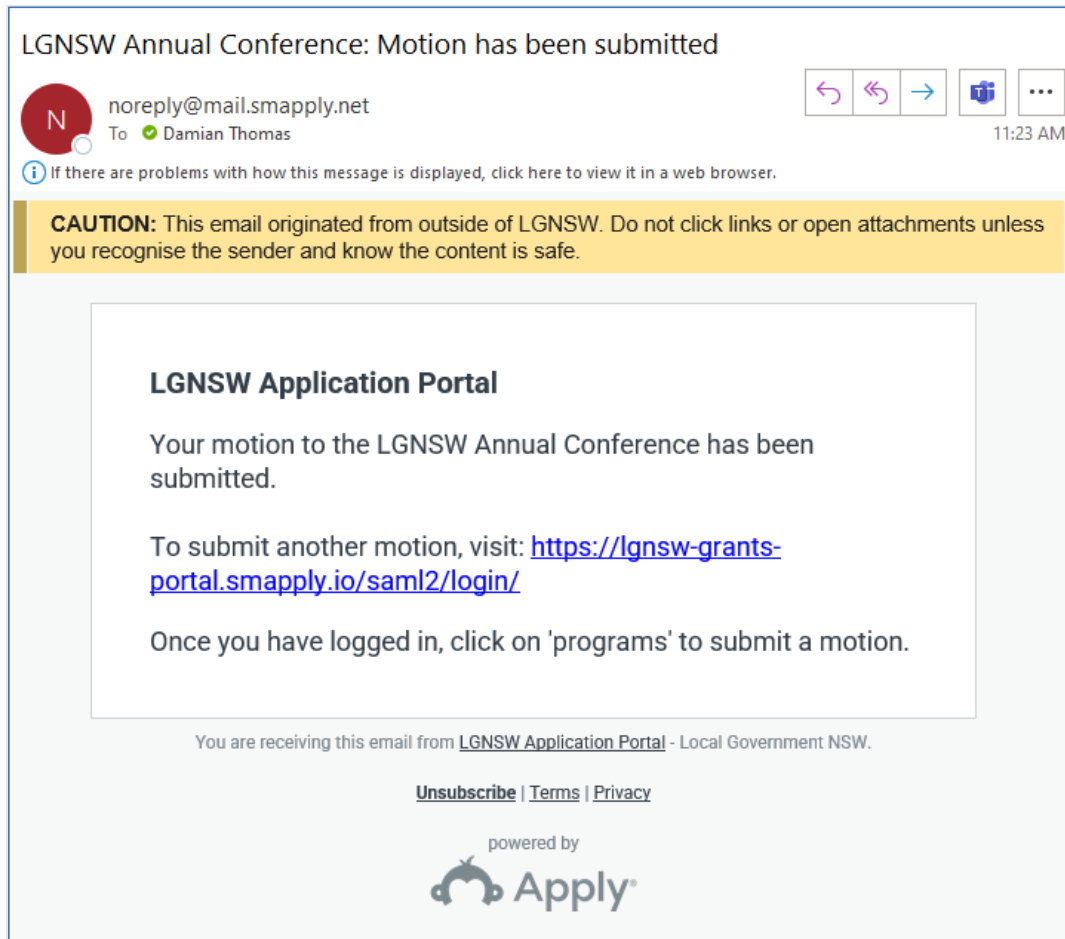
**Step 9:** You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.



**Step 10:** If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.



**Step 11:** An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.



## COM 05

**Amendments to Grant and Community  
Sponsorship Policy- Donations**

<b>Strategic Direction</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	264073.2025
<b>Report By</b>	Craig Lambeth - Manager Community Recreation
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

At its meeting on 23 April 2025, Council resolved to:

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

In response to the above:

At its meeting on 13 May 2025, Council received and acknowledged a report which outlined donations made by Council for the purpose of overseas humanitarian aid.

A Governance Briefing session was held on 15 July 2025, where Councillors reviewed and provided feedback on a Draft Donations Policy intended to guide Council's capacity to make donations in response to overseas humanitarian crises. Councillors agreed that a standalone policy was not required, with a preference to incorporate an additional section into the existing Grants and Community Sponsorship Policy.

This report presents an updated Policy reflecting that feedback. In consultation with relevant Council departments, Council Officers have amended the **Grants and Community Sponsorship Policy** (the Policy) to include provisions for donations to third-party entities at Council's discretion. A new section 7.8 – *Donations* – has been added, incorporating Councillor feedback on discretionary donations and setting out eligibility conditions, exclusions, and the evaluation and approval process.

Council Officers have sought clarification on whether this provision constitutes an approved use of public funds under section 356 of the *Local Government Act 1993* (the Act), which outlines Council's responsibilities in administering public funds for the purposes of donations. To ensure best practice and demonstrate compliance with section 356, it is recommended that the proposed policy amendment be placed on public exhibition, providing transparency and an opportunity for community feedback before adoption.

---

**RECOMMENDATION**

---

That Council:

1. Receives and notes this report;
2. Endorses the amended Draft Grants Donations Sponsorship Policy;
3. Directs the CEO to place the amended Policy on public exhibition for a period of 28 days; and
4. If no significant feedback is received, direct the CEO to adopt the amended Policy on behalf of Council.

---

**REPORT**

---

**Background**

At its meeting on 13 May 2025, Council requested a Donations framework to provide eligibility guidelines and evaluation processes that support Council donations to enhance wellbeing of the broader Liverpool community.

Previously, donations were generally made on an ad-hoc basis through the endorsement of a Mayoral Minute or Notice of Motion, without a formal policy or decision-making framework. A Governance Briefing session was held on 15 July 2025, where Councillors reviewed and provided feedback on a Draft Donations Policy intended to guide Council's capacity to make donations in response to overseas humanitarian crises. Councillors agreed that a standalone policy was not required, preferring instead to incorporate a new section within the existing Grants and Community Sponsorship Policy.

The inclusion of this additional section ensures Council maintains a comprehensive framework that supports its long-term commitment to transparency and accountability. It establishes clear guidelines and approval processes for endorsing donations both nationally and internationally, while ensuring alignment with defined eligibility and evaluation criteria.



Item 356 of the Local Government Act 1993 prescribes the requirements when Councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals).

The Act specifies that any financial assistance provided by Council must be for the purposes of exercising the council's functions. Section 356(2) requires councils to give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so.

Public notice is not required if:

- The assistance is part of a specific program which has been included in the council's management plan;
- The program's budget does not exceed 5% of the council's income from ordinary rates for the year;
- The program is uniformly available to all or a significant group of persons within the area; and
- The financial assistance is part of a program of graffiti removal work.

## **Consideration**

### **Incorporation of Draft Donations Policy into existing Grants & Sponsorship Policy Framework**

To ensure transparency in making donations to nominated organisations, clause 7.8 *Donations* has been incorporated into the existing Grants & Sponsorship Policy Framework (attached). The Policy now offers an updated framework for making financial/in-kind donations that support the needs of the broader community. The Policy outlines key considerations for Council including:

- Clear eligibility and evaluation criteria;
- Expected outcomes and benefits of proposed donation;
- Program exclusions and conditions; and
- Donation process, approval, and funding source.

Below outlines the expansion of the Community Grants & Sponsorship Policy to incorporate section 7.8 Donations.

#### **7.8 DONATIONS**

*Council may provide financial or in-kind donations to organisations on approval by Council Resolution. Nominated organisations must meet the eligibility criteria and demonstrate the delivery of community outcomes.*

##### **7.8.1 Expected Program Outcomes**

Donation to a nominated eligible organisation must assist Council in performing its core functions set out in Chapter 5 of the Local Government Act including the provision of goods, services and facilities, and in carrying out activities appropriate

to the current and future needs within the Liverpool Community and of the wider public.

*Donations to eligible organisations must address one or more of the following.*

- a) Demonstrate and recognise Liverpool community's generosity and willingness to support other organisations and community groups delivering programs, activities or programs that promote community capacity and social capital;*
- b) Provide opportunity to assist with building community capacity and improving social well-being to marginalised or targeted communities;*
- c) Demonstrate the delivery of programs, events or activities that provide immediate benefit to the Liverpool Community; and*
- d) Demonstrate how the program, event, or activity delivered outside the Liverpool Local Government Area will benefit communities within the Liverpool LGA—particularly where there are significant populations with cultural or community ties to the area in which the initiative is held.*

### **7.8.2 Program Eligibility & Conditions**

- a) Beneficiaries must be an incorporated organisation or auspiced by an incorporated organisation, or listed as a not-for-profit or charitable organisation on the Australian Charities and Not-for-profits Commission website;*
- b) Beneficiaries must provide a Certificate of Currency for Public Liability Insurances of at least \$20m; and*
- c) Any donation for Foreign Aide must be made to government or aide agencies accredited by the Australian Agency for International Development (AusAID) or the Australian Council for International Development (ACFID) or an equivalent accrediting agency.*

### **7.8.3 Program Exclusions**

- a) Donations to individuals, unincorporated community groups or other entities not listed on the ACNC website;*
- b) Donations to political parties;*
- c) Donations to pay for the costs associated with the use of facilities owned by Liverpool City Council; and*
- d) Donations to schools, tertiary institutions, religious organisations, and local/ state/ federal agencies.*

### **7.8.4 Approval Process & Funding Source**

- *Donations will be approved by Council resolution in a matter consistent with the relevant Meeting Code of Practice.*
- *Where the resolution is proposed by a Notice of Motion (NOM), the NOM should clearly outline those details of the proposed donation and the intended recipient. Nominated organisation must be validated by a nominated Council Officer for eligibility.*
- *Resolutions to donate funding or provide financial donations will be placed on public exhibition allowing community feedback and comment. Where feedback opposing the proposed donation is received during the public exhibition process, a further report will be provided to Council.*

- *In the event where the resolution is proposed via an Urgency Motion, Resolutions may only be passed subject to the beneficiaries' eligibility being validated by a nominated Council Officer within seven (7) days of the resolution being passed. Donations made by urgency motion will be required to be placed on public exhibition for a period of 28 Days.*
- *Donation amounts will be determined by a Council resolution on a case-by-case basis.*

### **Conclusion and Recommendation**

The Draft Grants, Donations and Community Sponsorship Policy represents a robust process to ensure community donations not only meet the Policy criteria but also aligns with Council's strategic directions. This stringent Policy ensures that Council conducts its due diligence, in relation to the provision of donations to verified organisations and ensures Council does not fall into legal error and/or inadvertently breach Section 356 of the Local Government Act and acts in the public interest.

By incorporating a Donations Policy within the existing Grants & Sponsorship Policy, Council can ensure greater transparency and accountability when making charitable contributions to impacted communities.

It is recommended that Council endorse the proposed amendments to the Grants, Donations and Community Sponsorship Policy as outlined in this report and place the amended Policy on public exhibition for a period of 28 days.

Further, if no significant feedback is received through the public exhibition process, Council should direct the CEO to adopt the amended Policy on behalf of Council.

### **FINANCIAL IMPLICATIONS**

The costs associated with the proposed new section 7.8 – *Donations* 7.8 of this Policy are not included in Council's current budget or Long-Term Financial Plan. The financial impact cannot be precisely determined, as it will vary depending on the number and value of donations made in any given financial year.

Funds for these donations will be drawn from Council's General Reserve (in effort to ensure allocated budget for Community Grants and Sponsorship program is not depleted).

### **CONSIDERATIONS**

<b>Economic</b>	Approved funding under the Donations Policy (7.8.2) will be drawn from Council's General Reserve at the time of the donation.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Support community organisations, groups and volunteers to deliver coordinated services to the community.

<b>Civic Leadership</b>	<p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Deliver services that are customer focused.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p>
<b>Legislative</b>	<p>Local Government Act (LG Act) – Section 356. A council can resolve to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Donations are a form of financial assistance. Council's functions are set out in Chapter 5 of the LG Act and include providing goods, services and facilities, and carrying out activities, appropriate to the current and future needs within its local community and of the wider public (s 24 of the LG Act).</p> <p>If the financial assistance is to a person who acts for private gain Council must give at least 28 days' public notice of the council's proposal to pass the necessary resolution s 356(2) of the LG Act.</p> <p>Public notice is not required if—</p> <ul style="list-style-type: none"> <li>(a) the financial assistance is part of a specific program, and</li> <li>(b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and</li> <li>(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and</li> <li>(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area. (s 356(3) of the LG Act)</li> </ul> <p>Public notice is also not required if the financial assistance is part of a program of graffiti removal work (s 356(4) of the LG Act).</p> <p>Under s 377(1)(q) of the LG Act, a council cannot delegate to the general manager or any other person or body the function of making a decision under section 356 to contribute money or otherwise grant financial assistance to persons.</p>
<b>Risk</b>	<p>The risk is deemed to be low.</p> <p>There is a risk that Council could inadvertently fall into legal error without the proper scrutiny of grant applications under the Grants, Donations and Community Sponsorship Policy.</p> <p>The risk is considered within Council's risk appetite.</p>

## **ATTACHMENTS**

1. Draft Grants Donations & Sponsorship Policy 2025 (Under separate cover)

## COM 06

**Council Grants Donations and Sponsorship  
Report**

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
<b>File Ref</b>	265314.2025
<b>Report By</b>	Javeria Hoda - Community Development Worker Funding & Support
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

Council is committed to building strong and resilient communities in the Liverpool Local Government Area (LGA) and maximising social wellbeing. Council helps achieve these goals by providing financial support through grants and sponsorships to develop leadership skills, increase participation in community activities and address identified social issues.

This report provides a recommendation for endorsement of funding totalling **\$110,230** from the Sustainable Environment Grant, Community Grants, Community Sponsorship and Matching Grants program.

**RECOMMENDATION**

That Council:

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

<b>Applicant</b>	<b>Project</b>	<b>Recommended</b>
Miller Public School	Miller PS Community Garden	\$5,000
The Parents and Citizens Association of Holsworthy Public School	Native Food Forest Garden	\$5,000

2. Endorses the funding recommendation of **\$15,000** (GST exclusive) under the **Matching Grant Program** for the following project:

Applicant	Project	Recommended
Preston Hornets Cricket Club	WV Scott Memorial Park – Nets Upgrade	\$15,000

3. Endorses the funding recommendation of **\$33,850** (GST exclusive) under the **Community Grant Program** for the following projects:

Applicant	Project	Recommended
SHER Foundation LTD	Foundations: Employability Skills for Young CALD Men	\$8,400
NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS)	Youth.Start Liverpool: After-Hours Youth Program	\$10,000
Lifeline Macarthur and Western Sydney	Free Mental Health Training Programs	\$10,000
Macarthur Region Nepalese Community	2025 Teej Celebration	\$5,450

4. Endorses the funding recommendation of **\$51,380** (GST exclusive) under the **Community Sponsorship Program** for the following project

Applicant	Project	Recommended
United Multicultural Association Austral	Leppington Ganesh Chaturthi 2025	\$7,380
SEWA Australia Inc	Eco-Friendly Immersion - Environment Protection Event	\$10,000
Multicultural Association of Asia & Pacific Incorporated	Fiji Day Australia 2025	\$10,000
Ladies Like to Lunch Ltd	2025 Ladies Like to Lunch Pink Ribbon Luncheon	\$10,000

Georges River Life Care	Care for a Walk 2025	\$5,000
Australian Arab Cultural Forum	Prevention Violence in Multicultural Societies in Australia - with Arab Focus in South Western Sydney NSW	\$9,000

## REPORT

### Sustainable Environment Grant

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

<b>Applicant</b>	Miller Public School		
<b>Project</b>	Miller PS Community Garden		
<b>Amount Requested</b>	\$5,000	<b>Total Project Cost</b>	\$5,000
<b>Location</b>	Miller Public School 3 Shropshire Street, Miller NSW 2168	<b>Date</b>	Jul – Dec 2025
<b>About the Applicant</b>	Miller Public School is a diverse and inclusive primary school located in the heart of the Liverpool LGA, committed to fostering student leadership, wellbeing, and community engagement. The school proudly participates in Liverpool City Council's flagship Children's Parliament program, which empowers students to voice their ideas, develop civic awareness, and take part in shaping their local community.		
<b>Description</b>	<p><b>Objective:</b> Miller Public School proposes the establishment of a community garden with inclusive spaces, including a dedicated area within the support unit. The project aims to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhance student learning and wellbeing through hands-on environmental education, healthy eating, and trauma-informed outdoor experiences; and</li> <li><input type="checkbox"/> Foster a strong sense of community by creating a shared space that supports social connection, inclusion, and ongoing engagement among students, families, and the wider school community.</li> </ul>		



	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Build the capacity of students and staff to promote sustainability and environmental stewardship through hands-on learning experiences in gardening, composting, and edible planting;</li> <li>• Encourage positive behavioural change towards a more sustainable future by engaging students, teachers, and families in ongoing garden care, waste reduction practices, and healthy eating habits; and</li> <li>• Generate positive community engagement by involving parents, local experts, and community members in workshops, events, and collaborative activities that support and enhance the school's environmental goals.</li> </ul>
<b>Funding Allocation</b>	<p>Grant funding of \$5,000 will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• \$3,883 towards garden materials and development</li> <li>• \$630 towards a mobile kitchen and equipment</li> <li>• \$320 towards greenhouse</li> <li>• \$167 towards native plants and bush tucker</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li>• School students and broader school community.</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$5,000</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Sustainable Water Use, Environmental Improvement, Sustainable Living</i>.</p> <p><b>Expected program outcomes 7.5.1 a), b), c) and e).</b></p>

<b>Applicant</b>	The Parents and Citizens Association of Holsworthy Public School		
<b>Project</b>	Native Food Forest Garden		
<b>Amount Requested</b>	\$5,000	<b>Total Project Cost</b>	\$6,000
<b>Location</b>	Holsworthy Public School 36 Infantry Parade, Holsworthy NSW 2173	<b>Date</b>	October– Dec 2025



<b>About the Applicant</b>	The Parents and Citizens Association of Holsworthy Public School is a dedicated volunteer-led group that supports the school community through fundraising, events, and initiatives that enhance student learning and wellbeing. The P&C works in close partnership with school leadership, families, and the wider community to provide resources and opportunities that enrich the educational environment and strengthen community engagement at Holsworthy Public School.
<b>Description</b>	<p><b>Objective:</b> The Parents and Citizens Association of Holsworthy Public School proposes the restoration of the school's native garden, led by the student Environmental Rangers Group (Years 3–6). The project aims to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enhance local biodiversity and pollinator habitats through the planting of seasonal native species and installation of educational signage; and</li> <li><input type="checkbox"/> Promote environmental awareness, cultural learning, and sustainability by engaging students with Aboriginal elders and native plant experts, creating a long-lasting educational and ecological resource for the entire school community.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage schools and community groups to identify and implement innovative approaches that protect and enhance Liverpool's natural environment, through student-led restoration of a native garden focused on supporting pollinators and local fauna;</li> <li><input type="checkbox"/> Raise awareness and promote sustainable living by educating the school and wider community about native plants, pollinators, and bush foods through student-created information boards; and</li> <li><input type="checkbox"/> Generate positive community engagement by involving students, Aboriginal elders, and local native plant experts in hands-on, culturally informed environmental learning and garden restoration.</li> </ul>
<b>Funding Allocation</b>	<p>Grant funding of \$5,000 will be allocated as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$4,709 towards garden plants and program tools</li> <li><input type="checkbox"/> \$300 towards garden landscaping</li> </ul>
<b>Beneficiaries</b>	<input type="checkbox"/> School students and broader school community.
<b>Assessment</b>	<p><b>Recommended Funding - \$5,000</b> The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Sustainable Water Use, Environmental Improvement, Sustainable Living</i>. <b>Expected program outcomes 7.5.1 a), b), c), and e).</b></p>

**Matching Grants Program**

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

<b>Applicant</b>	Preston Hornets Cricket Club		
<b>Project</b>	WV Scott Memorial Park Nets Upgrade		
<b>Amount Requested</b>	\$15,000	<b>Total Project Cost</b>	\$92,000
<b>Location</b>	380/390 Bringelly Rd, Austral NSW 2179	<b>Date</b>	November 2025
<b>About the Applicant</b>	<p>Preston Hornets Cricket Club (PHCC) has been one of the largest sporting organisations in the Liverpool LGA for over 50 years. The club displays a strong passion for developing junior cricket players while maintaining sportsmanship and integrity. PHCC takes pride in its distinct membership with 22 junior teams and 11 senior teams comprising of male and female players from diverse backgrounds.</p> <p>PHCC is seeking funding for upgrades at WV Scott Memorial Park, a Council owned sporting field located in Austral.</p>		
<b>Description</b>	<p><b>Objective:</b></p> <p>Liverpool City Cricket Club (LCCC) proposes the removal and replacement of the existing unsafe cricket nets at Scott Park, Austral. This upgrade will benefit LCCC and other local clubs by providing a safe and accessible training facility within the Liverpool area. The project aims to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage local participation and development of cricket by delivering a much-needed training space; and</li> <li><input type="checkbox"/> Support the growth of the sport in Liverpool by reducing the need for teams to travel outside the area due to a lack of usable facilities.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Improve community infrastructure and beautification of sporting fields through cricket training facility upgrades; and</li> <li><input type="checkbox"/> Providing greater access to sporting groups and experience social and physical wellbeing.</li> </ul>		
<b>Funding Allocation</b>	<p>Grant funding of \$15,000 in matching funds will be allocated towards project management costs to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove existing cricket training facility; and</li> <li><input type="checkbox"/> Build a new 2 lane cricket training facility</li> </ul>		
<b>Beneficiaries</b>	<input type="checkbox"/> Sports players, sporting community and local residents/visitors.		
<b>Assessment</b>	<b>Recommended Funding - \$15,000</b>		

	<p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative.</i></p> <p><b>Expected Matching Grants program outcomes 7.6.2 d), e) and g).</b></p> <p>Applicant meets the requirements of <i>Section 7.6.3 Matching Grants Infrastructure &amp; Capital Works</i> (Grants Donations &amp; Sponsorship Policy):</p> <p><i>a) Provide written consent from the landowner approving the capital works and/or infrastructure improvement in accordance with landowners' licence agreement;</i></p> <p><i>b) No part of funds can be used for improvements to privately owned facilities; and;</i></p> <p><i>c) Where relevant, submit an approved Development Application (DA) with the applications.</i></p>
--	--

### **Community Grants Program**

The Community Grants Program received four applications which met the eligibility criteria and are recommended for funding as follows:

<b>Applicant</b>	SHER Foundation LTD		
<b>Project</b>	Foundations: Employability Skills for Young CALD Men		
<b>Amount Requested</b>	\$8,400	<b>Total Project Cost</b>	\$10,400
<b>Location</b>	Online (Zoom) and Liverpool Powerhouse (Final session)	<b>Date</b>	September 2025 to August 2026
<b>About the Applicant</b>	<p>SHER Foundation Ltd is Australia's first multicultural men's mental health charity, supporting over 2,000 culturally and linguistically diverse (CALD) men across NSW through bilingual, trauma-informed, and peer-led programs. In the Liverpool LGA, SHER works with more than 150 CALD men, delivering culturally safe workshops focused on employability, digital literacy, mental health, and service navigation. Their mission is to empower marginalised men to overcome social isolation and build pathways to wellbeing, confidence, and active participation in the community.</p>		
<b>Description</b>	<p><b>Objective:</b></p> <p>SHER Foundation proposes the delivery of a five-part job readiness program for young CALD men aged 20–24 in the Liverpool LGA. The program includes four online workshops and one in-person community session to improve accessibility and build local connections. The project aims to:</p>		

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Strengthen employment pathways by addressing digital exclusion, low confidence, and service access anxiety among disengaged CALD youth; and</li> <li><input type="checkbox"/> Increase social participation and mental wellbeing through culturally safe, early-stage support that connects young men to local services, peer networks, and job-seeking tools.</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase engagement of young CALD men in social activities by providing group-based, culturally safe programs that foster connection with peers, services, and the broader community;</li> <li><input type="checkbox"/> Improve mental health and wellbeing by building self-confidence, reducing service access anxiety, and supporting early-stage intervention for vulnerable and disengaged youth; and</li> <li><input type="checkbox"/> Enhance access to information and skill development through structured workshops focused on employability, digital literacy, and job-seeking pathways.</li> </ul>
<b>Funding Allocation</b>	<p>Grant funding of \$8,400 will be allocated towards:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$4,980 towards facilitator fees and volunteer training</li> <li><input type="checkbox"/> \$250 towards in-language community interpreter</li> <li><input type="checkbox"/> \$700 towards workshop materials</li> <li><input type="checkbox"/> \$520 towards program design, printing and translation</li> <li><input type="checkbox"/> \$800 towards venue hire and catering</li> <li><input type="checkbox"/> \$1,150 towards program evaluation, outcome surveys etc.</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 20 to 24 local CALD men</li> <li><input type="checkbox"/> Families and networks of CALD participants</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$8,400</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Sustainable Water Use, Environmental Improvement, Sustainable Living</i>.</p> <p><b>Expected Community Grants program outcomes 7.4.1 a), b), c), d) and e).</b></p>

