

COUNCIL AGENDA

ORDINARY COUNCIL MEETING

24 September 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, 24 September 2025** commencing at 6:00 PM. Doors to the Chamber will open at 5.50pm.

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

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

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Council in Closed Session

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

CONF 01	Construction of Raingarden D1 within Lot 180 DP 1147508, Sunday Circuit, Edmondson Park		
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Reason: Item CONF 01 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.

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CONF 02 Granting of an Easement to Drain Water over Council's Public Reserve located at 93 Box Road corner Hume Highway, Casula.

Reason: Item CONF 02 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 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 Purchase of Lot 20 DP 1238828, Air League Avenue, Leppington for RE1 Public Recreation

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 Proposed Acquisition and/or Dedication of Part Lot 1125 DP 2475 and Part Lot 2 DP 1257931, 280 Fifth Avenue and Part 62 Kelly St, Austral for road 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 Purchase of Lot 1 in Plan of Acquisition DP 1308569 (Part Lot 1 DP 1203670), 140 Fifth Avenue, Austral for road widening

Reason: Item CONF 06 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 07 Proposed New Suburb of Cabrogal - Post Consultation Report

Reason: Item CONF 07 is confidential pursuant to the provisions of s10(A)(2)(h) of the Local Government Act because it contains information concerning the nature and location of a place or an item of Aboriginal significance on community land.

Close



MINUTES OF THE ORDINARY MEETING HELD ON 27 AUGUST 2025

PRESENT:

Mayor Ned Mannoun
 Deputy Mayor Harle
 Councillor Adjei
 Councillor Ammoun
 Councillor Dr Green
 Councillor Harte
 Councillor Ibrahim
 Councillor Karnib
 Councillor Macnaught
 Councillor Monaghan
 Councillor Ristevski
 Mr Jason Breton, Chief Executive Officer
 Mr Farooq Portelli, Director Corporate Support
 Ms Tina Bono, Director Community & Lifestyle
 Ms Lina Kakish, Director Planning & Compliance
 Mr Terry Bilal, Acting Director Operations
 Ms Suzanne Kendall, Acting General Counsel
 Mr Vishwa Nadan, Chief Financial Officer
 Fareena Wood, Coordinator Facilities Contract and Building Services
 Alyssa Reyel, Building Services Specialist
 Ms M'Leigh Brunetta, Manager Civic and Executive Services
 Ms Justine Young, Acting Manager Civic and Executive Services
 Ms Gabriella Rojas, Acting Councillor Executive and Support Officer

The meeting commenced at 6:00pm.

**STATEMENT REGARDING
WEBCASTING OF MEETING**

The Mayor reminded everyone that in accordance with clause 5.35 of Council's Code of Meeting Practice, I inform the persons attending this meeting that:

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

In relation to clause 4.1A – Where a public forum is held as part of a council meeting, it must be conducted in accordance with the other requirements of this Code relating to the conduct of council, which means that the public forum will be broadcast via livestream on council's webpage and included in the subsequent audio-visual recording of this meeting.

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

The Acknowledgement of Country, Affirmation of Council and Prayer was read by Pastor Paul Mosiejczuk from Liverpool Baptist Church.

NATIONAL ANTHEM

The National Anthem was played at the meeting.

COUNCILLORS ATTENDING REMOTELY

NIL.

APOLOGIES

NIL.

CONFIRMATION OF MINUTES

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

That the minutes of the Ordinary Meeting held on 23 July 2025 be confirmed as a true record of that meeting.

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

DECLARATIONS OF INTEREST

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

Item: NOM 01 – Beautification of George Street, Liverpool.

Reason: Has recently leased an office on George Street, Liverpool, and has a contractual obligation with its owner.

Clr Karnib will leave the Chambers for the duration of this item.

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

Item/s: NOM 01 – Beautification of George Street, Liverpool.

Reason: Resides locally to the streets referenced in the report.

Clr Ibrahim will leave the Chambers for the duration of this item.

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

Item/s: CONF 03 – Fire and Rescue NSW Referrals.

Reason: Owns an investment property on the streets referenced in the report.

Clr Ibrahim will leave the Chambers for the duration of this item.

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

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

Reason: One of the unsuccessful tenderers was a former client.

Clr Ristevski will remain in the Chambers for the duration of this item.

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

Item: NOM 02 – Mayor's Vehicle Use – Logbook Non-Compliance, Governance Failures and Breach of Taxation Obligations.

Reason: The subject matter directly pertains to his role as Mayor and to his vehicle.

Mayor Mannoun will leave the Chambers for the duration of this item.

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

Item: COM 04 – LGNSW Annual Conference – Penrith 2025.

Reason: He is a Director on the LGNSW Board, responsible for the organisation of the conference.

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

PUBLIC FORUM

NIL.

PETITIONS

NIL.