<b>Applicant</b>	NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS)
<b>Project</b>	Youth.Start Liverpool: After-Hours Youth Program

<b>Amount Requested</b>	\$10,000	<b>Total Project Cost</b>	\$38,514
<b>Location</b>	Michael Wenden 62 Cabramatta Ave, Miller NSW 2168	<b>Date</b>	July 2025 to August 2026
<b>About the Applicant</b>	<p>STARTTS (NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors) is a specialist organisation supporting individuals, families, and communities from refugee backgrounds who have experienced torture, trauma, and displacement. Working across NSW, including in the Liverpool LGA, STARTTS provides holistic, trauma-informed services through a bio-psycho-social model of recovery. Programs include counselling, early childhood and youth therapies, community development, and school-based support. STARTTS also builds capacity in local organisations, schools, and community groups to better support refugee communities and promote long-term recovery and wellbeing.</p>		
<b>Description</b>	<p><b>Objective:</b>            STARTTS proposes to deliver Youth.Start Liverpool, a weekly youth program for young people aged 12–20 from refugee and refugee-like backgrounds, held at the Michael Wenden Aquatic Leisure Centre. The program aims to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Improve the physical, mental, and social wellbeing of refugee youth through accessible, trauma-informed recreational, cultural, and psycho-educational activities; and</li> <li><input type="checkbox"/> Support positive settlement outcomes by fostering community connections, enhancing life skills, and promoting a sense of belonging and resilience among young people in the Liverpool LGA.</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase social engagement and connection among refugee and refugee-like young people through inclusive recreational, cultural, and community-based activities;</li> <li><input type="checkbox"/> Strengthen the mental health and overall wellbeing of participants by providing trauma-informed, psycho-educational sessions that build emotional resilience and stress management skills; and</li> <li><input type="checkbox"/> Improve access to information and development of life skills through specialised workshops and ongoing support that address the unique needs of newly settled youth in the Liverpool LGA.</li> </ul>		
<b>Funding Allocation</b>	<p>Grant funding of \$10,000 will be allocated towards:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$1321 towards program materials and sporting equipment</li> <li><input type="checkbox"/> \$8184 towards sports venue hire</li> </ul>		
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Young people ages 12 to 20</li> <li><input type="checkbox"/> Local Migrant &amp; Refugee communities</li> </ul>		

<b>Assessment</b>	<p><b>Recommended Funding - \$10,000</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Sustainable Water Use, Environmental Improvement, Sustainable Living</i>.</p> <p><b>Expected Community Grants program outcomes 7.4.1 a), b) and c).</b></p>
-------------------	--

<b>Applicant</b>	Lifeline Macarthur and Western Sydney		
<b>Project</b>	Free Mental Health Training Programs		
<b>Amount Requested</b>	\$10,000	<b>Total Project Cost</b>	\$10,000
<b>Location</b>	Support Agencies across Liverpool LGA	<b>Date</b>	September 2025 to August 2026
<b>About the Applicant</b>	<p>Lifeline Macarthur &amp; Western Sydney (LMWS) is a leading not-for-profit charity that is saving lives since 1978 and an integral part of the National Lifeline network. LMWS purpose is to support Australians in times of crisis with access to 24-hour, 7 days a week through crisis support and suicide prevention services. LMWS aims to reduce services across the Liverpool LGA through capacity building programs.</p>		
<b>Description</b>	<p><b>Objective:</b></p> <p>LMWS proposes to deliver six free mental health training programs in the Liverpool LGA, comprising two sessions each of SafeTALK, Accidental Counsellor Training, and Read the Signs – Men’s Mental Health Awareness. The program aims to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equip community members with the skills to recognise signs of distress, respond appropriately, and connect individuals to help; and</li> <li><input type="checkbox"/> Strengthen community safety, connection, and resilience by reducing stigma around mental health, encouraging help-seeking, and promoting early intervention to prevent suicide.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase community capacity to identify and respond to signs of mental distress, enabling timely support and referral to appropriate services;</li> <li><input type="checkbox"/> Reduce stigma around mental health and suicide through education, open discussion, and awareness-building across diverse community groups; and</li> </ul>		

	<input type="checkbox"/> Strengthened community resilience and safety by fostering connected, informed, and supportive networks within the Liverpool LGA.
<b>Funding Allocation</b>	<input type="checkbox"/> Grant funding of \$10,000 will be allocated towards the delivery of 12 mental health sessions across the LGA (facilitator fees)
<b>Beneficiaries</b>	<input type="checkbox"/> Men in high-risk or traditionally underrepresented groups <input type="checkbox"/> Families, friends, and colleagues of vulnerable individuals
<b>Assessment</b>	<p><b>Recommended for Funding - \$5000</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Community Grant Program funding priorities.</p> <p><b>Expected program outcomes 7.4.1 a), b), c) e) and f)</b></p>

<b>Applicant</b>	Macarthur Regional Nepalese Community		
<b>Project</b>	Teej Festival 2025		
<b>Amount Requested</b>	\$5,450	<b>Total Project Cost</b>	\$18,000
<b>Location</b>	Skyview Reception Centre 28 Railway Street Liverpool NSW 2170	<b>Date</b>	16 August 2025



<b>About the Applicant</b>	The Macarthur Region Nepalese Community (MRNC) is a not-for-profit organisation that aims to promote and celebrate Nepalese culture through various cultural events and activities in the Liverpool and Macarthur area. MRNC serves as a platform for Nepalese individuals and families to not only preserve their cultural heritage but also connect and share their rich traditions with the wider community. MRNC also acts as a support network for its community and provides assistance and guidance to new migrants settling in Liverpool, facilitates social integration, and fosters a sense of belonging within the Nepalese and broader Australian community.
<b>Description</b>	<p><b>Objectives:</b> MRNC recognises Liverpool's rich multicultural community and services as a prime location to host 'Teej Festival', a Nepalese cultural event attracting hundreds of visitors to the Liverpool LGA. This celebration showcases Nepalese traditions and culture through various interactive activities, folk musical performances, and Nepalese food. The festival is open to the broader community to foster social harmony and encourage community members from all backgrounds to share knowledge and culture.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Celebrate diversity and promote inclusion within the Liverpool LGA;</li> <li><input type="checkbox"/> Create social connections and wellbeing opportunities for newly arrived Nepalese migrants settling in the Liverpool LGA;</li> <li><input type="checkbox"/> Provide promotional and publicity opportunities to the Liverpool LGA; and;</li> <li><input type="checkbox"/> Promotes Liverpool's reputational as a great place to live, work, and invest.</li> </ul>
<b>Funding Allocation</b>	<p>Grant funding of \$5,450 will be allocated towards:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$2,800 towards cultural artists and performance</li> <li><input type="checkbox"/> \$2,650 towards event venue hire</li> </ul> <p>While this is a ticketed event (covering event cost only), the organisation provides free tickets to local seniors, students and those who require assistance.</p>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Broader Nepalese community</li> <li><input type="checkbox"/> Newly arrived migrants and CALD community</li> <li><input type="checkbox"/> Local businesses (as event vendors)</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$5,450</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative Objective 4 – Visionary, Leading, Responsible</i> and meets the Community Grants Program funding priorities.</p> <p><b>Expected Community Grants program outcomes 7.4.1 a) and b).</b></p>



**Community Sponsorship Program**

The Community Sponsorship Grants Program received six applications which met the eligibility criteria and are recommended for funding as follows:

<b>Applicant</b>	United Multicultural Association Austral		
<b>Project</b>	Leppington Ganesh Chaturthi 2025		
<b>Amount Requested</b>	\$7,380	<b>Total Project Cost</b>	\$17,000
<b>Location</b>	Leppington NSW, 2179	<b>Date</b>	27 August 2025
<b>About the Applicant</b>	The United Multi Cultural Association of Australia Incorporated is a newly established not-for-profit in the Leppington area, committed to promoting diversity, inclusion, and community harmony. Active in the Liverpool LGA, the group delivers multicultural events, educational programs, and social initiatives that bring people together and strengthen intercultural understanding. Recent events, including Australia Day, Easter, Holi, and Ganesh Chaturthi celebrations, have connected residents from diverse backgrounds, fostering mutual respect, social cohesion, and a strong sense of belonging.		

<b>Description</b>	<p><b>Objectives:</b> The Leppington Ganesh Chaturthi 2025 aims to bring together people of all cultural and religious backgrounds in a five-day celebration that showcases the richness of Indian culture and spiritual traditions. Through traditional rituals, devotional singing, cultural performances, and free daily vegetarian meals, the event fosters intercultural understanding, social cohesion, and community pride. By providing a safe, welcoming, and inclusive space, it encourages connections between diverse community members, reduces social isolation, and strengthens the social fabric of Liverpool's vibrant multicultural community.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foster an inclusive and connected community by celebrating the rich cultural diversity of Liverpool's residents;</li> <li><input type="checkbox"/> Enhance social wellbeing by encouraging active community participation in vibrant cultural experiences;</li> <li><input type="checkbox"/> Increase visibility and pride in Liverpool through widespread promotion of community-led events and initiatives; and</li> <li><input type="checkbox"/> Strengthen Liverpool's identity as a welcoming, dynamic, and thriving place to live, work, and contribute.</li> </ul>		
<b>Funding Allocation</b>	<p>Grant funding of \$7,380 will be allocated as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$6,000 towards catering</li> <li><input type="checkbox"/> \$1,380 towards chairs and marquee hire</li> </ul>		
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 300+ CALD Community from Liverpool LGA</li> <li><input type="checkbox"/> visitors from the broader community and neighbouring LGA's.</li> </ul>		
<b>Assessment</b>	<p><b>Recommended Funding - \$7,380</b> The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Sustainable Water Use, Environmental Improvement, Sustainable Living</i>. <b>Expected Community Sponsorship program outcomes 7.7.1 a), b), c), d) and e).</b></p>		

<b>Applicant</b>	SEWA Australia Inc		
<b>Project</b>	Eco-Friendly Idol Immersion - Environment Protection Event		
<b>Amount Requested</b>	\$10,000	<b>Total Project Cost</b>	\$10,600

<b>Location</b>	Satyam Ghat Haigh Park, Liverpool NSW 2170	<b>Date</b>	27 August to 8 September 2025
<b>About the Applicant</b>	Sewa Australia Incorporated is a 100% volunteer-run, not-for-profit based in the Liverpool LGA, serving the community since 1996. In 2025, the team was honoured with the Australia Day Award: <i>Fraser Environment Award</i> for its outstanding contribution to environmental protection. The organisation delivers humanitarian aid, disaster relief, migrant support, youth engagement, and community development programs, alongside environmental education and wellbeing initiatives. Through inclusive, prevention-focused programs, Sewa builds resilience, fosters social cohesion, and supports the diverse needs of Liverpool's communities.		
<b>Description</b>	<p><b>Objective:</b></p> <p>The Eco-Friendly Idol Immersion event at Satyam Ghat Haigh Park aims to protect Liverpool's waterways and promote sustainable environmental practices through a culturally significant community initiative. By installing a temporary pond for the immersion of 250 natural clay idols and diverting over 700 kilos of organic waste from Georges River, the event prevents pollution, safeguards aquatic life, and encourages the use of biodegradable materials. Through hands-on clean-up drives, recycling activities, and environmental education, particularly for children; the program fosters environmental responsibility, teamwork, and community pride, while strengthening Liverpool's reputation as a sustainable, vibrant, and inclusive city.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduce pollution by stopping clay and organic waste from entering the Georges River, protecting the environment; and</li> <li><input type="checkbox"/> Foster a strong sense of community participation and environmental responsibility by bringing Liverpool residents together to take part in clean-up drives, recycling activities, and environmental education.</li> </ul>		
<b>Funding Allocation</b>	<p>Grant funding of \$10,000 will be allocated as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$325 towards St John Ambulance event First Aid</li> <li><input type="checkbox"/> \$515 towards event marketing and promotion</li> <li><input type="checkbox"/> \$700 towards event security and surveillance</li> <li><input type="checkbox"/> \$785 towards sound system</li> <li><input type="checkbox"/> \$825 towards event photography</li> <li><input type="checkbox"/> \$1,450 event fencing</li> <li><input type="checkbox"/> \$3,300 towards skip bins for biodegradable waste collection</li> <li><input type="checkbox"/> \$ 2,100 towards event catering for community</li> </ul>		
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1000+ local CALD Community members</li> <li><input type="checkbox"/> Broader community and visitors to the LGA</li> </ul>		

<b>Assessment</b>	<p><b>Recommended Funding - \$10,000</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 2 - Liveable, Sustainable, Resilient, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible.</i></p> <p><b>Expected Community Sponsorship program outcomes 7.7.1 a), b), c), d) and e).</b></p>
-------------------	---

<b>Applicant</b>	Multicultural Association of Asia & Pacific Incorporated		
<b>Project</b>	Fiji Day Australia 2024		
<b>Amount Requested</b>	\$10,000	<b>Total Project Cost</b>	\$56,000
<b>Location</b>	Woodward Park, Liverpool NSW 2170	<b>Date</b>	11 -12 October 2025
<b>About the Applicant</b>	Multicultural Association of Asia & Pacific Incorporated (MAAPI) is a volunteer-based organisation providing community-based activities that promote East Asian & Fijian culture to the broader community. MAAPI are an active group in the Liverpool LGA ensuring programs are free and accessible to everyone in the community.		
<b>Description</b>	<p><b>Objectives:</b></p> <p>MAAPI is seeking funds to deliver a free two-day event at Woodward Park to celebrate Fiji Day. The Fiji Day Australia Festival will have traditional stalls, food stalls, and fun family rides. Fijian and cultural performances with live music will also be part of the entertainment.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase community participation and community connection through multicultural events and experiences;</li> <li><input type="checkbox"/> Celebrate diversity and promote inclusion;</li> <li><input type="checkbox"/> Deliver economic benefit to the Liverpool LGA;</li> <li><input type="checkbox"/> Promote tourism through regional, national, and international visitors; and;</li> <li><input type="checkbox"/> Promotes Liverpool's reputation as a great place to live, work, and invest, with promotional opportunities for Council.</li> </ul>		

<b>Funding Allocation</b>	Grant funding of \$10,000 will be allocated as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> \$2,558 event amenities management</li> <li><input type="checkbox"/> \$7,442 towards event lighting, generators and message signage</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 5000+ local and regional attendees over the two-day festival.</li> <li><input type="checkbox"/> Local businesses and suppliers supporting the event.</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$10,000</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 2 - Liveable, Sustainable, Resilient, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Community Sponsorship funding priorities.</p> <p><b>Expected program outcomes 7.7.1 a), b), c), d), and e).</b></p>

<b>Applicant</b>	Ladies Like to Lunch Limited		
<b>Project</b>	2025 Ladies Like to Lunch Pink Ribbon Luncheon		
<b>Amount Requested</b>	\$10,000	<b>Total Project Cost</b>	\$61,610
<b>Location</b>	Novella on the Park, 1521 The Horsley Dr, Abbotsbury NSW 2176	<b>Date</b>	19 October 2025
<b>About the Applicant</b>	Ladies Like to Lunch (LLL) is a local not-for-profit charity organisation raising funds to deliver health and wellness programs for those local individuals battling cancer. LLL hold annual Pink Ribbon events in the Liverpool LGA to raise awareness and funds for women affected by cancer and proudly support the Wellness Centre at Liverpool Cancer Therapy Centre to deliver programs that positively impact the Liverpool community.		
<b>Description</b>	<p><b>Objective:</b></p> <p>In recognition of Breast Cancer Awareness Month (October), LLL will be hosting a dedicated charity event to support women affected by Cancer in Southwest Sydney communities. Funds raised will support Wellness Programs and our Care Package Program at the Liverpool Wellness Centre &amp; Liverpool Cancer Therapy Centre. The event aims to raise awareness for vital services like wellness programs and support groups.</p> <p><b>Outcomes:</b></p>		

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster community engagement and raise awareness for vital cancer support services in the Liverpool LGA;</li> <li><input type="checkbox"/> Increase participation in mental health and wellbeing activities for cancer communities in southwest Sydney; and</li> <li><input type="checkbox"/> Improve the overall wellbeing of individuals with cancer, providing resources and support to cope with the challenges of cancer treatment.</li> </ul>
<b>Funding Allocation</b>	<p>Grant funding of \$10,000 will be allocated as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$3,025 towards music and band performance</li> <li><input type="checkbox"/> \$4,296 towards 24 free tickets for local cancer patients and carers</li> <li><input type="checkbox"/> \$2,680 towards Cancer Care Packages for local women (11 boxes)</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cancer patients and local support services in Liverpool LGA.</li> <li><input type="checkbox"/> Liverpool Cancer Therapy Centre (donation through fundraising efforts at the event)</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$10,000</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging</i> and meets the Community Sponsorship Program funding priorities.</p> <p><b>Expected program outcomes 7.7.1 a), b), c), d) and e).</b></p>

<b>Applicant</b>	Georges River Life Care		
<b>Project</b>	Care for a Walk 2025		
<b>Amount Requested</b>	\$5,000	<b>Total Project Cost</b>	\$11,247
<b>Location</b>	South Park Chipping Norton NSW, 2170	<b>Date</b>	21 September 2025
<b>About the Applicant</b>	<p>Georges River Life Care (GRLC) is a grassroots community-based charity in operation since 2007. GRLC supports the vulnerable communities of Holsworthy, Hammondville, Moorebank, Chipping Norton, Wattle Grove and Warwick Farm, by providing food relief services, social engagement activities, school readiness programs and case management services.</p>		

<b>Description</b>	<p><b>Objective:</b> Georges River Life Care, in partnership with Moorebank Sports Club and local sponsors, will host <i>Care for a Walk?</i> — a family-friendly charity walk and community event held at South Park in Chipping Norton. The event aims to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Raise vital funds and awareness to support families in crisis across the Liverpool LGA through food relief, case management, and domestic violence recovery services; and</li> <li><input type="checkbox"/> Strengthen social connection, inclusion, and community resilience by bringing together residents from diverse cultural backgrounds for a shared purpose, promoting awareness of local services, and fostering Liverpool's profile as a compassionate, connected, and community-driven city.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase access to essential support for vulnerable families through funding for food relief, case management, and domestic violence recovery services;</li> <li><input type="checkbox"/> strengthen social connection and inclusion by engaging diverse communities, single parents, and families in a safe, welcoming environment; and</li> <li><input type="checkbox"/> Improve awareness and uptake of local services through on-site stalls and community engagement activities.</li> </ul>
<b>Funding Allocation</b>	<p>Grant funding of \$5,000 will be allocated as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$480 towards St Johns Ambulance event response team</li> <li><input type="checkbox"/> \$3,623 towards event merchandise</li> <li><input type="checkbox"/> \$1,000 towards children entertainment</li> </ul>
<b>Beneficiaries</b>	Single parent families, families impacted by domestic violence, people out of work and those living with disabilities.
<b>Assessment</b>	<p><b>Recommended Funding - \$5,000</b> The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging</i> and meets the Community Grant Program funding priorities. <b>Expected program outcomes 7.7.1 b), d), c), d), and e).</b></p>

<b>Applicant</b>	Australian Arab Cultural Forum
------------------	--------------------------------

<b>Project</b>	Prevention Violence in Multicultural Societies in Australia - with Arab Focus in South Western Sydney		
<b>Amount Requested</b>	\$9,000	<b>Total Project Cost</b>	\$12,000
<b>Location</b>	Western Sydney University, Liverpool Campus 100 Macquarie St, Liverpool NSW 2170	<b>Date</b>	26 to 27 October 2025
<b>About the Applicant</b>	The Australian Arab Cultural Forum (AACF) is a volunteer based not-for-profit organisation that promotes the cultural interests of Arab Australians, fosters inclusivity, and addresses social challenges in multicultural communities. Based in Liverpool, AACF hosts bi-annual conferences bringing together academics, researchers, and community leaders to develop solutions for social cohesion. Its upcoming third international conference will focus on preventing violence in multicultural societies, with a special focus on Arab communities in South Western Sydney and across NSW.		
<b>Description</b>	<p><b>Objectives:</b></p> <p>The Australian Arab Cultural Forum (AACF) proposes to deliver a two-day international conference held on 26 October 2025 at Western Sydney University Liverpool campus and online on 27 October 2025. The conference aims to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Convene academics, policymakers, and community leaders to examine the root causes, consequences, and prevention of violence in multicultural societies;</li> <li><input type="checkbox"/> Promote peace-building and intercultural understanding through research presentations, dialogue, and practical frameworks; and</li> <li><input type="checkbox"/> Inform policy development and community interventions to reduce societal tensions and enhance social cohesion within diverse cultural contexts, with a special focus on Arab Australian and CALD communities in South Western Sydney.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> increase understanding of the root causes, impacts, and prevention strategies related to violence in multicultural communities through the sharing of cutting-edge research and expert insights;</li> <li><input type="checkbox"/> Strengthen collaboration among academics, policymakers, community leaders, and service providers to develop practical frameworks and policies that promote peace, social cohesion, and violence prevention; and</li> <li><input type="checkbox"/> Enhance visibility and inclusion of Arab Australian and culturally diverse voices in discussions about community safety, mental health, and social wellbeing within South Western Sydney and beyond.</li> </ul>		



<b>Funding Allocation</b>	Grant funding of \$9,000 will be allocated as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> \$5,000 towards sound equipment hire, photography, videography and event projection.</li> <li><input type="checkbox"/> \$1,980 towards interpreting and translation services</li> <li><input type="checkbox"/> \$2,000 towards event catering</li> </ul>
<b>Beneficiaries</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CALD Communities</li> <li><input type="checkbox"/> Policymakers and community leaders</li> </ul>
<b>Assessment</b>	<p><b>Recommended Funding - \$9,000</b></p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging, Objective 3 - Evolving, Prosperous, Innovative, Objective 4 - Visionary, Leading, Responsible</i>, and meets the Community Sponsorship Program's funding priorities.</p> <p><b>Expected program outcomes 7.7.1 a), b) and e).</b></p>

## **FINANCIAL IMPLICATIONS**

All costs associated with this recommendation have been **incorporated into Council's 2025/26 Operational Budget and Long-Term Financial Plan**. A detailed breakdown of the operating budget is provided below.

<b>COMMUNITY SPONSORSHIP</b>			
Budget	Balance	<i>Recommendation for funding in this report</i>	<b>Remaining</b>
\$225,000	\$195,000	\$51,380	<b>\$143,620</b>
<b>COMMUNITY GRANTS</b>			
Budget	Balance	<i>Recommendation funding in this report</i>	<b>Remaining</b>
\$227,000	\$207,000	\$33,850	<b>\$173,150</b>
<b>MATCHING GRANTS</b>			
Budget	Balance	<i>Recommendation for funding in this report</i>	<b>Remaining</b>
\$150,000	\$135,000	\$15,000	<b>\$120,000</b>
<b>COMBINED FUNDING BALANCE</b>			
Combined Budget	Combined Balance	<i>Total recommendation for funding for Community Sponsorship, Community Grants and Matching Grants</i>	<b>Remaining Balance</b>
\$602,000	<b>\$537,000</b>	\$100,230	<b>\$436,770</b>

<p><i>\$1000 x 2 Small Grant Endorsed in August within CEO delegation to approve; Section 356(3), 377(1A), and 378 of the Local Government Act 1993.</i></p>			<b>\$434,770</b>
<p><b>SUSTAINABLE ENVIRONMENT GRANTS</b>  <i>Budget of \$75,000 is allocated from the Environmental Levy, received through Council Rates.  Unspent funds cannot be absorbed into Community Grants, Sponsorship, or Councils General Reserve.</i></p>			
Budget	Balance	Recommendation for funding in this report	Remaining Balance
\$75,000	<b>\$75,000</b>	\$10,000	<b>\$65,000</b>

## CONSIDERATIONS

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

## ATTACHMENTS

1. Grants Donations & Sponsorship Report Confidential Addendum 27 August 2025 (Under separate cover) - **Confidential**

**COM 07****Policy Review - Civic Advisory Committee  
Charter**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	265583.2025
<b>Report By</b>	M'Leigh Brunetta - Manager Civic & Executive Services
<b>Approved By</b>	Tina Bono - Director Community & Lifestyle

**EXECUTIVE SUMMARY**

The Civic Advisory Committee Charter provides an overview of the role, function and outcomes of the Civic Advisory Committee. The Charter is currently due for review.

Consultation of this policy has been conducted at Councillor briefing sessions, Governance meeting and extensively with the Civic Advisory Committee. In addition, the draft Charter was placed on public notice.

**RECOMMENDATION**

That Council:

1. Endorse the Civic Advisory Committee Charter.

**REPORT**

The Civic Advisory Committee Charter provides an overview of the roles, functions and outcomes of the Committee. It details membership requirements and meeting practice and procedures for administration.

The Civic Advisory Committee Charter was previously combined with the Civic Awards Policy as one document, however throughout consultation was requested by the Civic Advisory Committee to separate both policies and review each policy independently. The Civic Awards Policy was endorsed by Council on 23 July 2025 and is consistent and compliments this policy.

**High level summary of proposed changes.**

	CURRENT	PROPOSED	RATIONALE
1	<p><b>MISSION</b></p> <p>This Committee has been established:</p> <p>To highlight the wonderful work that is being done by members of the Liverpool Local Government Area;</p> <p>To promote mechanisms that serve to acknowledge the contributions of members of the Liverpool Local Government Area to the City of Liverpool and to humanity as a whole.</p>	Removed	<p>Mission removed as Council's new Policy no longer requires this heading.</p>
2	<p><b>PURPOSE</b></p> <p>The purpose of the Committee is to:</p> <p>To provide advice to the Mayor and Council on civic functions;</p> <p>To ensure continuity with Council's civic program beyond electoral or staffing cycles;</p> <p>To be an avenue for continued community representation;</p> <p>To encourage continued involvement from former elected officials in the civic duties of Council; and</p> <p>To encourage continued involvement from former elected officials in the civic duties of Council.</p>	<p><b>PURPOSE</b></p> <p><b>The Committees primary purpose to provide Council with advice and a channel for consultation in the delivery of Councils Civic Program; and to assist with assessment and selection of the Civic Awards Program.</b></p>	<p>Purpose has been amended to be functional, specific and achieve an outcome.</p> <p>Removal of items that are operational.</p>
	<p><b>FUNCTIONS</b></p> <p>The functions of the Committee are to:</p> <p>Seek nominations or nominate worthy people and organisations for the:</p>	<p><b>FUNCTIONS</b></p> <p>The functions of the Committee are to:</p> <p>Provide consultation and advice in the delivery of Council Civic Program.</p> <p>Conduct review and assessment for the Civic Awards including Australia Day Awards and Order of Liverpool Awards.</p>	<p>Function has been amended to be functional, specific and achieve an outcome.</p> <p>Removal of items that are operational.</p>

	<ul style="list-style-type: none"> <li>• Order of Liverpool Awards;</li> <li>• Australia Day Awards;</li> <li>• Queen's Honours;</li> <li>• Other relevant awards.</li> </ul> <p>Score and provide advice to Council on nominees for Council awards.</p> <p>Recommend a calendar of civic events to the Mayor.</p>	<p>Provide advice of matters of Civic or protocol nature, historic knowledge and information to Council based on local knowledge and experience to be considered in the development of activities.</p>	<p>The committees new function will provide greater impact and value to Council in the delivery of programs.</p>
3	<p><b>MEMBERS</b></p> <p>Other members shall include:</p> <ul style="list-style-type: none"> <li>• Former Mayors and Councillors of Council;</li> <li>• Current and former civic officers of Council;</li> <li>• Five community representatives (appointed by Council for a two year term with an option for Council to extend their terms for a further two years) with two general community representatives and one representative from the three major service clubs (Lions Club, Quota and Rotary International); and</li> <li>• A representative from: <ul style="list-style-type: none"> <li>○ the Holsworthy Army Barracks;</li> <li>○ Liverpool Hospital; and</li> <li>○ Liverpool and District Historical Society</li> </ul> </li> </ul>	<p><b>MEMBERSHIP</b></p> <p><b>The committee must be an odd number and not exceed a total of nine (9) members.</b></p> <p><b>The committee should consist of:</b></p> <ul style="list-style-type: none"> <li>• The Mayor (or delegate)</li> <li>• The Deputy Mayor (or delegate)</li> <li>• Appointed Councillors (by resolution)</li> <li>• Former Mayors and Councillors of Liverpool Council</li> <li>• Community group / community leader representative</li> <li>• Resident of Liverpool local government area</li> </ul> <p><b>Committee members must reside, be a ratepayer, study or work in Liverpool LGA.</b></p>	<p>Membership has been broadened to increase inclusivity of community groups and community leaders by removing specific group names.</p>
4	<p><b>TERM OF OFFICE</b></p> <p>Community representatives who are members of the Committee will be appointed by Council for a term of two years with the option of Council to appoint any community representative for a further term of two years.</p>	<p><b>TERM OF OFFICE</b></p> <p><b>Appointment to the committee is 4 years aligning to Council term. Members may apply for reappointment.</b></p>	<p>Term of Office has increased from 2 to 4 years to align to Council term. If a member resigns within this time a new member will be appointed.</p>

5	<b>QUORUM</b>  The quorum for a meeting of the Committee will be a minimum of two Councillors and at least five other Committee members.	<b>QUORUM</b>  The quorum for a meeting of the Committee will be half (50%) of all Committee members and must include one (1) Councillor.	Quorum amended from 5 committee members to 50% to ensure it can be achieved in the event of vacant membership roles (while being appointed) and from 2 Councillors to 1 Councillor only.
6	<b>TIMETABLE FOR MEETINGS</b>  The Committee shall meet every three months (or as required), at a time and date determined by the Mayor.	<b>TIMETABLE FOR MEETINGS</b>  The committee will meet no less than 3 times annually. A meeting will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business.	Amended from every 3 months to no less than 3 times annually.  Permits meetings to be confirmed around Civic Awards Assessments (Order of Liverpool and Australia Day Awards) to alignment to program delivery.
7	<b>REVIEW</b> Council will review the work of the Committee and this charter every two years.	<b>REVIEW DATE</b>  4 years	Amended from 2 years to 4 years consistent with Council policies.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	Support community organisations, groups and volunteers to deliver coordinated services to the community. Promote community harmony and address discrimination.
<b>Civic Leadership</b>	Foster neighbourhood pride and a sense of responsibility. Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
<b>Legislative</b>	There are no legislative considerations relating to this report.
<b>Risk</b>	The risk is deemed to be Low.

## **ATTACHMENTS**

1. Draft Civic Advisory Committee Charter
2. Civic Advisory Committee Charter - Endorsed 2020



## CIVIC ADVISORY COMMITTEE CHARTER

Adopted: XX





## CIVIC ADVISORY COMMITTEE CHARTER

**DIRECTORATE:** Community & Lifestyle

**BUSINESS UNIT:** Civic & Executive Services

---

### 1. PURPOSE/ OBJECTIVES

The Civic Advisory Committee's primary purpose to provide Council with advice and be a channel for consultation in the delivery of Council's Civic Program; and to assist with assessment and selection of Council's Civic Awards Program.

### 2. DEFINITIONS

For the purpose of this Charter:

- "Act" means the *Local Government Act* 1993.
- "CEO" means Council's Chief Executive Officer.
- "Committee" means the Civic Advisory Committee.
- "Council" means the Liverpool City Council.
- "Member" means a member of the Committee.

### 3. STATUS

This committee was established on 25 February 2015.

### 4. FUNCTIONS

The functions of the Committee are to:

- a) Provide consultation and advice in the delivery of Council Civic Program;
- b) Conduct review and assessment for the Civic Awards including Australia Day Awards and Order of Liverpool Awards; and
- c) Provide advice of matters of Civic or protocol nature, historic knowledge and information to Council based on local knowledge and experience to be considered in the development of activities.

### 5. OUTCOMES

The committee provides a gateway to share local knowledge and experience through former elected officials, civic leaders and community representatives to ensure a broad consideration of views in the development of Council programs and selection of Liverpool Civic Award recipients.

## **6. MEMBERSHIP**

The committee must be an odd number and not exceed a total of nine (9) members.

The committee should consist of:

- The Mayor (or delegate)
- The Deputy Mayor (or delegate)
- Appointed Councillors (by resolution)
- Former Mayors and Councillors of Liverpool Council
- Community group / community leader representative
- Resident of Liverpool local government area

Committee members must reside, be a ratepayer, study or work in Liverpool LGA.

Council staff delegated to the committee in an observer capacity are as follows;

- Director Community and Lifestyle; and
- Manager Civic and Executive Services.

In addition, Council administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

Any Committee members who wish to resign shall do so in writing.

### **5.1 TERM OF OFFICE**

Appointment to the committee is 4 years aligning to Council term.

Members may apply for reappointment.

### **5.2 APPOINTMENT**

Members will be selected by Council through a public and transparent expression of interest process based on their stated experiences, skills and interests to ensure the opportunity for a broad range of community representations that should reflect Liverpool Local Government area demographics.

Members will be appointed to the committee based on the following guiding principles:

- Inclusive membership to ensure a diversity of views;
- Experience track record of engagement with the local community, and
- Reside, be a ratepayer, study or work in Liverpool LGA.

Should an election period inhibit the participation of the Mayor and Deputy Mayor, a delegate can be appointed on their behalf.

Should a member resign, an alternative representative will be selected from the expressions of interest received.

Council will strive to obtain broad representation and diversity from the community including age, gender, cultural background, and community areas.

## **6. DELEGATIONS**

The committee does not have the power to incur expenditure.

The committee does not have the power to bind the Council, unless given a specific delegated authority from Council.

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

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

## **7. QUORUM AND RECOMMENDATIONS**

The quorum for a meeting of the Committee will be half (50%) of all Committee members and must include one (1) Councillor. Staff Representatives cannot be considered to form part of the Quorum.

In the absence of a quorum 15 minutes after the meeting commencement time, the meeting will be cancelled and rescheduled to the first most appropriate time.

## **8. MEETINGS PRACTICE AND PROCEDURES**

Meetings will be held in person primarily at Council's Administration Office or another suitable location.

The agenda will consist as follows:

- a) Welcome and apologies
- b) Business and action arising from the previous meeting (Action Register)
- c) Civic Program – Overview
- d) Civic Awards

- Order of Liverpool Awards
- Australia Day Awards
- e) General Business
  - General business can be other items considered out of scope that will be captured and submitted through Council's CRM system.

Committee meetings are not open to members of the public as they involve the consideration of personal matters concerning particular individuals (other than Councillors). This procedure is in accordance with section 10A(2)(a) of the Act.

## **9. TIMETABLE FOR MEETINGS**

The committee will meet no less than 3 times annually. A meeting will be limited to a maximum of two hours duration unless the committee resolves to extend the length of the meeting to a particular time or the completion of business. The location, date and starting time for meetings will be advised on the agenda.

A minimum of five (5) working days notice in advance will be provided prior to the meeting date.

## **10. MEETING PRACTICE AND PROCEDURES**

Meeting practice and administration are conducted in accordance with Council's Code of Meeting Practice.

Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.

## **11. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

All members of the charter are required to observe the provisions of Council's Code of Conduct and any other relevant Council Policy applicable.

If a member of the charter breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.

If a Charter member has a pecuniary interest in any matter with which the charter is concerned and is present at a meeting of the charter at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.

A member of the charter who has a non-pecuniary conflict of interest in any matter with which the charter is concerned and is present at a meeting at which the matter is

being considered must disclose the interest to the meeting as soon as practicable. If a member of the charter has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.

A Charter member will deal with a non-pecuniary conflict of interest in at least one of these ways:

- a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or charter member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
- b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.

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

## **11. CONFIDENTIALITY AND MANAGING PRIVACY**

Charter members, through their involvement on the Charter, may come in contact with confidential or personal information retained by Council. Charter members are required to maintain confidentiality and security in relation to any such information and not access, use or remove that information, unless authorised to do so.

The *Privacy and Personal Information Protection Act 1998* and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.

Should a charter member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

## **12. DISCIPLINARY ACTION**

Should a member of the charter breach the Code of Conduct adopted by Council, the matter will be referred to Council's CEO and will be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.

## **13. MEDIA PROTOCOL**

The Mayor is the only person permitted to speak to the media on behalf of the charter.

No other member is permitted to speak to the media in their capacity as a charter member.

**AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

27 August 2025

**REVIEW DATE**

4 years (20 August 2029)

**VERSIONS**

Version	Amended by	Changes made	Date	TRIM Number
1	Council resolution	Civic Policy and Civic Advisory Committee Charter (combined policy)	24 June 2020	107740.2021
2	Council resolution	Civic Advisory Committee Charter	27 August 2025	

**REFERENCES**

Code of Conduct Policy

Code of Meeting Practice Policy

Councillor Access to Information and Interaction with Staff Policy

Ethical Governance: Conflicts of Interest Policy

Privacy Management Plan



## **CIVIC ADVISORY COMMITTEE CHARTER**

Adopted: 24 June 2020



**1. NAME**

Civic Advisory Committee

**2. INTERPRETATION**

For the purpose of this Charter:

- a) "Act" means the *Local Government Act* 1993.
- b) "CEO" means Council's Chief Executive Officer.
- c) "Committee" means the Civic Advisory Committee.
- d) "Council" means the Liverpool City Council.
- e) "Member" means a member of the Committee.

**3. STATUS OF COMMITTEE**

Advisory Committee of Council established by 25 February 2015

**4. MISSION**

This Committee has been established:

- a) To highlight the wonderful work that is being done by members of the Liverpool Local Government Area;
- b) To promote mechanisms that serve to acknowledge the contributions of members of the Liverpool Local Government Area to the City of Liverpool and to humanity as a whole.

**5. PURPOSE**

The purpose of the Committee is to:

- a) To provide advice to the Mayor and Council on civic functions;
- b) To ensure continuity with Council's civic program beyond electoral or staffing cycles;
- c) To be an avenue for continued community representation;
- d) To encourage continued involvement from former elected officials in the civic duties of Council
- e) To encourage continued involvement from former elected officials in the civic duties of Council.



## **6 FUNCTIONS**

### **6.1 The functions of the Committee are to:**

- a) Seek nominations or nominate worthy people and organisations for the:
  - 1) Order of Liverpool Awards;
  - 2) Australia Day Awards;
  - 3) Queen's Honours;
  - 4) Other relevant awards.
- b) Score and provide advice to Council on nominees for Council awards.
- c) Recommend a calendar of civic events to the Mayor, including:
  - 1) Civic receptions;
  - 2) Mayoral Balls and other fundraising initiatives;
  - 3) School and community engagement;
  - 4) Other activities which lift civic pride within the community.
- d) Provide advice to the Mayor when requested;
- e) Proactively promote Council's civic awards and functions to the wider community.

## **7. MEMBERSHIP**

### **7.1 Councillor representation:**

The Mayor and Councillors

### **7.2 Council staff representation:**

The CEO (or the delegate of the CEO)

- a) Staff representatives are not permitted to vote on matters arising from this committee.

### **7.3 Other Members**

Other members shall include:

- a) Former Mayors and Councillors of Council;
- b) Current and former civic officers of Council;
- c) Five community representatives (appointed by Council for a two year term with an option for Council to extend their terms for a further two years) with two general community representatives and one representative from the three major service clubs (Lions Club, Quota and Rotary International); and
- d) A representative from:
  - i) the Holsworthy Army Barracks;
  - ii) Liverpool Hospital; and
  - iii) Liverpool and District Historical Society

**7.4 Support staff**

Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

**7.5 Chairperson and Deputy Chairperson**

The Committee will be chaired by the Mayor or the Mayor's representative.

**7.6 Other Office Bearers**

There are no other office bearers on this Committee.

**8. COMMITTEE DELEGATIONS**

8.1 The Committee is an advisory Committee of Council.

8.2 The Committee can make recommendations to the Council on all relevant business presented before it. Recommendations of the Committee will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council. It is confirmed that Council will make the final decision on the Order of Liverpool Awards.

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

8.4 However, where Council allocates funding for specific tasks associated with the work of the Committee, the Committee can oversee the implementation of the content of the particular Council decision about such expenditure.

**9. TERM OF OFFICE**

9.1 Community representatives who are members of the Committee will be appointed by Council for a term of two years with the option of Council to appoint any community representative for a further term of two years.

9.2 Appointments of community representatives to the Committee will be made by Council no later than 30 September every two years. However, the term of the initial community representatives will be from March 2015 to September 2016.

**9.3 Non-attendance at meetings**

9.3.1 Ongoing membership of the Committee is subject to regular attendance and reasonable apologies.

9.3.2 A Committee member should notify the Committee Chairperson of their planned absence from a meeting.

- 9.3.3 Any Committee member knowing that they will be absent for three or more consecutive meetings should notify the Committee Chairperson in writing of the planned absence.
- 9.3.4 In the event of a member, who is a community representative, being absent for three or more consecutive meetings without an apology and without the approval of the Committee, the Committee can vote on whether to declare the community representative member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.
- 9.4 **Casual vacancies**  
Should a vacancy occur during the term of appointment of a community representative, it will be filled by following the normal process for appointments by Council.
- 9.5 **Resignation from Committee**  
Any Committee member wishing to resign from the Committee shall do so in writing to the Committee Chairperson.

## **10. QUORUM AND RECOMMENDATIONS**

- 10.1 The quorum for a meeting of the Committee will be a minimum of two Councillors and at least five other Committee members. Staff Representatives cannot be considered to form part of the Quorum.
- 10.2 In the absence of a quorum 15 minutes after the advertised start of the meeting, the Committee members present may discuss the agenda items, although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.
- 10.3 Wherever possible, recommendations of the Committee will be made on the basis of consensus, that is, when all members present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.

## **11. MEETINGS AND MEMBERS OF THE PUBLIC**

- 11.1 Meetings of the Committee are normally not open to members of the public because meetings may involve the consideration of personal matters concerning particular individuals (other than Councillors). This procedure is in accordance with section 10A(2)(a) of the Act.
- 11.2 Representatives of organisations or the general community may be invited by the Mayor to address the Committee on matters on the agenda.

- 11.3 Relevant community members may be invited to participate in meetings from time to time, as determined by the Committee.

## **12. TIMETABLE FOR MEETINGS**

- 12.1 The Committee shall meet every three months (or as required), at a time and date determined by the Mayor.
- 12.2 A meeting will be limited to a maximum of two hours' duration, unless the Committee resolves to extend the length of the meeting to a particular time for the completion of business.
- 12.3 Extraordinary meetings may be called by the Mayor in consultation with the CEO (or delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 Committee meetings can only be held if five ordinary days' notice has been given to all members, including Councillors.

## **13. MEETING PRACTICE AND PROCEDURES**

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

## **14. INSURANCE COVER**

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

## **15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

- 15.1 All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Committee.

- 15.2 Should a member of the Committee breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 15.3 A breach of the Code of Conduct may result in the particular Committee member concerned being excluded from membership of the Committee.
- 15.4 If a Committee member has a pecuniary interest in any matter with which the Committee is concerned, and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 15.5 A member of the Committee who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Committee has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 15.6 A Committee member will deal with a non-pecuniary conflict of interest in at least one of these ways:
  - a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
  - b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as per the provisions in Clause 4.29 of the Council's Code of Conduct.
- 15.7 Committee members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

## **16. CONFIDENTIALITY AND MANAGING PRIVACY**

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

disclosure and transfer of personal information.

- 16.3 Should a Committee member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

## **17. MEDIA PROTOCOL**

- 17.1 The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- 17.2 No other member of the Committee is permitted to speak to the media in their capacity as a Committee member.

## **18. REVIEW OF THE COMMITTEE AND THIS CHARTER**

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

## CORP 01

## Investment Report July 2025

<b>Strategic Objective</b>	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
<b>File Ref</b>	264065.2025
<b>Report By</b>	Vishwa Nadan - Chief Financial Officer
<b>Approved By</b>	Farooq Portelli - Director Corporate Services

**EXECUTIVE SUMMARY**

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

- Council held investments with a market value of \$398 million (see **Attachment 1** for details).
- The Reserve Bank of Australia (RBA) has cut official cash rate by 0.25 per cent to 3.6 per cent.
- The portfolio yield (for the year to July 2025) was 12 basis points above the benchmark (AusBond Bank Bill Index)

	AusBond Bank Bill Index (ABBI)
Benchmark	4.31%
Portfolio yield	4.43%
<b>Performance above benchmark</b>	<b>0.12%</b>

- Council's investment portfolio is performing better than ABBI benchmark. Council still has \$19.35 million in low-yielding (returning less than 2%) investments and not maturing till 2026. These investments will continue to impact on Council's overall portfolio performance.
- Year-to-date, Council's investment income was \$191 thousand higher than the original budget. This is due to a combination of increase in market interest rates and unrealised gain in fair value of Floating Rate Notes (FRNs).

-

- Year-to-date, Council's investment in mortgage-backed securities (MBSs) is valued at \$344 thousand below face value. Council's investment advisor continues to review Council's investment in MBSs and recommends Council continue to hold its investments in the Class A and Class C securities. There is significant uncertainty associated with these investments, however presently Council's investment advisor believes there is, on balance, more upside opportunity than downside risk. This is subject to ongoing regular review. MBSs are no longer rated.
- Council's investments and reporting obligations fully complied with the requirements of section 625 of the *Local Government Act 1993* and section 212 of the *Local Government (General) Regulation 2021*.
- Council's portfolio also fully complied with limits set out in its current Investment Policy, noting the exception applicable to MBSs (as investment in them pre-dates the current Investment Policy).
- Council is committed to NSW TCorp's balanced investment framework and held 21.92 per cent of its portfolio in ADIs rated BBB and below.
- Reserve balances were as follows (see **Attachment 2** for details):

	Opening balance 1 July 2025	Actual Balances 31 July 2025	Projected balances to 30 June 2026
Externally restricted	\$379.6m	\$378.6m	\$354.0m
Internally restricted	\$33.2m	\$33.2m	\$34.1m
Unrestricted (General)	\$3.2m	(\$13.4m)	\$6.9m
<b>Total</b>	<b>\$416.0m</b>	<b>\$398.4m</b>	<b>\$395m</b>

## **RECOMMENDATION**

That the Council receives and notes this report.

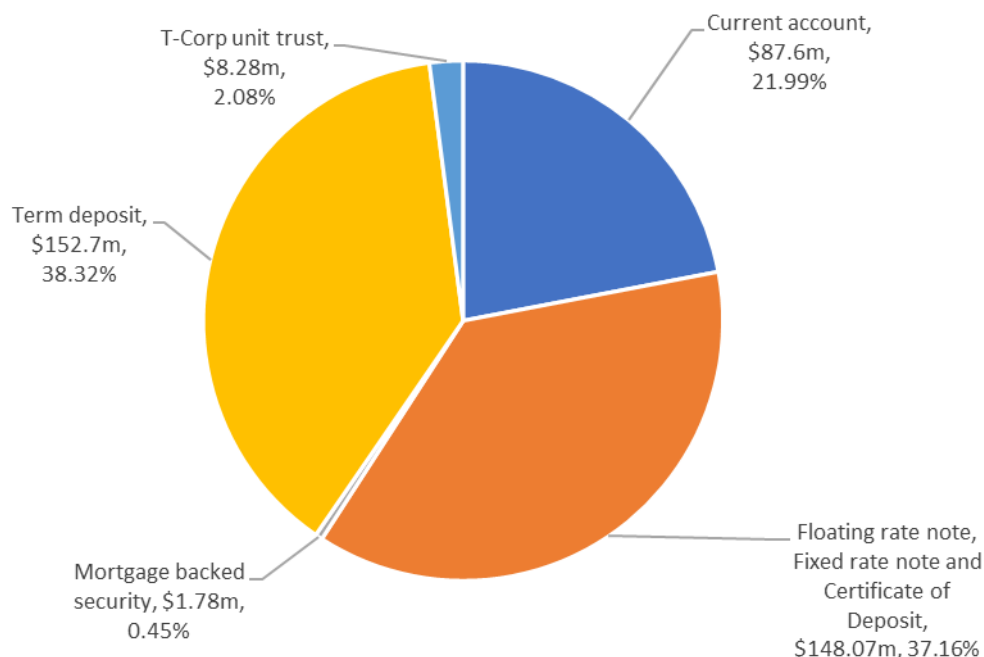
## **REPORT**

Section 212 of the *Local Government (General) Regulation 2021* requires that the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the *Local Government Act 1993*.



### Council's portfolio

At 31 July 2025, Council held investments with a market value of \$398 million. Council's investment register detailing all its investments is provided as an attachment to this report. In summary, Council's portfolio consisted of investments in:



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

Asset class	Jul-25	Jun-25
Senior debts (FRNs ,TCDs & FRBs)*	100.12%	100.09%
MBS (Reverse mortgage-backed securities)	83.84%	83.24%
T-Corp unit trusts	135.25%	133.59%

**\*Definition of terms**

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

Council continues to closely monitor the investments in its portfolio to ensure continued compliance and minimal exposure to risk.

Council is committed to NSW TCorp's balanced investment framework and held 21.92 per cent of its portfolio in ADIs rated BBB and below.

### **Mortgaged-backed securities**

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

There is significant uncertainty associated with these investments, however presently the investment advisors believe there is, on balance, more upside opportunity than downside risk. Notwithstanding this recommendation, Council's investment advisor has assessed that both Class C securities are likely to eventually default. However, Council will continue to receive interest up until default which is likely to be many years in the future. Fitch Rating Agency has decided to withdraw its rating on MBSs and as a result, Council's investments in these securities are now classed as non-rated. Year-to-date, Council's investment in MBSs is valued at \$344 thousand below face value.