MAYORAL MINUTES

Condolence Motion – Former Councillor Pat Murray

Condolence Motion – Father Chris Riley

Condolence Motion – Constantinos (Dino) Chrissimos

ITEM NO: COND 01
SUBJECT: Condolence Motion - Vale Former Councillor Mr Pat Murray
 (Read by Mayor Mannoun)

It is with deep sorrow that I acknowledge the passing of former Councillor Pat Murray. Pat was a highly regarded businessman and a fierce advocate for Liverpool, passionately committed to protecting its heritage and preserving its stories.

Born on 10 September 1937, Pat Murray grew up in Liverpool, where his father had established Murray's Pharmacy in 1933 at 277 Macquarie Street. From an early age, Pat was determined to follow in his father's footsteps and become a pharmacist. After completing his studies at the University of Sydney, he joined his father in the pharmacy, which had become a well-known local landmark.

Pat continued to work in the shop until he sold the pharmacy in 1996, when it was relocated across the road. Pat stayed in the shop looking after its speciality areas, until retiring 10 years later in 2006 having worked 52 years in the one shop.

Pat maintained a strong interest in local issues from an early age, growing up alongside several neighbours who served as aldermen on Council. He first stood for election in 1965, though was unsuccessful. Undeterred, he ran again in December 1968 at the age of 31, standing with Frank Oliveri for North Ward, and was elected.

He took great pride in his work as an independent Councillor, particularly in his efforts to preserve Liverpool's heritage. Pat often reflected on his role in helping to save Collingwood House in 1971, when Council was considering its demolition following severe vandalism. He worked closely with Olive Havard and the Liverpool Historical Society, actively supporting their campaign to secure Council's commitment to restore and preserve this nationally significant heritage home.

Around the same time, Pat also campaigned to save Rosebank in Speed Street, which was under threat of demolition. He played a key role in bringing both sides of Council together to reach agreement on preserving the heritage-listed home. Pat was re-elected to Council in 1971 but resigned the following year, choosing to devote more time to his young family.

An early member of the Liverpool Historical Society, which he joined in 1960, Pat maintained a lifelong connection with the organisation. He was passionate about capturing Liverpool's history, taking thousands of photographs and film recordings of the area. Much of this remarkable archive has been donated to Liverpool Council's Heritage Collection and has featured in numerous exhibitions and publications over the years.

Beyond his heritage work, Pat was also an active contributor to civic life through his long involvement with the Liverpool Chamber of Commerce and the Liverpool West Rotary Club.

Liverpool City Council acknowledges with gratitude the enduring impact of Pat Murray's service and dedication to the community.

We extend our heartfelt condolences to his family and friends.

RECOMMENDATION

That Council:

1. Express our profound sorrow at the passing of Mr Pat Murray and acknowledge his significant contribution to Liverpool City.
2. Sends a letter of condolence to Mr Murray's family, expressing Council's sympathies and appreciation of his legacy.

COUNCIL DECISION

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

That the recommendation be adopted.

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

Councillors voted unanimously for this item.

ITEM NO: COND 02
SUBJECT: Condolence Motion - Vale Father Chris Riley
 (Read by Mayor Mannoun)

The City of Liverpool mourns the loss of Father Chris Riley, a beloved Salesian priest (SDB) and a Member of the Order of Australia (AM), who dedicated his life to serving the most vulnerable and disadvantaged young people across Australia.

Through his founding of *Youth Off The Streets* in 1991, what began as a single food van in Sydney's Kings Cross evolved into a national network offering crisis accommodation, education, counselling, drug and alcohol rehabilitation, and Aboriginal cultural support. Born Christopher Keith Riley on 24 November 1954 in Echuca, Victoria, he was ordained a Salesian priest in 1982.

His approach was founded on the steadfast belief that "there is no child born bad," only circumstances to overcome.

He received numerous accolades, including Member of the Order of Australia (2006), Human Rights Medal (2006), an honorary doctorate from the University of Western Sydney (2010), and was the NSW Australian of the Year in 2012.

He stepped down from the board of *Youth Off The Streets* in 2022 due to ill-health and passed on 31 July 2025 at the age of 70.

On Monday 18 August 2025, a public memorial service was held at The William Inglis Hotel in Warwick Farm, Sydney, chosen by Father Riley over a state funeral.

The event featured stories from past students, friends, public figures, and even a video performance of "Working Class Man" by Jimmy Barnes, fulfilling one of Father Riley's personal requests.

His legacy of compassion, resilience, and unwavering commitment to young people will continue to inspire generations, and the City of Liverpool honours his remarkable contribution to our community and our nation.