### **Portfolio maturity profile**

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

Complies to Investment policy	Term to maturity	Total	% Holdings	Term to maturity policy limit minimum	Term to maturity policy limit maximum
	Current account	87,598,414	21.99%		
	Term deposits < 1 year	113,700,000	28.54%		
	T-Corp unit trust	8,284,516	2.08%		
	Tradeable securities	148,070,717	37.16%		
✓	<b>Portfolio % &lt; 1 year ( Short term liquidity)</b>	<b>357,653,646</b>	<b>89.76%</b>	<b>30%</b>	<b>100%</b>
✓	Term deposit > 1 year < 3 years	39,000,000	9.79%	0%	70%
✓	Grand fathered securities	1,784,989	0.45%	N/A	N/A
✓	<b>Portfolio % (Medium term liquidity)</b>	<b>40,784,989</b>	<b>10.24%</b>		
	<b>Total portfolio</b>	<b>398,438,635</b>	<b>100.00%</b>		

**Counterparty policy limit compliance**

Complies to Investment policy	Issuer	Security rating	Market value	% Total value	Maximum Institutional policy limit % holdings
✓	AMP Bank Ltd	BBB+	31,016,790	7.78%	15%
✓	ANZ Banking Group Ltd	AA-	13,770,327	3.46%	35%
✓	Auswide Bank	BBB	6,700,000	1.68%	15%
✓	Bendigo & Adelaide Bank Ltd	A-	3,514,835	0.88%	25%
✓	Bank Australia	BBB+	1,367,488	0.34%	15%
✓	Bank of Queensland Ltd	A-	15,777,532	3.96%	25%
✓	Bank of Sydney	Unrated	3,000,000	0.75%	5%
✓	Commonwealth Bank of Australia Ltd	AA-	88,896,883	22.31%	35%
✓	Emerald Reverse Mortgage Trust ( Class A)	Unrated	586,060	0.15%	5%
✓	Emerald Reverse Mortgage Trust ( Class C)	Unrated	1,198,929	0.30%	5%
✓	G&C Mutual Bank	BBB+	3,000,000	0.75%	15%
✓	Great Southern Bank	BBB+	1,852,714	0.46%	15%
✓	ING Bank	A	43,097,052	10.82%	25%
✓	Macquarie Bank	A+	13,294,010	3.34%	25%
✓	MyState Bank	BBB	13,000,000	3.26%	15%
✓	Mizuho Bank	A	3,515,915	0.88%	25%
✓	National Australia Bank Ltd	AA-	25,785,183	6.47%	35%
✓	Newcastle Greater Mutual Group Ltd	BBB+	3,815,433	0.96%	15%
✓	Northern Territory Treasury	AA-	10,000,000	2.51%	35%
✓	NSW Treasury Corporation	Unrated	8,284,516	2.08%	5%
✓	Rabobank Australia Limited	A	46,554,066	11.68%	25%
✓	RACQ Bank	BBB+	1,504,965	0.38%	15%
✓	Scotia Bank	A-	8,563,937	2.15%	25%
✓	State Bank of India, Sydney Branch	BBB-	11,000,000	2.76%	15%
✓	Sumitomo Mitsui Banking	A	4,012,656	1.01%	25%
✓	Suncorp Bank	AA-	14,446,946	3.63%	35%
✓	Teachers Mutual Bank	BBB+	1,007,786	0.25%	15%
✓	UBS AG	A+	4,548,929	1.14%	25%
✓	Westpac Banking Corporation Ltd	AA-	15,325,684	3.85%	35%
	<b>Portfolio Total</b>		<b>398,438,635</b>	<b>100.00%</b>	

**Credit rating policy limit compliance**

Complies to Investment policy	Credit rating	Market value	% Portfolio	Maximum policy limit
✓	AAA Category	1,748,741	0.44%	100%
✓	AA Category	168,225,022	42.22%	100%
✓	A Category	141,130,191	35.42%	60%
✓	BBB Category	74,265,176	18.64%	45%
✓	Unrated	13,069,505	3.28%	10%
	<b>Total Portfolio</b>	<b>398,438,635</b>	<b>100.00%</b>	

**Compliance with Investment policy – In summary**

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

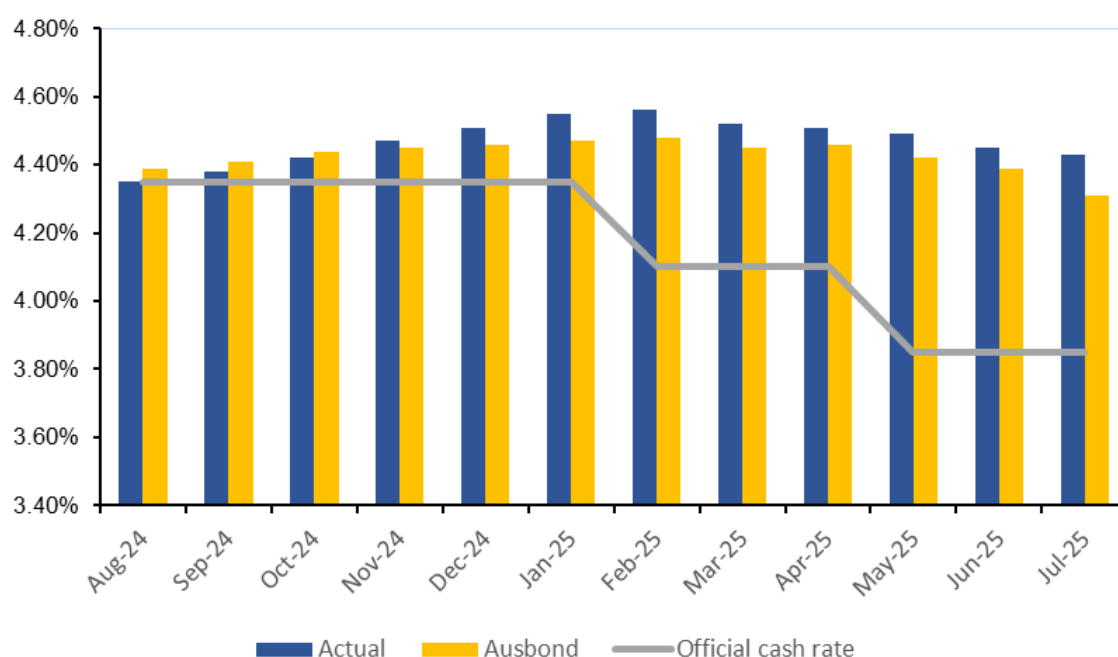
**Portfolio performance against relevant market benchmark**

Council's Investment Policy prescribes the AusBond Bank Bill Index (ABBI) as a benchmark to measure return on cash and fixed interest securities. The ABBI represents the average daily yield of a parcel of bank bills. Historically there has been a positive correlation between changes in the cash rate and the resulting impact on the ABBI benchmark.

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

The portfolio yield for the year to July 2025 was above the ABBI index by 12 basis points (portfolio yield: 4.43%; ABBI: 4.31%).

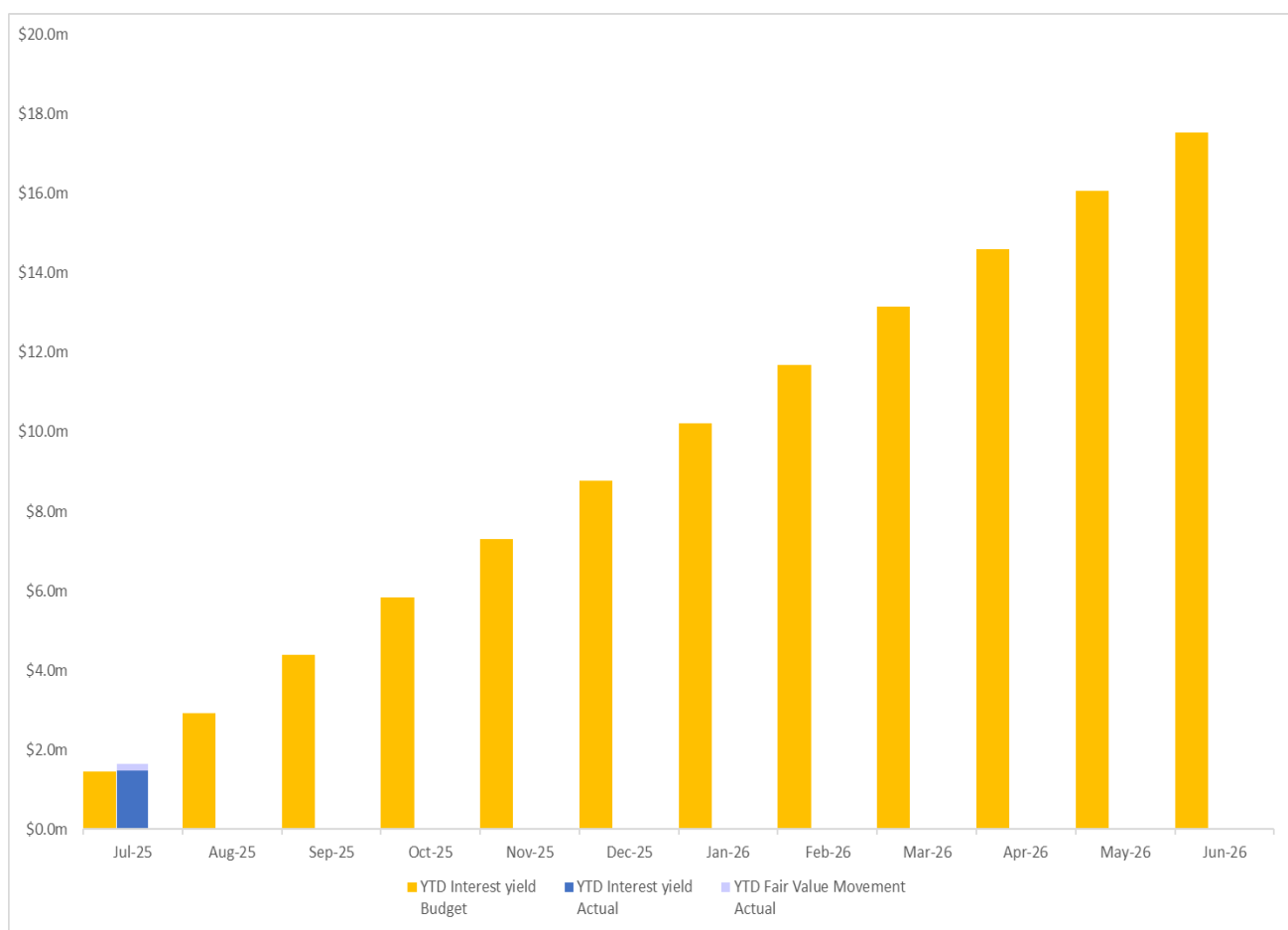
Comparative yields for the previous months are charted below:



### Performance of portfolio returns against budget

Year-to-date, Council's investment income was \$191 thousand higher than the original budget. This is due to a combination of increase in market interest rate and unrealised gain in fair value of Floating Rate Notes (FRNs).

	YTD Budget	YTD Actuals	Budget Variance
Interest yield on cash holdings	\$1.46m	\$1.49m	\$0.03m
Fair value market movement	\$0.00m	\$0.16m	\$0.16m
<b>Total</b>	<b>\$1.46m</b>	<b>\$1.65m</b>	<b>\$0.19m</b>



### Economic outlook – Reserve Bank of Australia

The Reserve Bank of Australia reduced the official cash rate to 3.6 per cent in its meeting on 12 August 2025.

### **Certificate of Responsible Accounting Officer**

The Chief Financial Officer, as Responsible Accounting Officer, certifies that the investments listed in the attached report have been made in accordance with section 625 of the *Local Government Act 1993*, section 212 of the *Local Government (General) Regulation 2021* and Council's Investment Policy at the time of their placement. The previous investments are covered by the grandfathering clauses of the current investment guidelines issued by the Minister for Local Government.

### **CONSIDERATIONS**

<b>Economic</b>	Council's investment income was \$191 thousand higher than the original budget at 31 July 2025.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	<p>Local Government Act 1993, section 625</p> <p>Local Government (General) Regulation 2021, section 212</p> <p>Council is empowered by section 625 of the Local Government Act 1993 to invest money that is not, for the time being, required by Council for any other purpose. Council may invest money in a form of investment notified by order of the Minister.</p> <p>The Minister has published the Local Government Act 1993 – Investment Order which specifies the forms of investment that a council may make. It makes clear that Council must have an investment policy and invest in accordance with that policy. Council is required to invest prudently and must consider:</p> <ul style="list-style-type: none"> <li>• the risk of capital or income loss or depreciation,</li> <li>• the likely income return and the timing of income return,</li> <li>• the length of the term of the proposed investment,</li> <li>• the liquidity and marketability of the proposed investment,</li> <li>• the likelihood of inflation affecting the value of the proposed investment, and</li> <li>• the costs of making the proposed investment.</li> </ul>

	The responsible accounting officer must provide Council with a written report setting out details of money invested at its ordinary meetings (but only at one meeting in a month): section 212 of the Local Government (General) Regulation 2021. The report must include a certificate as to whether the investment has been made in accordance with the Act, the regulations and Council's investment policies.
<b>Risk</b>	The capital value and return-on-investment is subject to market risks. Investment limits prescribed in Council's policy framework is aimed to mitigate these risks.

## **ATTACHMENTS**

---

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



## Portfolio Valuation As At 31 July 2025

Fixed Interest Security	Maturity Date	Rating	Current	Market Value	Total	Yield
<b>Current Account</b>						
CBA Business Saver		AA-	67,058,055.38	67,058,055.38	16.83%	3.85%
CBA General Account		AA-	903,955.62	903,955.62	0.23%	0.00%
AMP Business Saver		BBB	5,040.73	5,040.73	0.00%	2.25%
AMP Notice Account		BBB	19,598,628.92	19,598,628.92	4.92%	4.50%
Macquarie Bank Accelerator Account		A+	31,079.26	31,079.26	0.01%	4.13%
Macquarie Bank Account		A+	1,653.77	1,653.77	0.00%	2.22%
			87,598,413.68	87,598,413.68	21.99%	
<b>Fixed Rate Bond</b>						
Commonwealth Bank	14/01/2027	AA-	5,000,000.00	4,897,690.00	1.23%	2.40%
Bank of Queensland	29/10/2025	BBB+	4,000,000.00	3,995,372.00	1.00%	4.00%
Bank of Queensland	27/10/2026	BBB+	4,750,000.00	4,634,518.00	1.16%	2.10%
UBS AG	26/02/2026	A+	2,550,000.00	2,508,585.45	0.63%	1.10%
ING Direct	19/08/2026	A	1,800,000.00	1,748,741.40	0.44%	1.10%
Macquarie Bank	14/09/2026	A+	4,200,000.00	4,245,372.60	1.07%	4.95%
NAB	25/02/2027	AA-	4,500,000.00	4,435,209.00	1.11%	2.90%
Scotia Bank	21/03/2030	A-	4,000,000.00	4,057,380.00	1.02%	5.23%
Suncorp	25/01/2027	AA-	4,500,000.00	4,407,633.00	1.11%	2.50%
			35,300,000.00	34,930,501.45	8.77%	
<b>Floating Rate Note</b>						
AMP Bank	13/09/2027	BBB+	3,400,000.00	3,413,120.60	0.86%	4.99%
ANZ Bank	31/03/2028	AA-	2,500,000.00	2,526,122.50	0.63%	4.66%
ANZ Bank	11/09/2028	AA-	4,200,000.00	4,230,252.60	1.06%	4.66%
ANZ Bank	05/02/2029	AA-	1,000,000.00	1,007,883.00	0.25%	4.81%
ANZ Bank	18/02/2030	AA-	3,000,000.00	3,006,069.00	0.75%	4.62%
Bank Australia	21/02/2028	BBB	1,350,000.00	1,367,487.90	0.34%	5.43%
Bank of Queensland	30/04/2029	A-	4,100,000.00	4,147,642.00	1.04%	4.98%
Bendigo and Adelaide	14/05/2027	A-	1,700,000.00	1,709,093.30	0.43%	4.79%
Bendigo and Adelaide	24/10/2028	A-	1,800,000.00	1,805,742.00	0.45%	4.65%
Commonwealth Bank	17/08/2028	AA-	3,500,000.00	3,528,129.50	0.89%	4.76%
Commonwealth Bank	09/01/2030	AA-	2,500,000.00	2,509,052.50	0.63%	4.61%
Great Southern Bank	01/11/2027	BBB+	1,850,000.00	1,852,713.95	0.46%	4.91%
ING Bank	22/03/2027	A+	2,000,000.00	2,010,756.00	0.50%	4.61%
ING Bank	20/08/2029	A+	6,300,000.00	6,337,554.30	1.59%	4.81%
Macquarie Bank	14/09/2026	A+	4,800,000.00	4,817,164.80	1.21%	4.56%
Macquarie Bank	17/07/2030	A+	4,200,000.00	4,198,740.00	1.05%	4.53%
Mizuho Bank	18/01/2027	A	3,500,000.00	3,515,914.50	0.88%	4.57%
NAB	18/04/2028	AA-	2,500,000.00	2,508,872.50	0.63%	4.50%
NAB	22/03/2029	AA-	3,500,000.00	3,521,280.00	0.88%	4.56%
NAB	14/11/2029	AA-	2,600,000.00	2,606,713.20	0.65%	4.61%
NAB	18/03/2030	AA-	4,700,000.00	4,713,108.30	1.18%	4.53%
Newcastle Greater Mutual Group Ltd	14/02/2029	BBB	600,000.00	613,435.80	0.15%	5.64%
Newcastle Greater Mutual Group Ltd	21/01/2030	BBB+	3,200,000.00	3,201,996.80	0.80%	4.93%
Rabobank Australia Branch	27/01/2027	A+	2,700,000.00	2,706,693.30	0.68%	4.43%



Rabobank Australia Branch	19/01/2028	A+	1,500,000.00	1,517,754.00	0.38%	4.86%
Rabobank Australia Branch	26/02/2029	A	3,000,000.00	3,024,969.00	0.76%	4.74%
Rabobank Australia Branch	20/02/2030	A	1,300,000.00	1,301,452.10	0.33%	4.64%
Rabobank Australia Branch	10/07/2030	A	3,000,000.00	3,003,198.00	0.75%	4.60%
RACQ Bank	24/02/2026	BBB+	1,500,000.00	1,504,965.00	0.38%	5.21%
Scotia Bank	21/03/2030	A-	4,500,000.00	4,506,556.50	1.13%	5.06%
Suncorp	19/03/2029	AA-	2,500,000.00	2,514,047.50	0.63%	4.67%
Suncorp	27/09/2029	AA-	5,000,000.00	5,016,405.00	1.26%	4.53%
Suncorp	21/05/2030	AA-	2,500,000.00	2,508,860.00	0.63%	4.66%
Sumitomo Mitsui Banking	20/01/2027	A	4,000,000.00	4,012,656.00	1.01%	4.46%
Teachers Mutual Bank	21/06/2027	BBB+	1,000,000.00	1,007,786.00	0.25%	4.96%
UBS AG	24/11/2028	A+	2,000,000.00	2,040,344.00	0.51%	5.16%
Westpac	21/01/2030	AA-	4,500,000.00	4,514,706.00	1.13%	4.52%
Westpac	19/06/2030	AA-	4,800,000.00	4,810,977.60	1.21%	4.52%
			112,600,000.00	113,140,215.05	28.40%	

**Mortgage Backed Security**

EmeraldMBS2006-1A	21/08/2051	Unrated	629,095.48	586,059.69	0.15%	4.18%
EmeraldMBS2006-1C	21/08/2056	Unrated	1,000,000.00	812,114.00	0.20%	4.93%
EmeraldMBS2007-1C	23/07/2057	Unrated	500,000.00	386,815.00	0.10%	4.63%
			2,129,095.48	1,784,988.69	0.45%	

**Term Deposit**

AMP	10/09/2025	BBB+	3,000,000.00	3,000,000.00	0.75%	5.10%
AMP	22/10/2025	BBB+	5,000,000.00	5,000,000.00	1.25%	5.05%
ANZ	26/10/2026	AA-	3,000,000.00	3,000,000.00	0.75%	5.35%
Auswide Bank	10/12/2025	BBB	6,700,000.00	6,700,000.00	1.68%	5.10%
Bank of Queensland	08/01/2026	A-	3,000,000.00	3,000,000.00	0.75%	4.35%
Bank of Sydney	19/01/2026	Unrated	3,000,000.00	3,000,000.00	0.75%	4.43%
Commonwealth Bank	27/11/2025	AA-	10,000,000.00	10,000,000.00	2.51%	4.60%
ING Bank	05/08/2025	A	3,000,000.00	3,000,000.00	0.75%	5.30%
ING Bank	01/09/2025	A	3,000,000.00	3,000,000.00	0.75%	5.37%
ING Bank	24/09/2025	A	5,000,000.00	5,000,000.00	1.25%	5.20%
ING Bank	15/01/2026	A	5,000,000.00	5,000,000.00	1.25%	5.04%
ING Bank	25/09/2026	A	5,000,000.00	5,000,000.00	1.25%	5.15%
ING Bank	14/10/2026	A	3,000,000.00	3,000,000.00	0.75%	4.79%
ING Bank	14/10/2027	A	3,000,000.00	3,000,000.00	0.75%	4.77%
ING Bank	10/10/2028	A	3,000,000.00	3,000,000.00	0.75%	5.30%
ING Bank	20/11/2028	A	3,000,000.00	3,000,000.00	0.75%	5.40%
G & C Mutual Bank	17/09/2025	BBB	3,000,000.00	3,000,000.00	0.75%	5.20%
MyState Bank	27/10/2025	BBB	3,000,000.00	3,000,000.00	0.75%	4.35%
MyState Bank	10/12/2025	BBB	6,000,000.00	6,000,000.00	1.51%	5.10%
MyState Bank	12/06/2026	BBB	4,000,000.00	4,000,000.00	1.00%	4.25%
NAB	08/09/2025	AA-	5,000,000.00	5,000,000.00	1.25%	1.10%
NAB	29/07/2026	AA-	3,000,000.00	3,000,000.00	0.75%	4.19%
Northern Territory Treasury	15/12/2025	AA-	5,000,000.00	5,000,000.00	1.25%	1.20%
Northern Territory Treasury	15/12/2026	AA-	5,000,000.00	5,000,000.00	1.25%	1.50%
Rabobank Australia Limited	27/08/2025	A	3,000,000.00	3,000,000.00	0.75%	4.90%
Rabobank Australia Limited	09/12/2025	A	3,000,000.00	3,000,000.00	0.75%	4.42%
Rabobank Australia Limited	12/11/2025	A	5,000,000.00	5,000,000.00	1.25%	4.50%
Rabobank Australia Limited	18/05/2026	A	5,000,000.00	5,000,000.00	1.25%	4.47%
Rabobank Australia Limited	29/05/2026	A	5,000,000.00	5,000,000.00	1.25%	4.22%
Rabobank Australia Limited	27/08/2026	A	3,000,000.00	3,000,000.00	0.75%	4.50%
Rabobank Australia Limited	18/02/2028	A	3,000,000.00	3,000,000.00	0.75%	5.06%
Rabobank Australia Limited	18/02/2028	A	5,000,000.00	5,000,000.00	1.25%	4.80%
Rabobank Australia Limited	20/02/2029	A	3,000,000.00	3,000,000.00	0.75%	5.19%
State Bank of India	18/12/2025	BBB-	3,000,000.00	3,000,000.00	0.75%	4.50%
State Bank of India	11/03/2026	BBB-	5,000,000.00	5,000,000.00	1.25%	5.00%

State Bank of India	20/04/2026	BBB-	3,000,000.00	3,000,000.00	0.75%	4.35%
Westpac	27/10/2025	AA-	3,000,000.00	3,000,000.00	0.75%	5.37%
Westpac	19/01/2026	AA-	3,000,000.00	3,000,000.00	0.75%	5.05%
			152,700,000.00	152,700,000.00	38.32%	
<b>Total</b>			390,327,509.16	390,154,118.87	97.92%	

**T-Corp**

NSWTC IM Long Term Growth Fund	Unrated	6,125,337.88	8,284,516.06	2.08%
		6,125,337.88	8,284,516.06	2.08%
<b>Total</b>		390,327,509.16	390,154,118.87	97.92%
<b>Portfolio Total</b>		396,452,847.04	398,438,634.93	100.00%

**Liverpool City Council**  
**Schedule of Cash Reserves**

	<b>30 June 2025 Actual Balance</b>	<b>31 July 2025 Actual Closing Balance</b>	<b>30 June 2026 Projected Closing Balance</b>
<b>Externally Restricted</b>			
S7.11 Contributions	316,559,029	315,568,423	286,898,845
City Development Fund	(2,347,281)	(2,341,188)	(839,001)
Domestic Waste Reserve	1,271,847	1,240,190	3,053,948
Environment Levy	6,634,094	6,515,656	6,364,360
Stormwater Reserve	584,119	575,950	511,163
Contribution Reserve	3,038,422	3,038,422	3,038,422
Grants Reserve	3,011,097	3,011,097	3,011,097
Grants Reserve - Operating	7,197	7,197	7,197
Deferred Grants Reserve - Capital	37,075,055	37,064,820	37,075,055
Deferred Grants Reserve - Operating	3,703,478	4,169,304	4,203,478
Western Sydney Infrastructure Grants Program	10,128,113	9,733,502	10,646,957
<b>Total Externally Restricted</b>	<b>379,665,170</b>	<b>378,583,373</b>	<b>353,971,521</b>
<b>Internally Restricted</b>			
Employee Leave Entitlement Reserve	4,903,000	4,903,000	4,903,000
Insurance Reserve	1,796,043	1,796,043	1,796,043
Parking Strategy Reserve	1,300,736	1,415,341	2,442,901
General Property Reserve	646,124	646,124	646,124
Loan Reserve	12,200,000	12,200,000	12,200,000
Hammondville Pool and Precinct Reserve	7,876,723	7,875,603	7,876,723
Carnes Hill Stage 2 Precinct Development Reserve	4,253,332	4,253,332	4,253,332
Moorebank Intermodal Company Ltd	225,995	135,360	0
<b>Total Internally Restricted</b>	<b>33,201,953</b>	<b>33,224,803</b>	<b>34,118,123</b>
<b>Total Restricted</b>	<b>412,867,123</b>	<b>411,808,175</b>	<b>388,089,644</b>
<b>Unrestricted general reserves <sup>(1) (2)</sup></b>	<b>3,172,182</b>	<b>(13,369,540)</b>	<b>6,898,748</b>
<b>Total Cash and Investments</b>	<b>416,039,305</b>	<b>398,438,635</b>	<b>394,988,393</b>

<sup>(1)</sup> Excludes investment in Civic Risk Mutual

<sup>(2)</sup> Unrestricted general reserves at 31 July 2025 was negative mainly due to timing of rates payment and developer rights fees paid in August 2025.