RECOMMENDATION

That Council:

1. Extends its deepest sympathy and respect to the family of Father Chris Riley, his colleagues at *Youth Off The Streets*, and the countless young people whose lives he transformed;

2. We honour and celebrate his extraordinary life, his compassion, and his tireless advocacy; because in serving the most disadvantaged, he served all of Australia; and
3. That a copy of this motion be forwarded to the board of Youth Off The Streets as a mark of gratitude and remembrance.

COUNCIL DECISION

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 item.

ITEM NO: COND 03

SUBJECT: Condolence Motion – Vale Constantinos (Dino) Chrissimos, Liverpool Olympic Football Club
(Read by Mayor Mannoun)

It is with deep sorrow that we acknowledge the passing of Liverpool Olympic Football Club Life Member, friend, and devoted volunteer, Constantinos (Dino) Chrissimos. For more than three decades, Dino dedicated himself wholeheartedly to Liverpool Olympic, giving his time, energy, and passion to support the growth and success of our club.

During Dino's association with Liverpool Olympic he became an irreplaceable part of the fabric of the club. Dino gave his heart and soul to Liverpool Olympic, dedicating countless hours to ensure the smooth running of our teams, facilities, and events.

A familiar and welcoming face at Hoxton Park Reserve, Dino's contribution went far beyond what could ever be measured. From opening the clubhouse at dawn, preparing facilities, and supporting coaches and players, to ensuring every detail (big or small) was taken care of, he worked tirelessly behind the scenes.

Dino's true gift was not just in what he did, but in how he did it. He embodied the spirit of community sport: generous with his time, passionate about helping others, and deeply committed to the growth and success of the club he loved. He cared for every player, every volunteer, and every family who walked through the club doors. Dino believed in creating an environment where everyone felt welcome, supported, and part of something bigger than themselves.

Over the years, Dino played a vital role in shaping the identity and culture of Liverpool Olympic. His dedication helped build the strong sense of community and belonging that our club is so proud of today. He celebrated our victories, supported us through challenges, and never hesitated to put the needs of the club and its people ahead of his own.

Dino will be remembered not only for his unwavering commitment and hard work, but also for his warmth, kindness, and generosity of spirit. He had a rare ability to connect with people, to make them feel valued, and to bring out the best in those around him.

Liverpool City Council extends its deepest and heartfelt condolences to Dino's loved ones during this difficult time. We share in their grief and stand together in remembering and honouring a remarkable man whose impact on our club and community will be felt for many years to come.

Councillor Karnib and Councillor Adjei also expressed their condolences, reflecting on their time knowing Dino and their association with the Liverpool Olympic Football Club.

RECOMMENDATION

That Council:

1. Express its profound sorrow at the passing of Mr Constantinos (Dino) Chrissimos and acknowledge his outstanding contribution to the Liverpool community and the Liverpool Olympic Football Club; and
2. Send a letter of condolence to Mr Chrissimos' family and the Board of Liverpool Olympic, expressing Council's deepest sympathies and appreciation of his enduring legacy.

COUNCIL DECISION

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

That the recommendation be adopted.

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

Councillors voted unanimously for this item.

A minute of silence was then observed for Former Councillor Pat Murray, Father Chris Riley and Dino Chrissimos.

NOTICES OF MOTION/QUESTIONS WITH NOTICE

ITEM NO: NOM 01
FILE NO: 237863.2025
SUBJECT: Beautification of George Street, Liverpool

NOTICE OF MOTION (submitted by Cllr Ristevski)

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.

COUNCIL DECISION

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

That Council:

1. Provide a report back to Council of a CBD precinct approach, setting the vision, and alignment to placemaking and positioning as a world class precinct.
2. Provide a report back on the potential use of the City Development Fund, noting WestInvest funding, or other opportunities for funding for upgrades on George Street, Liverpool.
3. Note the City Development Fund currently defines CBD precincts and should be incorporated on the approach to the report.
4. Consult with the relevant stakeholders across the Liverpool CBD precincts.

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

Councillors voted unanimously for this item.

Cllr Ibrahim and Cllr Karnib left the Chambers at 6:24 pm in accordance with their Declarations of Interest.

Clr Ibrahim and Clr Karnib returned to the Chambers at 6:34pm.

Mayor Mannoun left the Chambers at 6:35pm in accordance with the Declaration of Interest, and Deputy Mayor Harle assumed the Chair.

ITEM NO: NOM 02
FILE NO: 260872.2025
SUBJECT: Mayor's Vehicle Use – Logbook Non-Compliance, Governance Failures and Breach of Taxation Obligations

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 (submitted by Clr Ristevski)

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.

COUNCIL DECISION

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

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. 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.

There was no seconder for this motion and therefore this item lapsed.

Mayor Mannoun returned to the Chambers at 6:37pm and resumed Chair.

ITEM NO: NOM 03
FILE NO: 268786.2025
SUBJECT: Relocation of Opioid Treatment Programs from Liverpool CBD

Background

Liverpool City Council has for decades carried a disproportionate share of the burden in accommodating drug injection 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 (submitted by Cllr Ristevski)

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.

COUNCIL DECISION

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

That Council:

1. Acknowledge that Liverpool has hosted opioid treatment program 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. Advocate to the NSW State Government that Liverpool has carried this responsibility for too long and that other LGAs must now share the burden.
3. Engage with local residents, businesses, and key stakeholders to ensure that any future location is designed to minimise community impact.

There was no seconder for this motion and therefore this item lapsed.

During discussion, Clr Ristevski adjusted the NOM throughout, substituting the term drug injection to opioid treatment programs.

ITEM NO: NOM 04
FILE NO: 269081.2025
SUBJECT: Establishment of a “Liverpool City HQ” to Support Small Business, Start-ups and Innovation

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 (submitted by Cllr Ristevski)

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.

COUNCIL DECISION

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

That Council:

1. Provide a report back to Council within four months detailing the points listed below:
 - a) 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.
 - b) 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.
 - c) Develop a program of services and facilities for the Liverpool City HQ to include:
 - Co-working and shared office spaces for start-ups and micro-businesses.
 - Business mentoring, training, and networking programs.
 - Support in navigating Council approvals and compliance.
 - Access to funding and grant application assistance.
 - Industry-specific programs that align with Bradfield City's advanced manufacturing vision and the opportunities arising from the new airport.

- d) 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.
- e) Determine an appropriate budget and identify a funding source for the establishment and operation of the Liverpool City HQ.
- f) The report back to Council should include:
 - The identified CBD site.
 - The proposed scope of services and facilities.
 - The budget and funding sources
 - A recommended implementation timeline.

Division called:

Vote for: Mayor Mannoun, Deputy Mayor Harle, Clr Ibrahim, Clr Karnib, Clr Ristevski, Clr Monaghan, Clr Dr Green, Clr Macnaught and Clr Adjei.

Vote against: Clr Ammoun and Clr Harte.

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

ITEM NO: NOM 05
FILE NO: 274729.2025
SUBJECT: Enhanced Standards for Councillors

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 (submitted by Cllr Macnaught)

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.

COUNCIL DECISION

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

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
 - d) Bankruptcy/Financial 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.
4. Liaise with Local Government NSW to understand their experiences in this field.

On being put to the meeting the motion (moved by Clr Macnaught) was declared **CARRIED**

and the Foreshadowed motion (moved by Clr Karnib) therefore lapsed and was not voted on.

Division called (for the motion moved by Clr Macnaught)

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

Vote against: Clr Ristevski, Clr Monaghan, Clr Karnib and Clr Ibrahim.

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

1. Direct the CEO to write to the Office of Local Government to determine the feasibility, appropriateness, implementation and/or execution of Liverpool City Council conducting the following of its elected Councillors:
 - a) Working with Children Checks
 - b) Random Drug and Alcohol testing
 - c) National Criminal History Checks
 - d) Bankruptcy/Financial Checks

2. Liaise with Local Government NSW to understand their experiences in this field.

ITEM NO: QWN 01
FILE NO: 261137.2025
SUBJECT: Question with Notice - Cllr Ristevski - Attendance and Expenditure Concerns - Councillors and Mayoral RSVPs to Public Events

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.

ITEM NO: QWN 02
FILE NO: 271941.2025
SUBJECT: Question with Notice - Mayor Mannoun - Civic Place Expansion

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.

ITEM NO: QWN 03
FILE NO: 274206.2025
SUBJECT: Question with Notice - Cllr Harte - Councillor Access Passes and 2021 Depot Reports

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.

Note: Cllr Harte has requested that the existing QWN 03 and QWN 04 be split into four individual QWN items for next month. Responses will be provided separately for each heading listed.

ITEM NO: QWN 04
FILE NO: 274214.2025
SUBJECT: Question with Notice - Clr Harte - IRC Matters, Payouts and Union Grievances

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.

Note: Clr Harte has requested that the existing QWN 03 and QWN 04 be split into four individual QWN items for next month. Responses will be provided separately for each heading listed.

Clr Macnaught left the Chambers at 7:24pm.
 Clr Harte left the Chambers at 7:25pm.

Clr Macnaught returned to the Chambers at 7:26pm.
 Clr Harte returned to the Chambers at 7:28pm.

RESCISSION MOTIONS

NIL.

REPORTS TO COUNCIL

ITEM NO: CEO 01
FILE NO: 214132.2025
SUBJECT: Revocation of the 2013 Community Engagement Policy

COUNCIL DECISION

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

That Council:

1. 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.

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

RECESS

Mayor Mannoun called a recess of meeting at 7.30pm.

RESUMPTION OF MEETING

Mayor Mannoun resumed in open session at 7:49pm with all Councillors present.