**OPER 01**

**Litter Prevention and Education Project**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Manage waste effectively and maximise recycling opportunities
<b>File Ref</b>	219731.2025
<b>Report By</b>	Tim Pasley - Manager Circular Economy
<b>Approved By</b>	Scott Sidhom - Acting Director Operations

**EXECUTIVE SUMMARY**

Litter is a persistent issue in the Liverpool Local Government Area (LGA), impacting the environment, community amenity, public health, and Council resources. In response to a Council resolution from April 2025, this report provides an update on Council's targeted strategy to address litter, by seeking opportunities through an NSW Environment Protection Authority (EPA) grant. Council will attempt to seek grant towards project which will aim to engage the community in hands on waste education at events, parks, and reserves, using a mobile, staffed unit to demonstrate correct disposal behaviours and reduce litter at high traffic locations.

If grant funding is successful, the project will align with the NSW EPA's Waste and Sustainable Materials Strategy (WASM) Litter Prevention Grants Program, and Council intends to apply for Litter Prevention Grant to fund the project. If successful, there will be no impact on Council's operational budget. The initiative will support state and local litter reduction targets, while delivering long term environmental and social benefits, and positions Council as a leader in community-based sustainability. Subject to successful funding, the project will be implemented and reported back to Council upon completion to evaluate outcomes and impact.

**RECOMMENDATION**

That Council:

1. Receives and notes this report.

## **REPORT**

---

### **Background**

Council, at its meeting of 23 April 2025 raised the following motion in relation to environmental stewardship, cleanliness, litter management and sustainability of Liverpool.

That Council:

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

Council recognises the importance of proactive and sustained community engagement as a core strategy in tackling litter. This report is in response to Item 2 of the motion. Council intends to seek funding opportunities through the NSW Environment Protection Authority (EPA) litter grant, to undertake specific projects to address the specific litter problems within the Liverpool LGA.

### **Council's Position on Managing Litter**

Council is firmly committed to environmental stewardship and recognises the vital role that proactive litter prevention plays in maintaining the cleanliness, safety, and sustainability of the local area.

Council's position is underpinned by its **Liverpool Waste Management and Resource Recovery Strategy (2021)**, which sets a clear framework for responsible resource management, litter reduction, and community engagement. This Strategy reflects Council's position that reducing litter requires both effective services and an informed, involved community.

In response to the Notice of Motion, Council acknowledges the need for enhanced community education, greater public awareness of litter impacts, and improved access to information on waste and recycling services. Council will continue to work closely with regional partners, including the Western Sydney Regional Organisation of Councils (WSROC), to implement

regionally coordinated litter prevention initiatives and best practice strategies that amplify the impact of local efforts.

Council is also taking direct action by providing a **Waste and Resource Recovery Services Guide (Information Sheet, requested Point 3)** for new and existing residents to clearly communicate available waste and litter services, proper disposal options, and enforcement measures. This will be distributed through rates notices, Council service centres, local real estate agents, and other community touchpoints. This guide is currently being distributed as part of the FOGO kitchen caddy distribution.

Together with ongoing litter prevention programs and upcoming initiatives like the proposed Mobile Litter Prevention and Education Project, these actions highlight Council's holistic, collaborative, and evidence-based position on tackling litter and fostering a clean, sustainable Liverpool for current and future generations.

Council is also committed to "Clean up Liverpool Day" a campaign that has become central to Liverpool City Council's action and education on litter with the LGA. The "Clean up Liverpool Day" event will be held on 20 September 2025.

### **Litter Problems in the Liverpool LGA**

Litter remains a significant and ongoing issue within the Local Government Area (LGA), impacting the environment, community wellbeing, and Council resources. While littering behaviours can vary depending on location and demographic factors, the presence of waste in public areas continues to degrade the appearance of neighbourhoods, reduce public safety, and threaten local ecosystems.

Council monitoring, community feedback, and waste audits have identified a broad range of litter types commonly found across urban, suburban, and natural settings in the LGA. These include, but are not limited to:

- **General litter:** Items such as food packaging, drink bottles, cans, straws, plastic bags, and paper waste are frequently discarded in streets, parks, waterways, and around public amenities.
- **Electronic waste (e-waste):** Discarded televisions, computer monitors, microwaves, and other household electronics are increasingly being dumped inappropriately, particularly near bin enclosures, bushland edges, and illegal dumping hotspots. E-waste poses risks due to hazardous components and environmental contamination.
- **Illegal dumping:** Larger household items such as mattresses, furniture, white goods, and construction materials are often left in public places, contributing significantly to visual pollution and clean-up costs. Dumping commonly occurs near reserves, laneways, roadsides, and vacant lots.

- **Cigarette butts:** As the most frequently littered item nationally, cigarette butts are pervasive across footpaths, car parks, bus stops, and recreational areas. They are non-biodegradable and contribute to chemical pollution in stormwater systems.
- **Plastic pollution:** Single-use plastics, including wrappers, bottle tops, cutlery, and shopping bags, are frequently found in parks, playgrounds, and waterways, presenting a serious risk to wildlife and aquatic life.
- **Party and event related litter:** Balloons, disposable cups, alcohol containers, and decorations are often left behind following informal gatherings in parks and reserves, particularly on weekends and public holidays.
- **Sharps and hazardous waste:** Infrequent but high risk, the improper disposal of needles and other medical waste in public places poses serious health risks for the community and waste staff.

The distribution and severity of litter vary across the Liverpool LGA, with high traffic areas, illegal dumping zones, and vulnerable natural environments experiencing greater concentrations. Council's efforts to address litter through enforcement, infrastructure, and services are essential but must be complemented by preventative education and community engagement.

Illegal dumping and the improper disposal of sharps are currently managed through specific Council programs, including targeted surveillance, enforcement measures, and safe disposal initiatives in collaboration with relevant agencies. Council needs to expand its focus to address the wide range of other litter types such as general litter, takeaway packaging, e-waste, and plastic pollution which continue to impact public spaces and the environment. A comprehensive and inclusive approach is required to reduce overall littering behaviour and support a cleaner, safer, and more sustainable LGA.

### **Litter Prevention and Education Project**

If the funding from NSW EPA is successful, The Litter Prevention and Education Project will be a proactive community engagement and litter prevention initiative designed to reduce littering through targeted, on the ground education, practical waste sorting assistance, and direct community participation.

The project will deploy a mobile, compartmentalised litter education station with trained staff to key community events, parks, and reserves across the LGA. The station will be set up at high traffic gatherings and celebrations such as the Liverpool Family Fun Day, Lunar New Year Festival, Eid Festival, NAIDOC Week, Youth Week, local sporting events, and other popular public events. By engaging residents and visitors at these venues, the initiative will intercept litter at the source and empower the community to correctly sort and dispose of their waste, ultimately encouraging lasting, positive behaviour change.

## **Project Objectives**

1. **Prevent littering** in public spaces by offering immediate, supported waste sorting at events, parks, and reserves.
2. **Educate the public** on, correct general waste disposal through public presence and engagement.
3. **Increase awareness** of Council's litter reduction initiatives and the environmental impact of common litter items, including e-waste, plastic packaging, and cigarette butts.
4. **Foster long term behavioural change** by promoting waste literacy in a practical and visible manner.

## **Alignment with NSW EPA Priorities**

This project aligns with NSW EPA's litter prevention priorities by:

- Engaging the community directly in litter education
- Reducing waste in public places
- Promoting reuse and recycling
- Supporting a visible and measurable approach to litter reduction

## **NSW EPA Litter Prevention Grants Program**

Litter Prevention and Education Project is well positioned to qualify for funding under the NSW Environment Protection Authority's (EPA) Waste and Sustainable Materials Strategy (WASM) Litter Prevention Grants Program.

This initiative aligns with the program's objectives by:

- Addressing litter prevention through community engagement;
- Community Education;
- On ground actions; and
- Contributing to the state's targets of a 60% reduction in litter items by 2030 and a 30% reduction in plastic litter by 2025.

By deploying a mobile, staffed waste education unit to various community events, parks, and reserves, the project directly engages the public in proper waste sorting and disposal practices. This hands-on approach not only prevents littering at the source but also educates individuals recycling, sorting of waste and litter prevention, fostering long term behavioural change. Such community-focused initiatives are central to the WASM Litter Prevention Grants Program, which supports projects that combine education, infrastructure, and enforcement to achieve measurable litter reduction outcomes.



Furthermore, the project's emphasis on data collection and monitoring aligns with the program's requirement for evidence-based approaches. By tracking the volume and types of waste collected and conducting participant surveys, the project will provide valuable insights into littering behaviours and the effectiveness of educational interventions. This data-driven methodology supports the program's goal of basing litter prevention on sound evidence and continuous evaluation.

Securing funding through the WASM Litter Prevention Grants Program would enable Council to implement this innovative project, enhancing its capacity to address litter issues effectively. The grant would support the development and deployment of the mobile education station, training of staff, creation of educational materials, and comprehensive monitoring and evaluation activities. Ultimately, this project represents a strategic investment in community-based litter prevention, aligning with state priorities and contributing to a cleaner, more sustainable environment.

Council could consider funding this innovative project should NSW EPA funding application not be successful. The ongoing benefits will outweigh the initial capital cost to undertake the work.

## **Conclusion**

Litter continues to pose a serious challenge to the environmental quality, public amenity, and liveability of the Liverpool LGA. While targeted programs currently exist to address issues such as illegal dumping and sharps disposal, a broader, community-wide approach is needed to tackle the increasing prevalence of general litter, e-waste, plastics, public place litter and event-related waste. Proactive education and hands-on community engagement are key to shifting behaviour and creating long-term cultural change around waste.

The proposed Litter Prevention and Education Project provides a strategic and innovative solution that aligns with both Council's priorities and the objectives of the NSW EPA's WASM Litter Prevention Grants Program. By investing in this initiative, Council could lead a visible, evidence based, and community-supported campaign that not only reduces litter but also fosters pride, participation, and environmental responsibility across the city.

If the grant application is not successful, Council may consider its own funding towards that project. By investing in this initiative, Council could lead a visible, evidence based, and community-supported campaign that not only reduces litter but also fosters pride, participation, and environmental responsibility across the city.

## FINANCIAL IMPLICATIONS

---

The total cost of delivering the *Litter Prevention and Education Project* is estimated at **\$150,000**. This includes the design and fit out of a mobile education station, staffing and training, development of educational materials, waste sorting infrastructure, promotion, and monitoring and evaluation activities.

If the grant funding is successful, there will be **no financial impact on Council's operational budget**, as the full amount will be sought through the NSW EPA's Waste and Sustainable Materials Strategy (WASM) Litter Prevention Grants Program. The project is specifically designed to meet the eligibility criteria of this grant, which supports initiatives that prevent litter through community engagement, education, and on-ground action.

If successful, the grant funding will deliver the following key benefits:

- Reduction in littering at high-traffic community locations and events.
- Increased public understanding and correct disposal of general waste, recyclables, and e-waste.
- Greater community pride and participation in maintaining clean public spaces.
- Improved data collection to inform future waste policy and infrastructure planning.
- Enhanced visibility of Council's commitment to sustainability and environmental stewardship.

By leveraging external funding, Council can deliver a high-impact project with long-term benefits for the environment and community, without placing additional strain on internal resources.

## **CONSIDERATIONS**

<b>Economic</b>	The project presents a cost-effective solution to address the economic burden of litter in the LGA. Litter clean up, enforcement, and infrastructure maintenance represent significant ongoing costs to Council. By focusing on prevention and education, this initiative is expected to reduce litter at the source, leading to long-term savings in operational and waste management expenses. Importantly, as the full project cost of \$150,000 is to be funded through an external grant, there is no impact on Council's budget, allowing for maximum value without additional financial pressure.
<b>Environment</b>	Litter poses a major threat to natural ecosystems, waterways, and local biodiversity. This project directly contributes to environmental improvement by reducing the amount of waste entering public spaces and natural environments. Through targeted education on recycling, e-waste, and proper disposal, it promotes sustainable behaviours and helps decrease pollution and contamination. The initiative supports Council's environmental sustainability goals and aligns with broader state objectives under the NSW Waste and Sustainable Materials Strategy.
<b>Social</b>	Clean and well-maintained public spaces enhance community wellbeing, safety, and pride. The project will engage residents at events, parks, and reserves - fostering a sense of shared responsibility and encouraging behavioural change through direct interaction and education. It targets all age groups, promoting inclusivity and accessibility. By making litter reduction a collective, visible effort, the project supports stronger social cohesion and increased community participation in environmental stewardship.
<b>Civic Leadership</b>	This initiative reflects Council's commitment to proactive civic leadership and environmental responsibility. By applying for a state grant and launching an innovative, evidence-based campaign, Council demonstrates strategic thinking and a forward-looking approach to complex urban issues. The project showcases Council's responsiveness to community concerns about litter and its ability to deliver impactful programs through collaboration, education, and local engagement.
<b>Legislative</b>	The project supports compliance with state-level waste and litter reduction targets as outlined in the NSW Waste and Sustainable Materials Strategy 2041 and the Litter Prevention Strategy 2023 – 2030. It also aligns with Council's obligations under the Local

	Government Act 1993 to provide services that protect the environment and promote public health. By seeking grant funding, Council is leveraging available legislative mechanisms to enhance service delivery and meet regulatory expectations around litter and waste management.
<b>Risk</b>	Risks associated with the project are considered low and manageable. Potential risks include grant funding not being secured, low public engagement, or operational delays in deploying the mobile unit. These can be mitigated through clear project planning, early community engagement, and identifying alternative funding pathways if needed. Should the grant be awarded, the risk of inaction, continuing high litter rates, environmental degradation, and increasing community dissatisfaction, would be significantly reduced through the implementation of this preventative and educational initiative.

## **ATTACHMENTS**

Nil

**OPER 02**

**Review of the Climate Change Policy and  
Climate Action Plan**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver and advocate for a sustainable, cool and green city
<b>File Ref</b>	254018.2025
<b>Report By</b>	Amanda Carroll - Sustainability Planner
<b>Approved By</b>	Scott Sidhom - Acting Director Operations

**EXECUTIVE SUMMARY**

The *Climate Change Policy* (Policy) and *Liverpool Climate Action Plan* (CAP) were adopted by Council in March 2023. The documents outline Council's commitment towards reaching net-zero emissions and provision of leadership to the Liverpool community in responding to climate change and building a sustainable city.

In accordance with the 2 yearly review schedule for the Policy and CAP, an internal review has been undertaken. External feedback was also sought from Western Sydney Region of Council (WSROC). The review checked that the Policy and CAP were effective and adhere with current standards and conditions.

The existing policy is fit for purpose. Minor amendments were made to the Policy. No amendments were considered warranted for the CAP.

This report seeks re-adoption of the revised Policy.

**RECOMMENDATION**

That Council:

1. Re-adopts the revised Climate Change Policy.

**REPORT**

**Background**

Council, at its meeting held on 24 February 2021, resolved that Council would create a Climate Action Plan. A Climate Change Policy (Policy) and Liverpool Climate Action Plan (CAP) were subsequently adopted by Liverpool City Council in March 2023. The documents have an initial review at 2 years and subsequent reviews every 5 years.

## **Outcomes of the Policy and CAP review**

No amendments were considered warranted for the Climate Action Plan (CAP).

Only minor changes were made to the Policy to reflect current team names and document titles, including updating the team's name from City Environment to Environment and including reference to the latest Community Strategic Plan. These changes are shown in the marked-up version of the Policy attached to this report.

## **FINANCIAL IMPLICATIONS**

The outcomes from the review do not alter the financial implications of the Policy.

## **CONSIDERATIONS**

<b>Economic</b>	Policy and CAP implementation will focus on actions with a short payback period where possible.
<b>Environment</b>	The Policy and CAP guide the delivery of improved environmental outcomes. They identify commitments and priority actions to decrease emissions from Council and the community.
<b>Social</b>	The CAP identifies actions that guide how Council can support the community to reduce their emissions.
<b>Civic Leadership</b>	The Policy and CAP respond to sustainability goals included in Council's Community Strategic Plan 2022-2032 such as increased energy efficiency. They prescribe commitments and priority actions to ensure that Council positions itself as a sustainability leader.
<b>Legislative</b>	<i>Local Government Act 1993</i> <i>Environmental Planning and Assessment Act 1979</i>
<b>Risk</b>	Climate change presents a significant risk to Council and the community. The strategic approach to reduce emissions via the Policy and CAP helps Council fulfil its responsibility to minimise climate change risks.

## **ATTACHMENTS**

1. Climate Change Policy Review 2025



## CLIMATE CHANGE POLICY

Adopted: 29/03/2023

TRIM [278448.2022227919.2025](#)



## CLIMATE CHANGE POLICY

**DIRECTORATE:** Operations

**BUSINESS UNIT:** ~~City~~ Environment

### 1. PURPOSE/OBJECTIVES

The purpose of this Policy is to outline Council's commitment to managing climate change through emissions reduction actions across Council's operations and our community.

The Policy aligns with State climate change policy as well as Council's net zero emission reduction pathways outlined in the Sustainable Resilient Liverpool Strategy and Climate Action Plan.

The objectives of this Policy are to:

1. Achieve net-zero carbon emissions from Council's operations.
2. Provide effective and strong leadership to the Liverpool community in responding to climate change and building a sustainable city.
3. Assist our community to reach the NSW target of net-zero emissions by 2050.

### 2. POLICY COMMITMENT STATEMENTS

The commitments in this Policy are aligned with Council's Sustainable Resilient Liverpool Strategy and the Climate Action Plan.

Council is committed to the following principles.

#### Commitment Principle 1

Achieve net-zero carbon emissions from Council's operations by 2050.

To reduce its emissions, Council will aim to:

- ensure that all functions and activities of Council consider climate change across the organisation's operations;
- increase energy efficiency and reduce operating costs of all Council operations;
- reduce corporate energy use;
- minimise fuel consumption and transition to an electric fleet; and
- source energy from low carbon emission sources.

#### Commitment Principle 2

Provide effective and strong leadership to the Liverpool community in responding to climate change and building a sustainable city.



This will be achieved by:

- ensuring all new infrastructure and buildings deliver best practice low carbon, low urban heat, climate resilience, water and energy efficient outcomes;
- climate resilient water supply and conservation by minimising potable water use in our operations;
- reducing Council's greenhouse gas emissions from electricity use, transport, resource consumption and waste management; and
- developing community infrastructure and programs that provide for safe, efficient, affordable and low-carbon mobility.

### **Commitment Principle 3**

Assist our community to reach the NSW target of net-zero emissions by 2050.

To support the community achieve this target, Council will:

- deliver programs and services that support community and business transition to net zero emissions;
- utilise Council assets and activities as enablers for broader community emission reductions;
- utilise land-use planning instruments to reduce urban heat, potable water use, and greenhouse gas emissions; and
- incorporate best practice urban heat resilience and green infrastructure, including increased canopy cover, street vegetation and urban heat refuges.

### **3. RESPONSIBILITIES**

These commitments are a shared responsibility across many sections of Council, as outlined in the Climate Action Plan. They involve working collaboratively with external stakeholders including government departments, regional organisations, industry and the community.

### **4. RELEVANT LEGISLATIVE REQUIREMENTS**

*Local Government Act 1993*

*Environmental Planning & Assessment Act 1979*

### **5. RELATED POLICIES & PROCEDURE REFERENCES**

- NSW State government 'Net Zero Plan Stage 1, 2020-2030'
- Greater Sydney Regional Plan A Metropolis of Three Cities
- Western City District Plan
- Liverpool LSPS
- Sustainable Resilient Liverpool
- Liverpool Climate Action Plan
- NSW Electricity Strategy
- NSW Climate Change Policy Framework
- NSW DPIE Net Zero Plan Stage 1: 2020 2030
- [Future Transport 2056](#)
- [Liverpool Community Strategic Plan 2022-2032](#)

**6. DEFINITIONS**

**Climate change** – any change in the climate over time, due to either natural variability or human activities.

**Emissions** - The release of greenhouse gases and/or their precursors into the atmosphere.

**Greenhouse gas emissions (GHGs)** – refers to emissions of carbon dioxide, methane, nitrous oxide, sulphur hexafluoride, a hydrofluorocarbon gas, a perfluorocarbon gas or any other gas prescribed by legislation for the purposes of this definition.

**Net-zero emissions:** Also known as 'carbon neutrality' or 'climate neutrality'. Occurs when the level of greenhouse gases emitted into the atmosphere from human activities equals the level 'removed' from the atmosphere.

**Resilience** – climate resilience refers to organisations, community, individuals increasing and building capacity to cope with climate change, to recover from the effects of climatic changes and to adapt to climate change using a combination of sustainable adaptation and mitigation measures.

**AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

29/03/2023

**REVIEW DATE**

This policy will be reviewed every ~~two~~ five years.

**VERSIONS**

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

Version	Amended by	Changes made	Date	TRIM Number
1	Not applicable	New Policy	29/3/2023	278118.2022
<u>2</u>	<u>City Environment</u>	<u>Policy review – minor updates</u>	<u>07/07/2025</u>	<u>227919.2025</u>

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

*Liverpool City Council's key directorates ~~City Works~~ ~~Presentation~~; ~~Corporate Services~~; ~~City Economy & Commercial Development~~; ~~Infrastructure & Environment~~; ~~Facilities, Planning & Compliance~~. External stakeholders consulted included the Environment Advisory Committee, The Youth Council, and Western Sydney Region of Councils (WSROC). The policy went on public exhibition in May/June 2022 in accordance with the Local Government Act 1993.*

Formatted: Font: 11 pt

Formatted: Font: 11 pt

**ATTACHMENTS**

- Liverpool Climate Action Plan

**OPER 03****2024 -25 Capital Works Carryover of Projects**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
<b>File Ref</b>	260462.2025
<b>Report By</b>	Jay Vaidya - Acting Manager Project Delivery
<b>Approved By</b>	Scott Sidhom - Acting Director Operations

**EXECUTIVE SUMMARY**

At its meeting on 26 June 2024, Council adopted the 2024–25 Operational Plan, which included Council’s Capital Works Budget. Quarterly reviews of the program were conducted on 20 November 2024, 26 February 2025, and 21 May 2025.

The final capital budget across Council’s portfolio for the 2024-25 financial year was \$133 million, of which \$50 million was allocated to land acquisition. This resulted in a remaining Capital Works Program of \$83 million, with actual expenditure totalling approximately \$68 million.

This report outlines the projects that require carryover into the 2025–26 Program Year, to enable the completion of works and ensure the delivery of objectives set out in the 2024–25 Operational Plan.

**RECOMMENDATION**

That Council:

1. Approves the carryover of works and services listed in Attachment 1, with a remaining budget of \$8,797,920, from the 2024–25 Program Year to the 2025–26 Program Year.
2. Approves the allocation of \$265,000 from the General Fund for New Initiative projects.