ITEM NO: CEO 02
FILE NO: 238556.2025
SUBJECT: Review of Roundabout Construction - 15th and 28th Avenues, Austral, NSW

COUNCIL DECISION

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

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.
3. Receive a report to Council, to be provided by the CEO, to determine whether Council has any legal recourse to recoup, part or in full of the sum of \$139,937, and advice on where fault may lie.
4. Understand the process and criteria for the removal of a contractor from a preferred suppliers list.

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

Councillors voted unanimously for this item.

ITEM NO: CEO 03
FILE NO: 240801.2025
SUBJECT: Biannual Progress Report - June 2025

COUNCIL DECISION

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

That Council:

1. 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.

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

PLANNING & DESIGN REPORT

ITEM NO: PD 01

FILE NO: 245560.2025

SUBJECT: Liverpool Heritage Advisory Committee - Updated Charter and Committee Membership

COUNCIL DECISION

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

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.
5. Amend the draft Charter with the following changes;
 - a. Page 140 - Membership term is the term of Council; and
 - b. Section 8.3.1 of the Charter to 'a member must notify the Chairperson in writing of their absence from a Committee meeting as soon as practical'.

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

Clr Ammoun left the Chambers at 8:18pm.

Clr Ammoun returned to the Chambers at 8:19pm.

Clr Monaghan left the Chambers at 8:21pm.

ITEM NO: PD 02
FILE NO: 256802.2025
SUBJECT: New Liverpool LEP Gateway Determination - Next Steps

COUNCIL DECISION

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

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.
5. Inform the community of the outcomes set in this report.

On being put to the meeting the motion (moved by Clr Macnaught) was declared **CARRIED** and the Foreshadowed motion (moved by Clr Ristevski) therefore lapsed.

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

That Council, in the best interests of Liverpool residents and ratepayers, resolves to:

1. Reject any planning pathway that forces increased density without the delivery of essential infrastructure (schools, hospitals, transport, and roads).

2. Write to the NSW Premier and Minister for Planning to demand that any additional housing density imposed on Liverpool must be matched by binding commitments for new infrastructure and services.
3. Pursue **Option 2 – a Gateway Review**, to challenge the refusal of sensible downzonings and height controls that protect community character and liveability.

There was no seconder for the Foreshadowed motion and therefore this item lapsed.

Vote for: Mayor Mannoun, Deputy Mayor Harle, Cllr Dr Green, Cllr Ammoun, Cllr Harte, Cllr Macnaught, Cllr Adjei, Cllr Ibrahim, Cllr Karnib and Cllr Monaghan.

Vote against: Cllr Ristevski.

Cllr Monaghan returned to the Chambers at 8:28pm.

ITEM NO: PD 03
FILE NO: 216212.2025
SUBJECT: Street Naming - Recognition of Serbian Community in Liverpool

COUNCIL DECISION

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

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.

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

Clr Ammoun left the Chambers at 8:39pm.

Clr Ammoun returned to the Chambers at 8:45pm.

COMMUNITY & LIFESTYLE REPORTS

ITEM NO: COM 01
FILE NO: 233422.2025
SUBJECT: Special Purpose Hire Rate

COUNCIL DECISION

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

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.
6. Acknowledge that full paying entities should take precedence for room bookings over fee reduction entities.
7. Report back to Council in 12 months on the outcome and/or benefits of points 1-6.

On being put to the meeting the motion (moved by Clr Macnaught) was declared **CARRIED**

and the Foreshadowed motion (moved by Clr Ristevski) therefore lapsed.

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

1. Notes the report proposing the introduction of new hire rates for tertiary institutions, emergency services, and the Civic Place Boardroom set at 50% of the standard hire rate.
2. Defers endorsement of the proposed “Higher Education Venue Hire Rate” until a full cost-benefit analysis is presented demonstrating measurable economic or community benefit that outweighs the lost revenue.

Clr Harte left the Chambers at 8:49pm.

Clr Harte returned to the Chambers at 8:50pm.

ITEM NO: COM 02

FILE NO: 235556.2025

SUBJECT: Review of Councillor Induction and Professional Development Policy and Councillor Briefing Procedure.

COUNCIL DECISION

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

That Council:

1. Endorses the Councillor Induction and Professional Development Policy noting that the date for review will be 1 August 2028;
2. Endorses the updated Councillor Briefing Procedure, noting the changes listed in this report and the following amendments:
 - a) 8.3 Update quorum requirements from three Councillors to five Councillors;
 - b) 8.5 Remove reference to the specific application used to stream meetings, and replace with the term ‘electronic means’;
 - c) The date on Page 203 to reflect endorsed in 2025, not 2028; and;
 - d) 12.2 on Page 202 show the Review Date as 1 August 2028.

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

Clr Adjei left the Chambers at 9:02pm.

Clr Adjei returned to the Chambers at 9:03pm.