## **REPORT**

### **Capital Works Program – 2024–25 Year End Summary and Carryover Request**

By the end of the 2024–25 Program Year, Council had issued contracts and completed approximately 82% of the approved Capital Works Program. The remaining projects are either substantially progressed or have experienced delays due to factors beyond Council's control.

To ensure completion of the remaining works, a carryover amount of \$8,797,920 is required. This represents approximately 10.5% of the total approved Capital Works Program for 2024–25.

In addition, a further \$265,000 is required to support New Initiative projects. A detailed list of all carryover and new initiative projects is provided in Attachment 1.

In accordance with Clause 211 of the Local Government (General) Regulation 2021, Council approval is sought to:

1. Carry over the unspent funds into the 2025–26 financial year to complete the outstanding Capital Works Program; and
2. Allocate funds to the identified New Initiative projects.

## **FINANCIAL IMPLICATIONS**

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

There are no additional financial implications due to carryovers.

## **CONSIDERATIONS**

<b>Economic</b>	<p>Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.</p> <p>Deliver a high-quality local road system including provision and maintenance of infrastructure and management of traffic issues.</p>
<b>Environment</b>	<p>Manage the environmental health of waterways.</p> <p>Enhance the environmental performance of buildings and homes.</p> <p>Support the delivery of a range of transport options.</p>

<b>Social</b>	<p>Preserve and maintain heritage, both landscape and cultural as urban development takes place.</p> <p>Support access and services for people with a disability.</p> <p>Deliver high quality services for children and their families.</p> <p>Promote active lifestyle by providing relevant public infrastructure.</p>
<b>Civic Leadership</b>	<p>Provide information about Council's services, roles and decision-making processes.</p> <p>Deliver services that are customer focused.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p>
<b>Legislative</b>	<p>Clause 211 of the Local Government (General) Regulation 2021 applies.</p>
<b>Risk</b>	<p>The risk is deemed to be Low.</p> <p>The carryover of capital project budgets is necessary to allow contractor payments to be made for ongoing and committed works.</p>

## **ATTACHMENTS**

1. Carryover List 2024-25 FY

CARRYOVERS 2024/25

Unit	Project	Justification	General Funds	Grants and Contributions	s7.11 Reserve	Stormwater Reserve	Total
Community and Lifestyle			0	50,000	0	0	50,000
Libraries and Museum	103980 - Library Outreach Project	State Gov Local Priority Grant 24/25 to deliver kiosk for new community (Edmondson Park).		50,000			50,000
Corporate Services			156,365	0	882,660	0	1,039,025
Governance and Legal	103984 - Legal Management System	Engagement of external consultant to undertake Content Manager interface with the new Legal Services Practice Management System	11,000				11,000
Information Technology	101937 - Infrastructure Upgrade - Surveillance Program	Procurement underway.	30,000				30,000
	102163 - Corporate Systems Upgrade - Pinforce	Procurement underway.	115,365				115,365
	103201 - CCTV - Illegal Dumping	RFT resulted in no suitable offers to meet Council's requirements. Decision made to undertake several proof-of-concepts (POCs) to refine the requirements before going back to market. Procurement currently under way for POCs.			882,660		882,660
Operations			3,213,790	1,767,540	1,299,325	1,428,240	7,708,895
Environment	103808 - Liverpool Koala Vehicle Strike	Grant has been received, expenditure is staged according to signed funding deed		62,670			62,670
Infrastructure Planning	103796 - Cycleway Design for Moore Street and George Street	This project is a design project to deliver a cycleway concept design. The project is 100% funded by TINSW through the Get NSW Active FY23/24 program. Project was delayed and it is to be completed by September 2025.		128,385			128,385
Open Spaces	103785 - Suburb Garden Upgrade Program	Project relates to the installation of gateway gardens around the LGA and it is currently underway.	64,500				64,500
Operational Support	100113 - Major Plant	Budget required towards commitments	966,145				966,145
	101793 - Depot - New Truck Wash Bay	Delivery of new wash bay expected in September 2025. Funds have been committed.	220,775				220,775
Project Delivery - Buildings Construction	104089 - RFS Training Centre, Kemps Creek - Roof Replacement	Works commenced in June 2025, project delayed due to wet weather, now scheduled to complete by July 2025. Works committed.	18,250				18,250
	104090 - Hilda Davis Community Centre - Roof Replacement	Budget was adopted at the 2024/25 third quarter budget review. Site contamination caused delay, project deferred to 2025 -26.	190,000				190,000
	103809 - Toilet upgrade works at Liverpool Court House	Works are underway and funds committed. Grant funds to be carried over.		2,006			2,006
Project Delivery - Civil Construction	100861 - Stormwater Pipe Relining	Extensive delays from procurement team in awarding contract.				537,730	537,730
	100705 - Stormwater Pipe Inspection, Assessment & Ancillary Works	Extensive delays from procurement team in awarding contract.				131,580	131,580
	100862 - Stormwater Pipe Structural Patches	Extensive delays from procurement team in awarding contract.				528,430	528,430
	101512 - Erosion Protection - Various Sites	Drainage improvement works in May Avenue, Rossmore underway with 80% complete, funds have been committed.			298,000		298,000
	101513 - Gross Pollutant Trap	GPT construction at Cartwright Avenue, delay caused due to site contamination remediation works and design review by stakeholders.				230,500	230,500
	102989 - Traffic Facilities - Safety Related Projects	Grant received later in the year to be utilised in 2025 -26 FY. Traffic facilities are scheduled in 2025-26 program year.	40,490				40,490
	103328 - Nuwarra Road - Investigation and Design	Design and investigation continues in 2025 -26 FY, funds committed.			60,000		60,000
	103330 - Bernera Rd Upgrade at Yarrawa St	Works 90% complete. Sydney Water approval process has caused delay in completion of water asset relocation works, funds are committed.		296,120			296,120
	103770 - Government Road between M7 and Cowpasture Road, Hinchinbrook	Delay caused due to M7 authority approval pending in completion of shared path connection with M7 Cycleway.		9,485			9,485
	103771 - Newbridge road between Epsom road and Haigh Avenue Moorebank	TINSW approval is pending to complete Pedestrian Crossing as part of the approved design and grant conditions.		22,490			22,490
	103915 - Road Safety Construction Program	Funds committed to match shortfall in Traffic facilities grant funded projects (Black Spot Program).	342,000				342,000
	103786 - Georges River Continue Shared Path	Continue program of shared path along Georges River. Funds are committed to complete shared path.	41,000				41,000
	103327 - Overett Avenue,Kemps Creek	Road resurfacing works, delay caused due to Sydney Water potable water main works, now completed, funds are committed in 2025-26 FY.	345,000				345,000
	103865 - Tenth Avenue ( Between 4th Avenue & Kelly St)	Works 80% complete and continued in 2025-26 FY, funds are committed.	300,000				300,000
	102326 - Cycleway - Casula Powerhouse to Leacocks Regional Park	Works underway and continuing in 2025-26 FY, delay caused due to National Parks and Wild Life Service (NPWS) approval, funds are committed.	103,460				103,460
	103316 - Governor Macquarie Drive from Alfred Road to Child St	Design and investigation continues in 2025 -26 FY, funds are committed.		103,300			103,300
	103837 - Temporary Asphalt Footpaths	Continue footpath program in 2025-26 FY due to high demand from the Austral residents.	143,975				143,975

Unit	Project	Justification	General Funds	Grants and Contributions	s7.11 Reserve	Stormwater Reserve	Total
Project Delivery - Open Space Construction	102781 - McGirr Park	Funds required to meet contractual obligations. Play equipment manufactured pending suitable weather for installation. Remaining project funds for Solar lighting, furniture and landscaping to complete the project. All sites works to be completed by 30 November 2025.			350,400		350,400
	103250 - Pye Hill Reserve - Regional Trail Pathway	Funds required to meet contractual obligations. Play equipment manufactured pending suitable weather for installation. Remaining grant funds for Solar lighting, furniture and landscaping to complete the project. Site works to be completed by 30 October 2025.	352,120	76,917			429,037
	103820 - Local Park LP2 Austral – Design	Design work continuing in FY 2025/26.			114,000		114,000
	103909 - Carnes Hill Sporting Fields - Design	Design work committed, final design to be completed by 30 September 2025.			166,925		166,925
	103921 - Lt Cantello Reserve Pump Track - Design	Project brought forward with the design consultant engaged in May 2025. Final design to be completed by 30 September 2025.	72,225				72,225
	102892 - Local Park LP22 Austral - Design	Delivery of design anticipated to be completed by 30 November 2025.			93,000		93,000
Project Delivery - Major Projects	101965 - Edmondson Ave - Detailed Design	Design is currently underway.		12,035			12,035
	103340 - Flood Detention Basin 5 - Construction	Detailed design is underway after landscape drawings were revised following stakeholder consultations. Early works commenced on site. Funds are committed.			217,000		217,000
	103730 - Shared Path Camden Valley Way, Edmondson Park	Shared path construction 90% complete. Outstanding works relating to defect rectification and minor works on site to be completed by September 2025.	13,850				13,850
WSIG	103351 - WSIGP Macquarie St, Streetscape Upgrade	WSIG Grant funded project with staged delivery in accordance with funding deed. Works are underway. Delay in payment due to contract variation claim under negotiation with the contractor.		1,054,132			1,054,132
Total Carryovers			3,370,155	1,817,540	2,181,985	1,428,240	8,797,920

NEW INITIATIVES

Operations			265,000	0	0	0	265,000
Operational Support	104135 - LCP - Café Door (Ground Level)	Install new door to electrical room to comply with fire safety regulations and commence café fit out works.	45,000				45,000
	104136 - LCP - Lobby Blinds	Install on front glass area of the LCP lobby to reduce glare in the foyer identified as WHS issue.	70,000				70,000
	104137 - LCP - Car Park line markings	Provide signage and line markings to all LCP tenants.	50,000				50,000
	104138 - LCP - Electrical upgrade – UOW Level 3	Power upgrade to Level 3 for UoW tenancy.	100,000				100,000
Total New Initiatives			265,000	0	0	0	265,000

BUDGET VARIATION

Total Budget Variation			3,635,155	1,817,540	2,181,985	1,428,240	9,062,920



**OPER 04****Litter Prevention Strategy for Georges River  
Catchment**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
<b>File Ref</b>	263936.2025
<b>Report By</b>	Nell Graham - Georges Riverkeeper Program Manager Karl Adderley - Coordinator Resource Recovery
<b>Approved By</b>	Scott Sidhom - Acting Director Operations

**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of the Litter Prevention Strategy for Georges River Catchment (Strategy) funded through a grant from the NSW Environmental Protection Authority (EPA). The Strategy was endorsed in-principle by the Georges Riverkeeper Committee members at its quarterly meeting in June 2023.

Georges Riverkeeper intends to apply for further NSW Government funding for implementation of initiatives identified in the Strategy and respective Implementation Roadmap (currently being prepared). A requirement for further grant funding applications is that member Councils endorse the Litter Prevention Strategy.

**RECOMMENDATION**

That Council:

1. Endorses the Georges River Litter Prevention Strategy;
2. Continues to work with Georges Riverkeeper to support the implementation of Georges River Litter Prevention Strategy and Roadmap; and
3. Investigates opportunities to develop and improve litter prevention practices in the Liverpool LGA.

---

**REPORT**

---

**Strategy Background**

Liverpool City Council is a long-term member of Georges Riverkeeper, which works with seven member Councils and Sydney Water (as a financial partner) to improve the health of the Georges River. Georges Riverkeeper undertakes activities in five main Programs, one of which is the Catchment Actions Program. One of the long-term goals of this program is “A cleaner catchment through reduced litter” and a short-term goal is “Reducing the volume of litter within the Georges River, tributaries and catchment” (Georges Riverkeeper Strategic Plan 2022-26).

Georges Riverkeeper’s approach to litter to date has been focused on clean ups, including working with Member Councils and Corrective Services to coordinate the collection of large amounts of litter from over 200 sites. Last financial year 24,598 kgs of litter was collected in the Liverpool LGA through this program. This supplements Councils’ litter collections, which include street sweeping, maintenance of gross pollutant traps, servicing of public bins, and litter picks of public places. Despite these efforts on multiple fronts, large amounts of litter are still found deposited in the river, the riparian areas, and the environment.

Georges Riverkeeper would like to see less litter reaching the river in the first place, and therefore are increasing their focus on litter prevention. This is not an entirely new direction – it builds on previous advocacy, community education and priority stormwater projects that were completed as part of the recent Zero Litter in Georges River project.

The Litter Prevention Strategy for the Georges River Catchment (Strategy) marks a shift – not only to continue the focus on litter prevention, but to take a more strategic approach, to ensure this effort is having the greatest possible impact. The Strategy was developed in 2022-2023 with a grant from the NSW EPA and with the collaboration of member Councils.

The Strategy was endorsed by the Georges Riverkeeper General Committee at its quarterly meeting in June 2023.

**Consultation and Development of the Strategy**

CIVILLE (consultant) was engaged to lead the development of the Strategy and supporting resources (including the Implementation Roadmap). The development of the Strategy involved consultation through a Council officer working group with all member Councils. A presentation on the Strategy was made to the Georges Riverkeeper Committee (meeting held on June 2023) to provide a briefing and seek feedback. Further feedback will be sought from the Environmental Advisory Committee (EAC) during the public exhibition period.

**The Strategy**

The Georges River Litter Prevention Strategy (2023) outlines the harmful impacts of litter in the environment, including impacts on public places, local waterways, the Georges River and the wider marine environment. The strategy acknowledges that significant effort and expense is currently invested in cleaning up litter, including street sweeping, litter picking, removing litter from GPTs and removing litter from waterways and riparian areas. Much of the cost is incurred by local Councils, including Liverpool City Council.

The Strategy states an intention to contribute to the state government targets of a 30% reduction in plastic litter by 2025 and 60% reduction in litter by 2030. Georges Riverkeeper would like to see these targets achieved in the Georges River, as well as across NSW. This will require coordinated efforts of state government, local government, catchment groups and other stakeholders working together to tackle litter.

The Strategy outlines what is currently known about the places and hotspots where litter is accumulating in the Georges River catchment, and the types of litter which are ending up in the Georges River. This provides a starting point to focus litter prevention efforts:

- On key items including litter from takeaway food, beverages, confectionary and snacks
- On key places including town centers, shopping centers, parks, industrial areas and main roads.

The Strategy outlines opportunities for litter prevention, building on methods established by NSW EPA and the existing experience of Georges Riverkeeper and its members.

The Strategy identifies three main directions for Georges Riverkeeper:

- Build awareness and knowledge of litter prevention
- Involve partners
- Take a strategic approach

It outlines proposed initiatives under each of these directions. These initiatives are currently being refined as part of developing the Litter Prevention Roadmap, in consultation with Member Councils.

**Implications for Liverpool City Council**

By supporting Georges Riverkeeper to progress with the implementation of the Georges River Litter Prevention Strategy, this will lead to opportunities for Liverpool City Council to also take a more strategic approach to litter prevention in our LGA. When we work together with Georges Riverkeeper and our neighbouring Councils in the catchment, we can learn and support each other.

One of the opportunities which has already emerged from the Litter Prevention Strategy is support to investigate litter management costs within Liverpool City Council, so we can improve our understanding of what we are currently investing in litter management and where this is being spent.

Future opportunities include:

- Improving our understanding of littered items and hotspots in the LGA
- Improving our approach to litter prevention, with support from partners
- Improving our capacity to measure the positive outcomes of our litter prevention and litter management efforts

### **Conclusion**

Litter is a significant problem in the Georges River catchment, and while ongoing investment in litter cleanup is valuable, it is not tackling the source of the problem. It makes sense that Georges Riverkeeper and its member Councils progress towards a more strategic approach, focused on preventing litter, closer to its source.

It is recommended that Council support Georges Riverkeeper with litter prevention by endorsing in-principle, the 2023 Georges River Catchment Litter Prevention Strategy, and continuing to work with Georges Riverkeeper on the development and implementation of the Litter Prevention Roadmap.

### **Next Steps**

Georges Riverkeeper are now finalising the Litter Prevention Roadmap, which outlines the actions to deliver on the Litter Prevention Strategy. With the endorsement of the Strategy, Georges Riverkeeper and all Member Councils will be eligible to apply for further funding from NSW EPA, including up to \$1 million from their upcoming Streets to Sea Program.

## **FINANCIAL IMPLICATIONS**

No financial implications associated with endorsement of this report and the Strategy.

Adoption of the Strategy will enable Council to be eligible for grant funding opportunities, through upcoming grant programs with NSW EPA.

## **CONSIDERATIONS**

<b>Economic</b>	Taking a Litter Prevention approach potentially reduces the cost of collecting litter from the environment.
<b>Environment</b>	Manage the environmental health of waterways. Manage air, water, noise and chemical pollution. Taking a Litter Prevention approach potentially reduces the cost of collecting litter from the environment.
<b>Social</b>	A Litter Prevention approach promotes community pride.

<b>Civic Leadership</b>	Act as an environmental leader in the community.
<b>Legislative</b>	<ul style="list-style-type: none"> <li>• <i>NSW Waste and Sustainable Materials Strategy 2041.</i></li> <li>• <i>NSW Plastics Action Plan.</i></li> <li>• <i>NSW Circular Economy Policy.</i></li> <li>• <i>Local Government Act 1993.</i></li> </ul>
<b>Risk</b>	The Strategy will help mitigate risk associated with public perception of litter management in the Georges River.

## **ATTACHMENTS**

1. Litter Prevention Strategy for Georges River Catchment (Under separate cover)

**OPER 05****Chain of Responsibility Policy**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	266465.2025
<b>Report By</b>	Matthew Morris - Acting Manager Operational Support
<b>Approved By</b>	Scott Sidhom - Acting Director Operations

**EXECUTIVE SUMMARY**

The purpose of the current Heavy Vehicle Chain of Responsibility Policy (Policy) is to demonstrate Council's commitment to meeting its duty to eliminate hazards or minimise the risks associated with the use of heavy vehicles by Council and its contractors.

Council's current Policy was adopted on 31 August 2022 and, in line with good governance and legislative compliance, is scheduled for review by 31 August 2025.

Minor amendments were made to the Policy.

**RECOMMENDATION**

That Council:

1. Adopts the Chain of Responsibility Policy.

**REPORT****Background**

The current Heavy Vehicle Chain of Responsibility Policy, adopted on 31 August 2022 is due for review by 31 August 2025. The Chain of Responsibility Working Group has reviewed and updated the policy, now titled Chain of Responsibility Policy.

The purpose of the Chain of Responsibility Policy is to ensure Liverpool City Council meets our duty to eliminate hazards and minimise risks associated with the use of heavy vehicles and to ensure any party of the Chain of Responsibility is aware of and comply with the Heavy

Vehicle National Law that makes parties other than drivers responsible for the safety of heavy vehicles on the road.

### **Outcomes of the Policy review**

Minor changes were made to the Policy with consultation occurring between relevant business units. These changes are shown in the marked-up version of the Policy attached to this report. These changes make no functional changes to the Policy.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to this recommendation.

## **CONSIDERATIONS**

<b>Economic</b>	There are no economic and financial considerations.
<b>Environment</b>	There are no environmental and sustainability considerations.
<b>Social</b>	There are no social and cultural considerations.
<b>Civic Leadership</b>	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
<b>Legislative</b>	Heavy Vehicle National Law (NSW) No 42a of 2013
<b>Risk</b>	There is no risk associated with this report.

## **ATTACHMENTS**

1. Chain of Responsibility Policy 2025
2. Chain of Responsibility Policy 2025 - Marked up version.



## **Chain of Responsibility Policy**

Adopted:

TRIM: 217075.2025





---

**DIRECTORATE: Operations**

**BUSINESS UNIT: Operational Support**

---

### **1. PURPOSE / OBJECTIVES**

The Chain of Responsibility (CoR) is the part of the Heavy Vehicle National Law (HVNL) that makes parties other than drivers responsible for the safety of heavy vehicles on the road.

Council employees are a part of the CoR when they perform a function of their work duties which involve any of the following:

1. employ a heavy vehicle driver (employer)
2. engaging a self-employed driver of a heavy vehicle under a contract for services (prime contractor)
3. direct the control and use of a heavy vehicle (operator)
4. schedule the transport of goods and passengers in a heavy vehicle, or schedule a driver's work and rest hours (scheduler)
5. consign goods for transport by a heavy vehicle (consignor)
6. receive goods delivered by a heavy vehicle (consignee)
7. pack or assemble goods for transport in a heavy vehicle (packer)
8. manage premises where five or more heavy vehicles are loaded or unloaded each day (loading manager)
9. load a heavy vehicle (loader)
10. unload a heavy vehicle (unloader).

## 2. DEFINITIONS

Term	Meaning
Chain of Responsibility (CoR)	<ul style="list-style-type: none"> <li>The Chain of Responsibility (CoR) is the part of the Heavy Vehicle National Law (HVNL) that makes parties other than drivers responsible for the safety of heavy vehicles on the road.</li> </ul> <a href="#">(Chain of Responsibility (CoR)   NHVR)</a>
Heavy Vehicle	<ul style="list-style-type: none"> <li>A vehicle with a Gross Vehicle Mass (GVM) or heavy trailer of Aggregate -Trailer Mass (ATM) or combination of both of more than 4.5 tonnes.</li> </ul>
Fatigue-Regulated Heavy Vehicle	<ul style="list-style-type: none"> <li>Truck with a GVM of over 12 tonnes or a truck and trailer combination, if the combined GVM is over 12 tonnes, or a bus that seats more than 12 adults (including the driver).</li> </ul>
Reasonably practicable	<ul style="list-style-type: none"> <li>Doing what is reasonably able to be done to protect people from harm while considering and weighing up all relevant factors including:</li> <li>the likelihood of the hazard or risk occurring;</li> <li>the degree of harm that might result from the hazard or risk;</li> <li>knowledge about the hazard or risk, and ways of eliminating or minimising the risk;</li> <li>the availability and suitability of ways to eliminate or minimise the risk; and</li> <li>after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with potential controls, including whether the cost is grossly disproportionate to the risk.</li> </ul> <a href="#">Safe Work Australia - Interpretive guideline - Reasonably practicable.pdf</a>
Party in the CoR	<ul style="list-style-type: none"> <li>Operators, schedulers, consignors, consignees, packers, loading managers, loaders and unloaders or equivalent positions as designated by Council.</li> </ul>
Due diligence	<ul style="list-style-type: none"> <li>Due diligence requires the Executive (CEO, Councillors, Directors) to take reasonable steps to:</li> <li>know what the Council is doing to ensure that its transport activities are safe.</li> <li>understand the risks and hazards that Council is exposed to, and ensuring that it has, and uses, appropriate resources to eliminate or minimise those hazards and risks; and</li> </ul>

Term	Meaning
	<ul style="list-style-type: none"> <li>check that the resources and processes adopted by Council to address safety are being provided, used, and implemented, and that they are effective in eliminating or minimising identified hazards and risks.</li> </ul> <p><a href="#">The work health and safety duty of an officer   SafeWork NSW</a></p>

### 3. SCOPE

This policy applies to all employees and suppliers employed, engaged, or used by Council that provide relevant services or have responsibility for, or involvement in, activities that fall within the scope of the HVNL.

This may include (but is not limited to) roles within logistics, supply chain and support roles.

### 4. POLICY STATEMENT

This policy sets out the responsibilities of:

- Parties in the Chain of Responsibility (CoR) are to eliminate breaches, hazards or minimise the risks associated with the use of heavy vehicles by Council and its contractors.
- Officers and/or Parties in the CoR to meet their 'due diligence' obligations. An executive of a party in the CoR must exercise 'due diligence' to ensure that parties in the CoR eliminate the breaches, hazards or minimise the risks associated with the operation of heavy vehicles.
- Council to incorporate a CoR incident reporting system into the Council Safety Management System (SMS); and
- Parties in the CoR engaged by Council are to ensure compliance with all applicable road laws and the HVNL.

#### 4.1. Liverpool City Council Safety Commitment

Liverpool City Council (Council) recognises its duties under the *Heavy Vehicle National Law (HVNL)* and the *Work Health and Safety Act NSW (2011)* and *Work Health and Safety Regulations NSW (2017)* to ensure the safety and wellbeing of its employees and the safety of its transport activities.

- Council values the benefits of promoting and maintaining a safe transport operation for its employees, contractors, customers, and other road users. It is committed to undertaking all transport activities in a way that is as safe as reasonably practicable.

#### Council is committed to:

- supporting the management of safety through the provision of appropriate human and financial resources that will result in an organisational culture that:

- fosters safe practices and regulatory compliance
  - encourages effective safety reporting and communication
  - actively manages safety with the same importance as that given to financial management.
- positioning the management of safety so it is one of the primary responsibilities of all managers.
- clearly defining employee accountabilities and responsibilities for the delivery of safety.
- establishing and implementing hazard identification and risk management processes to eliminate or minimise risks associated with any business activity to a point that is 'as low as reasonably practicable'.
- encouraging all employees to report information concerning safety, to either their coordinator, manager, director or online hazard/incident reporting system.
- investigating safety incidents with the aim of improving the business's future safety performance and not to apportion blame.
- complying with and wherever possible exceeding legislative and regulatory requirements and standards.
- establishing and measuring safety performance against realistic objectives and/or targets.
- continually improving safety performance and conducting safety reviews to ensure relevant safety action is taken and is effective.
- ensuring sufficient resources are available to implement safety strategies and processes.
- All employees are:
  - provided with adequate and appropriate safety information and training
  - competent in identifying safety matters
  - only allocated tasks relevant to their skills, qualification(s) and competence.
- ensuring all visitors and third parties are made aware of the safety risks and related controls they must follow.
- maintaining physical infrastructure, including buildings, plants and equipment to be in a condition that ensures it is safe to use and consistent with plant and equipment management.

## **5. CONTRACT MANAGEMENT**

Any contracts which require the use of heavy vehicles to perform work for Council are required as part of their contract, to provide evidence that they comply with CoR under the Heavy Vehicle National Law.

## **6. RELEVANT LEGISLATIVE REQUIREMENTS**

- Road Transport Act NSW 2013
- Heavy Vehicle National Law (NSW) No 42a of 2013 (HVNL)
- Heavy Vehicle (Adoption of National Law) Act 2013 No 42

- Heavy Vehicle (General) National Regulation (NSW) (2013 SI 246A)
- Heavy Vehicle (Adoption of National Law) Regulation 2022
- Heavy Vehicle (Fatigue Management) National Regulation (NSW)
- Heavy Vehicle (Registration) National Regulation (NSW)
- Heavy Vehicle (Transitional) National Regulation (NSW)
- Heavy Vehicle (Vehicle Standards) National Regulation (NSW)
- Work Health and Safety Act 2011
- National Transport Commission (NTC) Load Restraint Guide 2018
- Australian Dangerous Goods Code.

## 7. RELATED POLICIES & PROCEDURE REFERENCES

- Safety Management System
- Code of Conduct
- Code of Conduct Procedures
- Fleet Management Policy and Procedure
- Alcohol and Other Drugs Standard
- Work Health and Safety Policy and Procedures
- Privacy Policy.

### AUTHORISED BY:

Council Resolution and/or CEO (TBC)

### EFFECTIVE FROM:

4 June 2025

### REVIEW DATE:

4 June 2028

### VERSIONS:

Version	Amended by	Changes made	Date	TRIM Number
001	Created by Kerry Renkema	New Policy	31 Aug 2022	247226.2022
002	Safety & Wellness	Included LCC Commitment.  Updated as per Consultation Feedback.  ELT approved	February 2025  April 2025  June 2025	217075.2025

**THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH:**

- Waste and Cleansing
- Parks and Open Spaces
- Operational Support
- Civil Operations
- Facility Management
- Project Delivery
- Event Management
- Legal and Governance
- Audit and Risk
- Procurement
- Safety & Wellness unit
- People and Culture Unit.

**ATTACHMENTS**

Nil.



## Chain of Responsibility Policy

Adopted:

TRIM:



Formatted: Indent: Left: 11.43 cm, First line: 0 cm

## Chain of Responsibility



Formatted: Right

**DIRECTORATE:** Operations

**BUSINESS UNIT:** Operational Support

### 1. PURPOSE / OBJECTIVES

Heavy vehicles are essential for delivering the services that Liverpool City Council (Council) and its contractors provide to the Council community. The purpose of this policy is to demonstrate Council's commitment to:

1. meeting its duty to eliminate hazards or minimise the risks associated with the use of heavy vehicles by Council and its contractors.
2. meeting its responsibilities under the Heavy Vehicle National Law (HVNL) every time Council or its contractors use a heavy vehicle. This includes having systems in place such as a Safety Management System, including systems to:
  - identify, assess, evaluate, and minimise risk.
  - manage compliance with speed, fatigue, mass, dimension, loading/unloading and vehicle standard requirements through identified best practice
  - involve regular reporting, including to the Chief Executive Officer (CEO) and Executive document actions taken to manage safety.

The Chain of **Custody** Responsibility (CoR) is the part of the Heavy Vehicle National Law\* (HVNL) that makes parties other than drivers responsible for the safety of heavy vehicles on the road.

Formatted: Line spacing: 1.5 lines

Council employees are a part of the CoR when they perform a function of their work duties which involve any of the following:

1. employ a heavy vehicle driver (employer)
2. engaging a self-employed driver of a heavy vehicle under a contract for services (prime contractor)
3. direct the control and use of a heavy vehicle (operator)
4. schedule the transport of goods and passengers in a heavy vehicle, or schedule a driver's work and rest hours (scheduler)
5. consign goods for transport by a heavy vehicle (consignor)
6. receive goods delivered by a heavy vehicle (consignee)
7. pack or assemble goods for transport in a heavy vehicle (packer)

Formatted: Font: 12 pt



## Chain of Responsibility

[8. manage premises where five or more heavy vehicles are loaded or unloaded each day \(loading manager\)](#)

[9. load a heavy vehicle \(loader\)](#)

[10. unload a heavy vehicle \(unloader\)](#)

### 2. DEFINITIONS

Term	Meaning
<a href="#">Chain of Responsibility (CoR)</a>	<ul style="list-style-type: none"> <li>• <a href="#">The Chain of Responsibility (CoR) is the part of the Heavy Vehicle National Law (HVNL) that makes parties other than drivers responsible for the safety of heavy vehicles on the road. (Chain of Responsibility (CoR)   NHVR)</a></li> </ul>
Heavy Vehicle	<ul style="list-style-type: none"> <li>• A vehicle with a Gross Vehicle Mass (GVM) or heavy trailer of Aggregate -Trailer Mass (ATM) or combination of both of more than 4.5 tonnes.</li> </ul>
Fatigue-Regulated Heavy Vehicle	<ul style="list-style-type: none"> <li>• Truck with a GVM of over 12 tonnes or a truck and trailer combination, if the combined GVM is over 12 tonnes, or a bus that seats more than 12 adults (including the driver).</li> </ul>
Reasonably practicable	<ul style="list-style-type: none"> <li>• Doing what is reasonably able to be done to protect people from harm while considering and weighing up all relevant factors including:</li> <li>• the likelihood of the hazard or risk occurring;</li> <li>• the degree of harm that might result from the hazard or risk;</li> <li>• knowledge about the hazard or risk, and ways of eliminating or minimising the risk;</li> <li>• the availability and suitability of ways to eliminate or minimise the risk; and</li> <li>• after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with potential controls, including whether the cost is grossly disproportionate to the risk.</li> </ul> <p><a href="#">Safe Work Australia - Interpretive guideline - Reasonably practicable.pdf</a></p>
Party in the CoR	<ul style="list-style-type: none"> <li>• Operators, schedulers, consignors, consignees, packers, loading managers, loaders and unloaders or equivalent positions as designated by Council.</li> </ul>
Due diligence	<ul style="list-style-type: none"> <li>• Due diligence requires the Executive (CEO, Councillors, Directors) to take reasonable steps to:</li> </ul>

Formatted: Font: (Default) Arial, 12 pt

Formatted: Indent: Left: 0 cm

Formatted: Font: (Default) Arial, 12 pt

Formatted: Indent: Left: 0.63 cm, No bullets or numbering

Formatted: Font: 12 pt

## Chain of Responsibility

Term	Meaning
	<ul style="list-style-type: none"> <li>• know what the Council is doing to ensure that its transport activities are safe.</li> <li>• understand the risks and hazards that Council is exposed to, and ensuring that it has, and uses, appropriate resources to eliminate or minimise those hazards and risks; and</li> <li>• check that the resources and processes adopted by Council to address safety are being provided, used, and implemented, and that they are effective in eliminating or minimising identified hazards and risks.</li> </ul> <p><a href="#">The work health and safety duty of an officer   SafeWork NSW</a></p>

Formatted: Font: 12 pt

### 3. SCOPE

This policy applies to all employees and suppliers employed, engaged, or used by Council that provide relevant services or have responsibility for, or involvement in, activities that fall within the scope of the HVNL.

This may include (but is not limited to) roles within logistics, supply chain and support roles.

### 4. POLICY STATEMENT

This policy sets out the responsibilities of:

- Parties in the Chain of Responsibility (CoR) are to eliminate breaches, hazards or minimise the risks associated with the use of heavy vehicles by Council and its contractors.
- Officers and/or Parties in the CoR to meet their 'due diligence' obligations. An executive of a party in the CoR must exercise 'due diligence' to ensure that parties in the CoR eliminate the breaches, hazards or minimise the risks associated with the operation of heavy vehicles.
- Council to incorporate a CoR incident reporting system into the Council Safety Management System (SMS); and
- Parties in the CoR engaged by Council are to ensure compliance with all applicable road laws and the HVNL.

#### 4.1. Liverpool City Council Safety Commitment

Liverpool City Council (Council) recognises its duties under the *Heavy Vehicle National Law (HVNL)* and the *Work Health and Safety Act NSW (2011)* and *Work Health and Safety Regulations NSW (2017)* to ensure the safety and wellbeing of its employees and the safety of its transport activities.

## Chain of Responsibility

- Council values the benefits of promoting and maintaining a safe transport operation for its employees, contractors, customers, and other road users. It is committed to undertaking all transport activities in a way that is as safe as reasonably practicable.

### Council is committed to:

- supporting the management of safety through the provision of appropriate human and financial resources that will result in an organisational culture that:
  - ✎ fosters safe practices and regulatory compliance
  - ✎ encourages effective safety reporting and communication
  - ✎ actively manages safety with the same importance as that given to financial management
- positioning the management of safety so it is one of the primary responsibilities of all managers.
- clearly defining employee accountabilities and responsibilities for the delivery of safety.
- establishing and implementing hazard identification and risk management processes to eliminate or minimise risks associated with any business activity to a point that is 'as low as reasonably practicable'.
- encouraging all employees to report information concerning safety, to either their coordinator, manager, director or online hazard/incident reporting system.
- investigating safety incidents with the aim of improving the business's future safety performance and not to apportion blame.
- complying with and wherever possible exceeding legislative and regulatory requirements and standards.
- establishing and measuring safety performance against realistic objectives and/or targets.
- continually improving safety performance and conducting safety reviews to ensure relevant safety action is taken and is effective.
- ensuring sufficient resources are available to implement safety strategies and processes.
- All employees are:
  - ✎ provided with adequate and appropriate safety information and training
  - ✎ competent in identifying safety matters
  - ✎ only allocated tasks relevant to their skills, qualification and competence.
- ensuring all visitors and third parties are made aware of the safety risks and related controls they must follow.
- maintaining physical infrastructure, including buildings, plants and equipment to be in a condition that ensures it is safe to use and consistent with plant and equipment management.

**Formatted:** Outline numbered + Level: 4 + Numbering  
Style: Bullet + Aligned at: 1.9 cm + Indent at: 2.54 cm

**Formatted:** Outline numbered + Level: 4 + Numbering  
Style: Bullet + Aligned at: 1.9 cm + Indent at: 2.54 cm

**Formatted:** English (Australia)

## 5. CONTRACT MANAGEMENT

## Chain of Responsibility

Any contracts which require the use of heavy vehicles to perform work for Council are required as part of their contract, to provide evidence that they comply with CoR under the Heavy Vehicle National Law.

### 6. RELEVANT LEGISLATIVE REQUIREMENTS

- Road Transport Act [NSW](#) 2013
- Heavy Vehicle National Law (NSW) No 42a of 2013 (HVNL)
- Heavy Vehicle (Adoption of National Law) Act 2013 No 42
- Heavy Vehicle (General) National Regulation (NSW) (2013 SI 246A)
- Heavy Vehicle (Adoption of National Law) Regulation 2022
- Heavy Vehicle (Fatigue Management) National Regulation (NSW)
- Heavy Vehicle (Registration) National Regulation (NSW)
- Heavy Vehicle (Transitional) National Regulation (NSW)
- Heavy Vehicle (Vehicle Standards) National Regulation (NSW)
- Work Health and Safety Act 2011
- National Transport Commission (NTC) Load Restraint Guide 2018
- Australian Dangerous Goods Code.

### 7. RELATED POLICIES & PROCEDURE REFERENCES

- Safety Management System
- Code of Conduct
- Code of Conduct Procedures
- Fleet Management Policy and Procedure
- Alcohol and Other Drugs Standard
- Work Health and Safety Policy and Procedures
- Privacy Policy.

#### AUTHORISED BY:

Council Resolution and/or CEO (TBC).

#### EFFECTIVE FROM:

#### REVIEW DATE:

#### VERSIONS:

Version	Amended by	Changes made	Date	TRIM Number
001	Created by Kerry Renkema	New Policy	31 Aug 2022	247226.2022

Chain of Responsibility

002	Safety & Wellness	Included LCC Commitment	February 2025	
003	Safety & Wellness	Updated Purpose as per Consultation feedback	April 2025	

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH:

- Waste and Cleansing
- Parks and Open Spaces
- Operational Support
- Civil Operations
- Facility Management
- Project Delivery
- Event Management
- Legal and Governance
- Audit and Risk
- Procurement
- Safety & Wellness unit
- People and Culture Unit

ATTACHMENTS

Nil

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: List Paragraph, Space Before: 0 pt, Line spacing: Exactly 14 pt, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted: English (Australia), Not Expanded by / Condensed by , Lowered by 0.5 pt

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

**CTTE 01**

**Minutes of Liverpool Local Traffic Committee  
held on 16 July 2025**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Promote and advocate for an integrated transport network with improved transport options and connectivity
<b>File Ref</b>	245467.2025
<b>Report By</b>	Parth Tiwari - Assistant Transport Engineer
<b>Approved By</b>	Patrick Bastawrous - Coordinator Traffic and Transport

**EXECUTIVE SUMMARY**

This report is tabled in order to present the Minutes of the Liverpool Local Traffic Committee Meeting held on 16 July 2025.

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Liverpool Local Traffic Committee Meeting held on 16 July 2025.
2. Endorse the recommendations in the Minutes.

**REPORT**

The Minutes of the Liverpool Local Traffic Committee held on 16 July 2025 are attached for the information of the Council.

The minutes contain the following actions or Committee recommendations:

**AGENDA ITEMS**

**ITEM NO:** AI 01

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

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council approve:

1. The implementation of the line marking and signage plans for the proposed road and culvert upgrade in Jardine Drive between Wakeling Drive and Rynan Avenue as indicated in Attachment 01, subject to the following amendments:
  - a. Kerb ramps to be installed as the shared path will continue along both western and eastern side of Jardine Drive across Wakeling Drive intersection.
  - b. The proposed W6-1 signs will be reflective yellow-green as per the signs register, rather than green as shown.
  - c. No stopping zone will include a closed sign to the south of the pedestrian crossing on either side of the carriageway.
  - d. R5-400(L) sign on Jardine Drive at Talana Hill Dr on the southwest corner will be converted to a R5-400(R) sign to allow for parking in the parking lane.
  - e. The proposed pedestrian crossing shall meet AS sight distance requirements
  - f. Swept paths will be provided for Jardine Dr/Talana Hill Dr with new medians.
  - g. Jardine Drive intersection with the future road will be required to provide adequate left turn capacity for a West-Bound waste vehicle onto the future road. This will be imposed on the developer as part of future DA applications.

**ITEM NO:** AI 02

**SUBJECT:** Epsom Road, Chipping Norton - Proposed Pedestrian Crossing

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council approve:

1. The implementation of a concrete median refuge with new kerb ramps in the northeastern leg of the roundabout at the intersection of Alfred Road and Epsom Road, and the conversion of the existing speed threshold with a raised pedestrian crossing with associated line marking and signage as indicated in the Attachment 02
2. The review and upgrade of lighting to be undertaken prior to the installation of the facilities to ensure lighting is compliant with relevant standards

**ITEM NO:** AI 03  
**SUBJECT:** Liverpool CBD- Special Community Event - 2025 Indian Festival Parade -  
Revised Route

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council approve:

1. The event be classified as a Class 2 Special Event with all associated conditions including:
  - a. Submission of a Traffic Management Plan to the TfNSW for endorsement
  - b. Police approval for the management of road closures as indicated in the attached TCP
  - c. Advertisement of the event in local papers for 28 days and via VMS Boards for at least 7 days prior to the closure
  - d. Obtaining Road Occupancy License (ROL) from the Transport Management Centre.
  - e. Submission of Certificate of Currency for Liability Insurance
  - f. Event organizers will be responsible for community notification via letter box drop to the residents/business that would be affected and advertisement of the event via VMS Boards for at least 7 days prior to the closure
  - g. Council liaises with the event organisers, Police, and local bus companies to ensure that the impact of the event is minimised.
  - h. TCP and TMP as indicated in the Attachment

**ITEM NO:** AI 04  
**SUBJECT:** Proposed subdivision stage 1 & 2 of 1382-1402 Camden Valley Way,  
Leppington - Line marking and signage plan and TfNSW's response

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council approve:

1. The implementation of the line marking and signage plans for the proposed new works as part of the subdivision (stage 1 & 2) of 1382-1402 Camden Valley Way, Leppington as indicated in Attachment 04



**ITEM NO:** AI 05  
**SUBJECT:** 189 Wilson Road, Green Valley - Proposed Relocation of Bus Stop

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Matter be deferred to an Out of Session meeting of the LTC, to allow sufficient time for:

1. Council Staff to meet offline with the Police representatives of Green Valley Police Station about possible resolution of the relocation of the bus stop.
2. Council to notify the outcome of the meeting to the proponent of the development.

**ITEM NO:** AI 06  
**SUBJECT:** Items Approved Under Delegated Authority

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

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

**GENERAL BUSINESS ITEMS**

**ITEM NO:** GBI 01  
**SUBJECT:** Lismore Street – Speed Cushion modification (permanent vs. modification)

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council notes the Committee considers no need to make any further interim changes on Lismore Street, and that a final solution will be considered at the completion of the area wide traffic study.

**ITEM NO:** GBI 02

**SUBJECT:** Camden Valley Way and Corfield Road – Modification of Bus Stop

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council note the discussions and future investigations.

**ITEM NO:** GBI 03

**SUBJECT:** Miri Crescent, Holsworthy - Request for Indented Parking

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council note:

1. Parking restrictions in Miri Crescent will be investigated at the first instance before undertaking any feasibility assessment for the indented parking bay
2. If warranted, subject to the availability of funding, this proposal will be submitted to a future LTC.

**ITEM NO:** GBI 04

**SUBJECT:** Speed Street, Liverpool – Request for a Pedestrian Crossing

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council note the discussions and ongoing investigations for the upgrade of the pedestrian crossing on Nagle Street.

**ITEM NO:** GBI 05

**SUBJECT:** Bardia Parade, Holsworthy - Upgrade of Pedestrian Crossing near Huon Crescent

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council note the review of the pedestrian crossing is being undertaken with the intent to upgrade to an at-grade pedestrian crossing.

**ITEM NO:** GBI 06  
**SUBJECT:** Sheather Place, Moorebank - Proposed parking restriction

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council note the design has been approved under Temporary Delegated Authority.

**ITEM NO:** GBI 07  
**SUBJECT:** Lawson Road, Badgerys Creek - Restriction of Heavy vehicle movements

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council note the discussions and ongoing investigations to be presented to a future LTC

**ITEM NO:** GBI 08  
**SUBJECT:** Braidwood Drive, Prestons - Request for speed control measures

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council notes the intent of staff to incorporate new software to facilitate more efficient assessment of traffic speeds.

**ITEM NO:** GBI 09  
**SUBJECT:** George Street & Moore Street, Liverpool CBD - Proposed implementation of streetscape works from the adopted Liverpool City Centre Public Domain Master Plan

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That Council notes the discussions and the intended approach to provide consistent responses through all stakeholders, including relevant sections of TfNSW.

**ITEM NO:** GBI 10  
**SUBJECT:** Hoxton Park Road and Hill Road, Lurnea - Request for Modification of Signal Phasing

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council notes the matter has been referred to TfNSW and they are considering options to address the matter.

**ITEM NO:** GBI 11  
**SUBJECT:** Holston Street and Hume Highway, Casula - Request for Line Marking Modification at the intersection

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council note that Council Staff will further investigate based on the discussions.

**ITEM NO:** GBI 12  
**SUBJECT:** Cartwright Public School, Cartwright – Request for Raised Pedestrian Crossing

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council notes the discussions and, subject to the outcomes of investigations, the matter will be brought to a future LTC.

**ITEM NO:** GBI 13  
**SUBJECT:** Variable Messaging Boards at Intersections throughout the LGA – Road Safety Concerns

**TRAFFIC COMMITTEE RECOMMENDATION TO COUNCIL**

That the Council notes the actions of Council Staff and TfNSW to address the concerns relating to VMS devices.

## **FINANCIAL IMPLICATIONS**

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

<b>Item</b>	<b>Description</b>	<b>Funding, Indicative Cost and Timing</b>
1	Jardine Drive, Edmondson Park - Line marking and signage plan for the proposed road and culvert upgrade - Amended Recommendation	<b>Funding</b> – Council's Capital Budget Program <b>Indicative Cost</b> – \$350,000.00 <b>Timing</b> – Subject to funding allocation
2	Epsom Road, Chipping Norton - Proposed Pedestrian Crossing	<b>Funding</b> – Council's Capital Budget Program <b>Indicative Cost</b> – \$150,000.00 <b>Timing</b> – Subject to funding allocation
3	Liverpool CBD- Special Community Event - 2025 Indian Festival Parade - Revised Route	<b>Funding</b> – Organiser Funded <b>Indicative Cost</b> – N/A <b>Timing</b> – Sunday 31 August 2025
4	Proposed subdivision stage 1 & 2 of 1382-1402 Camden Valley Way, Leppington NSW 2179 - Line marking and signage plan and TfNSW's response	<b>Funding</b> – Developer Funded <b>Indicative Cost</b> – N/A <b>Timing</b> – Subject to Development Program
5	189 Wilson Road, Green Valley - Proposed Relocation of Bus Stop	<b>Item Deferred</b>
6	Items Approved Under Delegated Authority	<b>Funding</b> – Council's Operational Budget Program <b>Indicative Cost</b> – \$10,000.00 <b>Timing</b> – Subject to funding allocation

## **CONSIDERATIONS**

<b>Economic</b>	<p>Deliver and maintain a range of transport related infrastructure such as footpaths, bus shelters and bikeways.</p> <p>Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.</p>
<b>Environment</b>	<p>Promote an integrated and user friendly public transport service.</p> <p>Support the delivery of a range of transport options.</p>
<b>Social</b>	<p>There are no social and cultural considerations.</p>

<b>Civic Leadership</b>	There are no civic leadership and governance considerations.
<b>Legislative</b>	NSW Roads Act 1993 Road Transport Act 2013
<b>Risk</b>	The risk is deemed to be Low

## **ATTACHMENTS**

---

1. LIVERPOOL LOCAL TRAFFIC COMMITTEE 2025-07-16 - AGENDA (Under separate cover)
2. LIVERPOOL LOCAL TRAFFIC COMMITTEE 2025-07-16 - ATTACHMENTS (Under separate cover)
3. LIVERPOOL LOCAL TRAFFIC COMMITTEE 2025-07-16 - MINUTES (Under separate cover)

<b>QWN 01</b>	<b>Question with Notice - Cllr Ristevski - Attendance and Expenditure Concerns - Councillors and Mayoral RSVPs to Public Events</b>
---------------	---

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	261137.2025

## **QUESTION WITH NOTICE**

Please address the following:

1. Local Government Conference (Canberra, June 2025)
  - a) How much did it cost Liverpool City ratepayers in total (including conference registration, accommodation, travel, and associated costs) for the Mayor to RSVP to the Local Government Conference held in Canberra in June 2025 but ultimately not attend?
  - b) Has the Mayor returned any or all of the associated funds to Council?
  - c) If the funds have not been returned, what powers does Council have to compel reimbursement?
  - d) Is the Mayor's failure to attend despite confirming his participation, and not refunding the expenditure, a potential breach of the Councillor Code of Conduct?
2. Child Protection Foundation Event (Date 23 May 2025)
  - a) How much did it cost Liverpool City ratepayers for Councillor Harte to RSVP to the Child Protection Foundation event and subsequently fail to attend?
  - b) Has Councillor Harte returned any funds associated with this non-attendance?
  - c) If not, can Council compel the return of those funds?
  - d) Given that the Councillor's name was publicly mentioned as being in attendance during the event and no formal apology has been issued to the organisers, does this constitute a breach of the Councillor Code of Conduct or misrepresentation of the Council?
3. Liverpool Business Awards (Warwick Farm, Date 27 May 2025)
  - a) What was the total cost incurred by Liverpool City ratepayers in relation to Councillor Green RSVPing to the Liverpool Business Awards at Warwick Farm and not attending?
  - b) Has Councillor Green refunded any of the associated expenses?