ITEM NO: COM 03
FILE NO: 239140.2025
SUBJECT: Report back to Council: Implementation of Open Door Briefing, Governance and Committee Meetings

COUNCIL DECISION

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

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.

On being put to the meeting the motion (moved by Clr Macnaught) was declared **CARRIED**

and the Foreshadowed motion (moved by Clr Ristevski) therefore lapsed.

Division called (for the motion moved by Clr Macnaught)

Vote for: Deputy Mayor Harle, Clr Dr Green, Clr Ammoun, Clr Harte, Clr Macnaught and Clr Adjei.

Vote against: Mayor Mannoun, Clr Ristevski, Clr Monaghan, Clr Karnib and Clr Ibrahim.

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

1. Endorses the immediate adoption of an open-door policy for Councillor Briefing Sessions and Governance Committee meetings, except where matters are legally

required to be confidential (e.g. staff matters, legal privilege, or commercial-in-confidence).

2. Directs the CEO to implement the policy, including livestreaming and/or public gallery attendance, with minimal additional cost.
3. Writes to the Office of Local Government (OLG) advising of Council's proactive adoption of open-door briefings and requesting that Liverpool be considered a pilot council for state-wide best practice in transparency.
4. Reaffirms that this initiative strengthens Council's commitment to accountability, transparency, integrity and public trust, ensuring residents are fully informed of the issues being discussed by their elected representatives.

Clr Ibrahim left the Chambers at 9:06pm.

Clr Ibrahim returned to the Chambers at 9:11pm.

RECESS

Mayor Mannoun called a recess of meeting at 9:28pm.

RESUMPTION OF MEETING

Mayor Mannoun resumed in open session at 9:44pm with all Councillors present.

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

ITEM NO: COM 04
FILE NO: 251440.2025
SUBJECT: LGNSW Annual Conference - Penrith 2025

COUNCIL DECISION

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

That Council:

1. Delegate to the CEO to determine 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 on a 'first in, best dressed' basis 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 post-discussion at the next Governance Committee meeting.

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

ITEM NO: COM 05
FILE NO: 264073.2025
SUBJECT: Amendments to Grant and Community Sponsorship Policy- Donations

COUNCIL DECISION

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

That Council:

1. Receives and notes this Report; with corrected spelling of aid in section 7.8;
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 feedback is received, direct the CEO to adopt the amended Policy on behalf of Council, and if feedback is received, a report will be brought back to Council.

On being put to the meeting the motion (moved by Deputy Mayor Harle) was declared CARRIED and the Foreshadowed motion (moved by Cllr Ristevski) therefore lapsed.

Division called (for the motion moved by Deputy Mayor Harle)

Vote for: Deputy Mayor Harle, Cllr Dr Green, Cllr Ammoun, Cllr Harte, Cllr Macnaught and Cllr Adjei.

Vote against: Mayor Mannoun, Cllr Ristevski, Cllr Monaghan, Cllr Karnib and Cllr Ibrahim.

Foreshadowed Motion: **Moved:** Cllr Ristevski **Seconded:** Mayor Mannoun

1. Notes the Draft Donations section 7.8 of the Grants and Community Sponsorship Policy.
2. Amends the Draft Policy to explicitly prohibit overseas donations, ensuring that all ratepayer-funded donations are limited to beneficiaries within the Liverpool Local Government Area.
3. Affirms that while Liverpool respects its multicultural community's international connections, ratepayer funds must remain focused on local needs first.

The Foreshadowed motion was not seconded at the time it was moved and therefore lapsed.

ITEM NO: COM 06
FILE NO: 265314.2025
SUBJECT: Council Grants Donations and Sponsorship Report

COUNCIL DECISION

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

That Council:

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

Applicant	Project	Recommended
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

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

ITEM NO: COM 07
FILE NO: 265583.2025
SUBJECT: Policy Review - Civic Advisory Committee Charter

COUNCIL DECISION

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

That Council:

1. Endorse the Civic Advisory Committee Charter.

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

CORPORATE SERVICES REPORT

ITEM NO: CORP 01
FILE NO: 264065.2025
SUBJECT: Investment Report July 2025

COUNCIL DECISION

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

That Council:

1. Receives and notes this Report.

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

OPERATIONS REPORTS

ITEM NO: OPER 01
FILE NO: 219731.2025
SUBJECT: Litter Prevention and Education Project

COUNCIL DECISION

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

That Council:

1. Receives and notes this Report.
2. Should grant funding not be successful for the NSW EPA Litter Prevention Grants Program, a report will come back to Council for funding and recommendation.

On being put to the meeting the motion (moved by Cllr Macnaught) was declared CARRIED and the Foreshadowed motion (moved by Cllr Ristevski) therefore lapsed.

Foreshadowed Motion: **Moved:** Cllr Ristevski **Seconded:** Cllr Monaghan

1. Notes the report on the Litter Prevention and Education Project.
2. Endorses an application to the NSW EPA Litter Prevention Grants Program for funding of the proposed project.
3. Confirms that if the grant application is unsuccessful, no ratepayer funds will be allocated to this project without a separate report and resolution of Council.
4. Directs the CEO to provide a report back to Council with low-cost, practical alternatives to reduce litter — including additional bins in hotspots, increased enforcement patrols, improved waste collection scheduling, and stronger penalties for illegal dumping.
5. Reaffirms Council's priority is to deliver direct, visible services to ratepayers in keeping Liverpool clean, safe, and liveable.

ITEM NO: OPER 02
FILE NO: 254018.2025
SUBJECT: Review of the Climate Change Policy and Climate Action Plan

COUNCIL DECISION

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

That Council:

1. Re-adopts the revised Climate Change Policy.

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

ITEM NO: OPER 03
FILE NO: 260462.2025
SUBJECT: 2024 -25 Capital Works Carryover of Projects

COUNCIL DECISION

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

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.

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

ITEM NO: OPER 04
FILE NO: 263936.2025
SUBJECT: Litter Prevention Strategy for Georges River Catchment

COUNCIL DECISION

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

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.

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

ITEM NO: OPER 05
FILE NO: 266465.2025
SUBJECT: Chain of Responsibility Policy

COUNCIL DECISION

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

That Council:

1. Adopts the Chain of Responsibility Policy.

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

REPORTS OF COMMITTEES

ITEM NO: CTTE 01

FILE NO: 245467.2025

SUBJECT: Minutes of Liverpool Local Traffic Committee held on 16 July 2025

COUNCIL DECISION

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

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.

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

ITEM NO: CTTE 02
FILE NO: 255615.2025
SUBJECT: Minutes of the Governance Committee Meeting held 20 August 2025

COUNCIL DECISION

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

That Council:

1. Receives and notes the Minutes of the Governance Committee Meeting held on 20 August 2025; and
2. Endorse the recommendations in the Minutes.

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

CONFIDENTIAL MATTERS**ITEM NO:** CONF 01**FILE NO:** 245015.2025**SUBJECT:** ST3381 Provision of Cleaning Services for Council's Buildings, Facilities, and Amenities**COUNCIL DECISION****Motion:** **Moved:** **Clr Macnaught** **Seconded:** **Clr Harte**

That Council:

1. Accept the tenders from the below listed contractors for Tender ST3381 Provision of Cleaning Services for Liverpool City Council's buildings, facilities and amenities services for an initial three (3) year contract term with the option of extending two (2) x 12 months on a schedule of rates;
 - Fast Facilities Services Pty Ltd
 - NDI Cleaning Services Pty Ltd
 - Solo Services Group Australia Pty Ltd
 - Storm International Pty Ltd
2. Makes public its decision regarding tender ST3381 Provision of Cleaning Services for Liverpool City Council's buildings, facilities and amenities services;
3. This report has been brought to Council because the Chief Executive Officer's instrument of delegation, approved by Council in accordance with the current provisions of section 377 of the Local Government Act 1993, only permits the Chief Executive Officer to approve (and not to reject) tenders up to a value of \$2 million.
4. Keeps confidential the details supplied in this report containing information on the submissions received, pursuant to the provisions of Section 10A(2)(d)(i) of the Local Government Act 1993 as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it; and
5. Authorises the CEO or delegate to take any action necessary to give effect to these resolutions.

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

ITEM NO: CONF 02
FILE NO: 256588.2025
SUBJECT: Tourism and CBD Committee - New Community Representatives

COUNCIL DECISION

That Council:

1. Appoint ten (10) community representatives to join the Tourism and CBD Committee for a two-year term.

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

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

Note: A memo was circulated to Councillors on 22 August 2025 confirming this report was redundant, as the matter had been resolved at the Governance Committee Meeting on 20 August 2025.

Clr Ibrahim left the Chambers at 10:27pm in accordance with the Declarations of Interest.
Clr Ibrahim returned to the Chambers at 10:28pm.

ITEM NO: CONF 03
FILE NO: 258326.2025
SUBJECT: Fire and Rescue NSW Referrals

COUNCIL DECISION

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

That Council:

1. In relation to 57-61 Bathurst Street Liverpool:
 - a) note the inspection report by Fire and Rescue NSW, as shown in Attachment 1,
 - b) exercise its powers to issue a Fire Safety Order to address the identified fire safety deficiencies at 57-61 Bathurst Street Liverpool.

2. In relation to 57-59 Lachlan Street Warwick Farm:
 - a) note the inspection report by Fire and Rescue NSW, as shown in Attachment 2,
 - b) exercise its powers to issue a Fire Safety Order to address the identified fire safety deficiencies at 57-59 Lachlan Street Warwick Farm.