- c) If the expenses have not been reimbursed, is there a process by which Council can recover these funds?
- d) Given that her name was read out at the event as an attendee and she failed to appear or offer a public explanation or apology, does this constitute a breach of the Councillor Code of Conduct?

**Rationale:**

Public trust in Council is fundamental. These questions seek transparency regarding the use of public funds and accountability in cases where Councillors or the Mayor commit to attend public events but fail to do so without explanation or restitution. This also raises concerns about adherence to ethical obligations under the NSW Local Government (Model Code of Conduct) 2020, particularly clauses related to misuse of Council resources, honesty and integrity (3.1, 3.2, and 6.2), and conduct that could bring the Council into disrepute.

**A response to these questions will be provided in the 24 September 2025 Council Agenda.**

**ATTACHMENTS**

---

Nil



**QWN 02**

**Question with Notice - Mayor Mannoun - Civic Place Expansion**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
<b>File Ref</b>	271941.2025

**QUESTION WITH NOTICE**

Please address the following:

1. When was it decided to expand Civic Place, what business case or adopted council plans were used to inform the decision (before it was resolved by council to do so)? Can you please provide copies of them.
2. When the scope was changed significantly increasing the size of the works and total value, what part of the local government act was used to justify not going back out to an open market process? Please provide the section of the act.
3. How was an assessment conducted to demonstrate that fair value was achieved without going back out to open market?
4. What was the original contract/PDA value from the open market process vs the amended contract/PDA?

**A response to these questions will be provided in the 24 September 2025 Council Agenda.**

**ATTACHMENTS**

Nil

**QWN 03**

**Question with Notice - Cllr Harte - Councillor  
Access Passes and 2021 Depot Reports**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	274206.2025

**QUESTION WITH NOTICE**

Please address the following:

Councillor Access Passes

1. Since January 2022, has there been any reported instances where Councillors have accessed areas within Council buildings that they are not permitted to?
2. If yes, what remedial action was undertaken?

2021 Depot Reports

3. Can Council advise whether the recommendations in the WorkLogic Report & Norman Turkington Report into the Depot have been implemented?
4. If not, why not?

**A response to these questions will be provided in the 24 September 2025 Council Agenda.**

**ATTACHMENTS**

Nil

**QWN 04**

**Question with Notice - Cllr Harte - IRC Matters,  
Payouts and Union Grievances**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	274214.2025

**QUESTION WITH NOTICE**

Please address the following:

IRC Matters and Payouts

1. By month, since January 2022, the number of industrial matters referred to the Industrial Relations Commission?
2. By month, since January 2022, the number of former employees who received a payout before IRC hearings commenced?
3. The quantum of payouts since January 2022 from matters that were referred to the Industrial Relations Commission?

Union Grievances

4. Can Council please advise by month, the number of Union grievances received since January 2025?

**A response to these questions will be provided in the 24 September 2025 Council Agenda.**

**ATTACHMENTS**

Nil

**NOM 01**

**Beautification of George Street, Liverpool**

<b>Strategic Objective</b>	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
<b>File Ref</b>	237863.2025
<b>Author</b>	Peter Ristevski - Councillor

**NOTICE OF MOTION**

That Council:

1. Seek funding from both federal and state governments to support the upgrade and beautification of George Street, with the aim of enhancing its functionality and appeal as a vibrant nighttime economy precinct;
2. Establish a dedicated task force comprising three Councillors — Councillors Ristevski, Karnib, and Harle — along with a representative from Little India Liverpool. This task force will be responsible for coordinating and driving the funding application process and project planning to ensure that the upgrade and beautification works can commence within the 2026/27 financial year; and
3. Direct the Chief Executive Officer to provide administrative support to the task force and to report back to Council on progress and funding outcomes at the earliest opportunity.

**CHIEF EXECUTIVE OFFICER'S COMMENT**

George Street, Liverpool is the recipient of several current grants, addressing short to medium term, and long-term initiatives, which support the improvement of the streetscape and promote a vibrant night-time economy. A further outline is provided below.

Additionally, there is regular consultation with businesses on George Street, including those from Little India Liverpool, about a range of Council initiatives including the upcoming Starry Sari Night event.

**Short to medium term funding secured**

**Permit Plug Play Pilot Program**

- **\$500,000 grant** from Transport for NSW
- Will enable street closures for events to take place more easily and cost effectively
- Covers the following streets within the Liverpool CBD: George Street, Macquarie Street, George Lane, and Scott Street, and Powerhouse Road, Casula (Liverpool Powerhouse)
- \$75,000 approved to go towards Starry Sari Night 2025 (event costs)
- Provides the following infrastructure on George Street: Global Traffic Management plan, Outdoor lighting, Additional power, Water access, Container storage, Mural, Traffic equipment, VMS Board & Light Tower
- Infrastructure can be used for both Council and community led events
- Due to be completed this year

**Open Streets Program 2025-28**

- **\$300,000 grant** from Transport for NSW
- Funding for street closures for events which will expand in size
- \$300,000 across 2025, 2026, and 2027 Starry Sari Night events - \$100,000 per year
- Open Streets funding can only be spent on the expansion of the event – not only for event costs for George Street
- Council must provide match funding for the event through its own funds, other grants or sponsorship
- Funding must be spent in predetermined ways - this includes a budget for street art, minor streetscape improvements, performers, billboards, staffing and street closure costs

**Special Entertainment Precinct**

- A Special Entertainment Precinct (SEP) is an area, streetscape, or single venue where trading hours and sound conditions are set by Council in a precinct management plan to support live performance and provide operational certainty for venues, neighbouring residents, and businesses
- The SEP project is an initiative of The Office of the 24-Hour Economy Commissioner
- A trial of a SEP in the Liverpool CBD across Macquarie Street, Macquarie Mall, Scott Street, George Street, and Memorial Avenue will occur in 2026
- Pending community consultation, the trial may involve extended trading hours for licenced venues within the SEP, support for live music and performances, and increased activation the SEP area
- After the trial Council can choose to adopt the SEP permanently and trial SEPs in other areas

**Funding has been secured towards planning of long-term upgrades along George Street and Moore Street, Liverpool City Centre.**

The Streetscape Design for George Street and Moore Street, Liverpool was identified as a priority in the Liverpool City Centre Public Domain Master Plan, adopted by Council in 2020. The Master Plan outlines Council's vision to transform the city centre's public spaces into greener, more vibrant, and people-friendly environments.

The project is fully funded by NSW Government through the Get NSW Active Grant Program by Transport for NSW. Council has received funding for the Concept Design and the Detailed Design through the Get NSW Active Grant FY23/24 and FY24/25 streams.

The project will be delivered in three stages:

- **Stage 1: Concept Design** – Currently underway
- **Stage 2: Detailed Design** – Planned to commence late 2025
- **Stage 3: Construction & Delivery** – Timing to be confirmed, subject to funding

**Streetscape Design for George Street and Moore Street – Concept Design**

- Council has successfully secured **\$677,800** from Transport for NSW through the Get NSW Active FY23/24 grant stream
- The funding will be used to develop a Resolved Concept Design for a Streetscape upgrade for George Street and Moore Street, Liverpool City Centre
- The Concept Design is currently in Community Consultation to receive feedback to move the Concept Design from 80% to 100% complete. Community Consultation concluded 13 August 2025
- The feedback from Community Consultation will be reviewed and then consolidated and incorporated into the 100% Concept Designs. This is scheduled to be finalised in September 2025

**Streetscape Design for George Street and Moore Street – Detailed Design**

- Council has successfully secured **\$1,000,000** from Transport for NSW through the Get NSW Active FY24/25 grant stream
- The funding will be used to develop the Detailed Design for a Streetscape upgrade for George Street and Moore Street
- The project team led by the City Design and Public Domain unit within the Operations Directorate will commence work on the Detailed Design once the Concept Design has received approval by Transport for NSW
- The project team will continue Community Consultation throughout the detailed design process
- The works are scheduled to commence from October/November 2025 and anticipated to be completed by June 2027 subject to project approvals

- The Detailed Design will provide Council with shovel-ready designs and cost estimates, enabling Council to seek appropriate funding to deliver the project
- The project team will actively seek funding through available funding streams including Transport for NSW Get NSW Active Program

Due to the processes already in place regarding seeking funding for George Street, continued dialogue by Council staff with relevant stakeholders, and progression of the streetscape design, it is unlikely that a taskforce will provide further benefits.

### **FINANCIAL IMPLICATIONS**

---

There are no financial implications relating to this recommendation.

### **ATTACHMENTS**

---

Nil

<b>NOM 02</b>	<b>Mayor's Vehicle Use – Logbook Non-Compliance, Governance Failures and Breach of Taxation Obligations</b>
---------------	---

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	260872.2025
<b>Author</b>	Peter Ristevski - Councillor

## **BACKGROUND**

At the July 2025 Council meeting, councillors were provided with a report (Item CORP01) referring to Template 10.2 of the Office of Local Government's guidelines for the payment of expenses and provision of facilities for Mayors and Councillors. This template explicitly states that a logbook must be maintained by the Mayor and submitted monthly to Council to ensure transparent and appropriate use of ratepayer-funded vehicles.

Liverpool City Council currently does not enforce this basic and essential requirement within its own policies. This is a serious governance failure that leaves the Council – and ratepayers – exposed to misuse of public funds.

The Mayor has publicly admitted he does not keep a logbook, raising significant questions about the potential private use of a ratepayer-funded vehicle, and whether fuel and other vehicle-related expenses are being claimed on a non-Council vehicle. This is particularly concerning under the Fringe Benefits Tax Assessment Act 1986, which requires logbooks to be maintained to comply with ATO standards. Failure to do so is a potential breach of federal tax law.

It is unacceptable that such a basic control – essential for transparency, accountability, and compliance with state and federal law – is being ignored by the mayor. This failure not only violates public trust, but also potentially exposes Council to penalties, liabilities, and reputational damage.

### **Rationale:**

This motion seeks to ensure that proper governance is enforced in line with community expectations, legal obligations, and the principles of public accountability. The Mayor is not above the rules – in fact, the Mayor should lead by example. The failure to maintain a logbook for a ratepayer-funded vehicle is an indefensible failure of duty and responsibility.



Council must act decisively to protect public funds and restore community confidence in its leadership.

## **NOTICE OF MOTION**

---

That Council:

1. Immediately update its Councillor Expenses and Facilities Policy to incorporate the requirements of Template 10.2 of the Office of Local Government regarding mayoral vehicle using, specifically mandating:
  - i. The maintenance of a logbook by the Mayor;
  - ii. Monthly submission of the logbook to Council for review;
  - iii. Quarterly publication of summary usage data for public transparency.
2. Commission an independent audit of the Mayor's vehicle use, specifically examining:
  - i. The absence of a logbook;
  - ii. Any irregularities or inconsistencies in fuel or maintenance claims;
  - iii. Whether fuel purchased using Council funds was used in a non-Council vehicle;
  - iv. Whether this failure has resulted in a breach of the Fringe Benefits Tax Assessment Act 1986.
3. Write to the Office of Local Government, the NSW Independent Commission Against Corruption (ICAC), and the Australian Taxation Office, outlining the Mayor's public admission and Council's findings, and requesting formal investigation and advice on potential breaches and remedies.
4. That the CEO report back to Council within 30 days on implementation of the new policy, findings of the audit, and correspondence with relevant authorities.

## **CHIEF EXECUTIVE OFFICER'S COMMENT**

---

At Council's meeting of 23 July 2025, a proposed revised Civic Expenses and Facilities Policy (Item CORP 01) was presented to Council. The proposed Policy incorporated a number of amendments which were considered by Council initially at a Council Briefing Session held on 15 July 2025 and subsequently presented to Council for consideration and referral for public exhibition for a period of not less than 28 days.

Council at its meeting on 23 July 2025 moved in part:

*"That Council:*

1. *Consider the outcome of the review and proposed changes to the Civic Expenses and Facilities Policy;*

2. *Agree to place the Civic Expenses and Facilities Policy on public exhibition for a period of not less than 28 days.*
3. *Authorise the CEO or delegate to adopt the revised Civic Expenses and Facilities Policy if no representations are received during the public exhibition period.*
4. *Note that a further report will be provided in relation to any representations received during the public exhibition period. ....”.*

The Councillor expenses and facilities Policy went out on public exhibition on 31 July and submissions close on 29 August 2025.

Under the *Fringe Benefits Tax Assessment Act 1986*, the Mayor and Councillors are not employees of Council but elected officials under the *Local Government Act 1993*. Their allowances are paid as fees for service, not as salary or wages. FBT applies only where an employer–employee relationship exists.

Benefits provided to the Mayor and Councillors in their capacity as elected officials are generally exempt from FBT because they are not employees; and the benefits qualify as a work-related item exemption.

The OLG Guidelines (2009) makes no specific mandate for a logbook to be provided by the Mayor.

The OLG released a circular on 27 June 2017 regarding Councillor Expenses and Facilities Policy Template as a suggested format for councils. This was later revised simply to include the updated term.

Councils are not obligated to use the OLG template as it has been designed as a resource which Liverpool Council have in this year’s review of the Civic Expenses and Facilities Policy used alongside the OLG Guidelines as a guide.

This years (2025) Review of the Civic Expenses and Facilities Policy was the first year that the suggested template was included alongside the OLG Guidelines to consider consistency or inconsistency and consider changes to present to Council. The suggested template states for Councils that do use it, to include clauses 10.1-10.4 which refer to the Mayor being required to provide a logbook.

Liverpool Councils Civic Expenses and Facilities Policy dating back to 2017 has made no specific request for the Mayor to provide a logbook. However, it has in all years referred to the conditions of use as per Councils Fleet Management Policy.

Councils Fleet Management Policy defines the Mayor as a leaseback holder. Under this policy, a leaseback holder is responsible to maintain a logbook of regular vehicle services - they are not responsible for reporting a business use/personal use logbook.

In conclusion, the current policy put on public exhibition is appropriate and consistent with previous Council practices in this matter. However, should Council so determine, a direction that a log book be maintained for business/personal use is a matter for Council.

### **FINANCIAL IMPLICATIONS**

---

There are no financial implications relating to this recommendation.

### **ATTACHMENTS**

---

Nil

<b>NOM 03</b>	<b>Relocation of Drug Injection Rooms from Liverpool CBD</b>
---------------	--

<b>Strategic Objective</b>	Healthy, Inclusive, Engaging Improve liveability and quality of life for the community by delivering vibrant parks, places and facilities
<b>File Ref</b>	268786.2025
<b>Author</b>	Peter Ristevski - Councillor

## **BACKGROUND**

Liverpool City Council has for decades carried a disproportionate share of the burden in accommodating drug injection rooms and related facilities. While other Local Government Areas (LGAs) have resisted such facilities, Liverpool has consistently hosted them — resulting in significant impacts on our CBD amenity, public perception, and the safety and comfort of residents, businesses, and visitors.

There is growing concern from residents and local business owners regarding the visible increase of drug-affected individuals in the Liverpool CBD. These individuals often loiter, interrupt patrons at outdoor dining areas, and contribute to a perception of the Liverpool CBD as unsafe — with our city being unfairly labelled as the “junkie capital” of Sydney.

Liverpool has done its fair share. It is time that other LGAs take responsibility, and for Council to investigate alternative locations for these facilities that do not undermine the revitalization and livability of our CBD.

A practical first step is to remove drug injection rooms from the Liverpool CBD and consider relocating them to Council-owned facilities, such as the C.T. Lewis complex, where the State Government can lease the premises, providing Council with a revenue stream and ensuring underutilised assets are put to productive use.

### **Rationale:**

Liverpool’s CBD should be a clean, safe, and vibrant hub for residents, businesses, and visitors — not an epicenter for drug-related activity. This motion seeks to take the first step in restoring public confidence in our city centre while ensuring Council assets are utilised effectively and fairly.

## **NOTICE OF MOTION**

---

That Council:

1. Acknowledge that Liverpool has hosted drug injection facilities for many decades, and that the ongoing location of these facilities in the CBD contributes to negative public perception, public safety concerns, and reduced amenity for residents, workers, and visitors.
2. Investigate the feasibility of relocating drug injection rooms from the Liverpool CBD to alternative locations, including but not limited to Council-owned facilities such as the C.T. Lewis site.
3. Prepare a report within three (3) months outlining:
  - a) Potential relocation sites within Liverpool LGA;
  - b) The feasibility of leasing Council-owned property to the State Government for this purpose;
  - c) Revenue opportunities to offset ratepayer costs; and
  - d) A communications plan to advocate for a fairer distribution of such facilities across other LGAs.
4. Advocate to the NSW State Government that Liverpool has carried this responsibility for too long and that other LGAs must now share the burden
5. Engage with local residents, businesses, and key stakeholders to ensure that any future location is designed to minimise community impact.

## **CHIEF EXECUTIVE OFFICER'S COMMENT**

---

Primary responsibility for drug-related health matters rests with other levels of Government and the Council actively works through several channels with government and non-government entities to identify an appropriate and orchestrated response where possible.

Southwest Sydney Local Area Health (SWSLHD) delivers on a number of drug and alcohol services and support programs in Liverpool and the surrounding local government areas. These state government services include treatment programs for people experiencing drug dependencies, harm reduction programs and programs to reduce drug dependency.

While there are a number of clinics that support these initiatives, there are no supervised injection rooms within Liverpool. Only one (1) medically supervised injection facility, located in Kings Cross has been established in the Sydney metropolitan area.

Liverpool does, however, have Opioid Treatment Program & FECT that provides treatment for people who are dependent on prescribed or illicit opioids using clinically administered alternates such as methadone or buprenorphine (taken orally) and these facilities have commonly been incorrectly mistaken for injecting facilities.

At the Council meeting held on 5 February 2020, Council resolved to oppose the establishment of supervised injection facility within the Liverpool CBD. There have been no proposals to rescind that resolution to date.

### **FINANCIAL IMPLICATIONS**

---

There are no financial implications relating to this recommendation.

### **ATTACHMENTS**

---

Nil

<b>NOM 04</b>	<b>Establishment of a “Liverpool City HQ” to Support Small Business, Start-ups and Innovation</b>
---------------	---

<b>Strategic Objective</b>	Evolving, Prosperous, Innovative Maintain strong relationships with agencies, stakeholders and businesses to achieve beneficial outcomes for the city
<b>File Ref</b>	269081.2025
<b>Author</b>	Peter Ristevski - Councillor

## **BACKGROUND**

Fairfield City HQ has been an outstanding success story for Western Sydney. It has become a hub for entrepreneurs, start-ups, and small business owners, offering them access to mentoring, workshops, networking opportunities, co-working spaces, and direct council support. This initiative has strengthened Fairfield’s local economy, diversified its business base, and attracted investment.

Liverpool, with its strategic location, diverse community, and the forthcoming Western Sydney International (Nancy-Bird Walton) Airport and Bradfield City Centre – a future hub for advanced manufacturing and innovation – is perfectly placed to replicate and improve on this model.

Currently, Liverpool’s CBD is too often associated with the “tobacco capital” label, which does not reflect the city’s full potential. By creating a Liverpool City HQ, we can reposition our city as the home of innovation, start-ups, and emerging industries. This will help attract and retain talent, create jobs, and give our small businesses the tools they need to succeed.

### **Rationale**

Liverpool City HQ will:

- Encourage small business growth and entrepreneurship.
- Create a professional space for collaboration and innovation.
- Support economic diversification away from low-growth retail sectors.
- Leverage Liverpool’s position as a gateway to Bradfield City and the new airport.
- Help rebrand Liverpool as a vibrant, forward-thinking city that is open for business.

By supporting this motion, councillors will be making a direct investment in Liverpool’s economic future, creating opportunities for our residents, and ensuring we are ready to compete for investment and talent in the new Western Sydney economy.

---

**NOTICE OF MOTION**

---

That Council:

1. Commit to establishing a “Liverpool City HQ” – a centralised small business and start-up hub, modelled on the successful Fairfield City HQ, but tailored to Liverpool’s unique opportunities and needs.
2. Identify and allocate an existing Council-owned property in the Liverpool CBD that can be repurposed to house the Liverpool City HQ, ensuring ease of access for entrepreneurs, small business owners, and potential investors.
3. Develop a program of services and facilities for the Liverpool City HQ to include:
  - a) Co-working and shared office spaces for start-ups and micro-businesses.
  - b) Business mentoring, training, and networking programs.
  - c) Support in navigating Council approvals and compliance.
  - d) Access to funding and grant application assistance.
  - e) Industry-specific programs that align with Bradfield City’s advanced manufacturing vision and the opportunities arising from the new airport.
4. Engage with key stakeholders – including the Western Sydney Airport Corporation, universities, TAFE NSW, business chambers, and local entrepreneurs – to form partnerships that will help resource and promote the Liverpool City HQ.
5. Determine an appropriate budget and identify a funding source for the establishment and operation of the Liverpool City HQ.
6. Provide a report back to Council within three months detailing:
  - a) The identified CBD site.
  - b) The proposed scope of services and facilities.
  - c) The budget and funding sources
  - d) A recommended implementation timeline.

---

**CHIEF EXECUTIVE OFFICER’S COMMENT**

---

The proposed “Liverpool City HQ” aligns with Council’s strategic objective of developing an evolving, prosperous, and innovative local economy. Similar models, such as Fairfield City HQ, have demonstrated value in supporting small businesses, entrepreneurship, and innovation by providing accessible facilities, mentoring, networking, and direct links to council services.

Whilst the concept is sound in principle, it would require significant capital and operational investment to be successful. By way of comparison, Fairfield City HQ was delivered through the repurposing of their former library building, with approximately \$3.5 million invested in fit-



out works, a further \$1 million on state-of-the-art audiovisual facilities, and the engagement of four full-time equivalent staff to operate and program the facility.

Should Council resolve to proceed, consideration will need to be given to:

- Identification of a suitable Council-owned premises in the Liverpool CBD that can be repurposed for this use, including assessment of building condition, fit-out requirements, and accessibility
- The operational model for the facility, including whether it would be fully Council-run, managed in partnership with a third-party, or operated under a lease/licence arrangement
- The scope of programs and services to be offered, ensuring that they align with Council's economic development priorities
- Engagement with key stakeholders to maximise partnership opportunities and external funding potential
- Budget implications for establishment and ongoing operations, which are not currently included in Council's 2025/2026 operational budget or long-term financial plan. A detailed cost estimate, including potential funding sources, would be provided in the report back to Council

If endorsed, a report will be prepared for a future meeting addressing location, operational model, scope of services, budget, and implementation timeline, as outlined in the motion.

## **FINANCIAL IMPLICATIONS**

---

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

Based on comparable facilities such as Fairfield City HQ, establishment costs could include:

- **Capital fit-out:** estimated at \$3.5 million for building refurbishment, plus approximately \$1 million for state-of-the-art audiovisual and technology facilities.
- **Operating costs:** equivalent of four full-time equivalent (FTE) staff for operations, programming, and support, plus ongoing utilities, maintenance, and marketing.
- **Program delivery:** costs for workshops, events, and mentoring programs, partially offset through partnerships, sponsorships, and potential user fees.

The precise financial impact will depend on the location, scope of services, operational model, and extent of external funding or partnerships secured.

## **ATTACHMENTS**

---

Nil

**NOM 05**

**Enhanced Standards for Councillors**

<b>Strategic Objective</b>	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
<b>File Ref</b>	274729.2025
<b>Author</b>	Fiona Macnaught - Councillor

**BACKGROUND**

According to Section 232 of the Local Government Act (1993), which describes the role of a Councillor in NSW, Councillors are accountable to the local community. As part of that undertaking, Councillors are rightly held to the highest of standards as leaders within the community.

Given the recent media surrounding working with children checks, it is the perfect time to stand with our award winning workforce at Liverpool City Council and submit ourselves, the elected body, to the same scrutiny we expect of our staff.

The undertaking of Working with Children Checks (WWCC), random drug and alcohol testing, and national criminal history checks are standard in both the private and public sectors, including for Liverpool City Council staff.

The implementation of these mandatory background and compliance checks for Councillors will ensure that the governing body is meeting and exceeding the community's expectations.

This would enhance accountability and transparency, and mitigate risks associated with safety and misconduct – demonstrating our commitment to good governance.

**NOTICE OF MOTION**

That Council:

1. Direct the CEO to prepare a report detailing the steps and processes required to implement mandatory background and compliance checks for all current and future Councillors, which should include but not be limited to
  - a) Working with Children Checks
  - b) Random Drug and Alcohol testing
  - c) National Criminal History Checks

2. Providing recommendations with
  - a) consideration of frequency, privacy, consent and legal aspects of the recommendation
  - b) timeline for implementation
  - c) costs associated with the recommendation
3. Including benchmarking against practices in other NSW local government areas and public sector agencies.

#### **CHIEF EXECUTIVE OFFICER'S COMMENT**

---

Should the motion be endorsed, a report will be provided at a future Council meeting given the research required to complete it.

#### **FINANCIAL IMPLICATIONS**

---

There are no financial implications relating to this recommendation.

#### **ATTACHMENTS**

---

Nil