3. In relation to 222 Edmondson Avenue Austral (Also known as Tobruk Village, 120 Tenth Avenue Austral):
 - a) note the inspection report by Fire and Rescue NSW, as shown in Attachment 3,
 - b) do not exercise its powers to issue a Fire Safety Order to address the identified fire safety deficiencies at 222 Edmondson Avenue Austral. Instead, a corrective action letter will be issued to address the deficiencies identified to the fire hydrant system.

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

ITEM NO: CONF 04
FILE NO: 262268.2025
SUBJECT: Consideration of an Application for the acquisition of land on the grounds of hardship - Lot 892 DP 2475, 185 Ninth Avenue, Austral.

COUNCIL DECISION

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

It is resolved that Council:

1. Notes that:
 - i. Lot 892 DP 2475 (Land) is zoned RE1 - Public Recreation under the State Environmental Planning Policy (Precincts - Western Parkland City) 2021 and is reserved for future acquisition by Council;
 - ii. The owner of the Land has made a hardship application pursuant to Division 3, Part 2 of the Land Acquisition (Just Terms Compensation) Act 1991 (NSW) (Acquisition Act);
 - iii. Advice has been provided that the Owner has satisfied the requirements to establish hardship for the acquisition of the RE1 Public Recreation zoned land under the Acquisition Act;
 - iv. Subject to Council adopting a resolution to proceed to compulsory acquisition on hardship provisions a valuation will be obtained and a “without prejudice” offer made to the owners.
 - v. If an agreement is not reached on the amount of compensation payable through the voluntary negotiations, then compensation will be determined by the Valuer General under s41 of the Acquisition Act.
2. Proceeds with the compulsory acquisition of the Land under s186 of the Local Government Act 1993 (NSW) and in accordance with the Acquisition Act.
3. Delegates authority to, and directs the Chief Executive Officer and his delegates, to proceed with making the necessary application to the Minister for Local Government and the Governor in accordance with the *Local Government Act, 1993* to obtain approval to acquire the property in accordance with the Acquisition Act;
4. Takes all necessary actions to proceed with and complete the compulsory acquisition of the land in accordance with the applicable legislation, including making any application or giving notice to the relevant Minister and the Governor and serving or publishing any other documentation or notice.

5. Delegates authority to and directs the Chief Executive Officer and his delegates to enter into negotiations with the property owner and/or their representative to acquire the property by agreement and enter into any agreement reached with the Owner pursuant to s30 of the Acquisition Act without having to submit a further report to Council for approval.
6. Authorises payment of compensation as determined by the Valuer General, if accepted by the Owner, plus statutory interest in accordance with s49 of the Acquisition Act;
7. If the Owner commences proceedings in the Land and Environment Court (Court) then Council authorises:
 - i. Payment to the Owner of 90% of the compensation as determined by the Valuer-General pursuant to s68(2)(a) of the Acquisition Act, or if that payment is not accepted by the Owner, pay that amount into trust pursuant to s68(2)(b) of the Acquisition Act.
 - ii. Engage solicitors, experts and counsel, as needed, to defend Council's position in Court; and
 - iii. Payment of compensation in accordance with the Order issued by the Court.
8. Authorises its delegated officer to execute any document, under Power of Attorney, necessary to give effect to this decision; and
9. Keeps this report confidential pursuant to the provisions of Section 10(A)(2)(c) of the *Local Government Act, 1993* as this information would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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

ITEM NO: CONF 05
FILE NO: 262823.2025
SUBJECT: Purchase of Lot 129 in a Subdivision of Lot 15 DP 30409, 310 Fourteenth Ave
 Austral for Drainage Purposes

COUNCIL DECISION

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

That Council:

1. Purchase Lot 129 in a subdivision of Lot 15 DP 30409, 310 Fourteenth Avenue, Austral for the price and terms as outlined in this report.
2. Upon settlement classify Lot 129 in a subdivision of Lot 15 DP 30409 as "Operational Land".
3. Keeps confidential this report pursuant to the provisions of Section 10A(2)(c) of the Local Government Act 1993 as this information would, if disclosed confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
4. Authorises its delegated officer to execute any documents, under Power of Attorney necessary to give effect to this decision.

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

ITEM NO: CONF 06
FILE NO: 263010.2025
SUBJECT: Minutes of the Audit, Risk and Improvement Committee meeting held on 9 July 2025

COUNCIL DECISION

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

That Council:

1. Notes the Minutes of the Audit, Risk and Improvement Committee Meeting held on 9 July 2025 and the amended extract from ARIC 28 April 2025 Minutes – Item 7.2.

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

ITEM NO: CONF 07
FILE NO: 269131.2025
SUBJECT: SBS RFP Commercial in Confidence

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

That Council move into Closed Session pursuant to the provisions of s10(A)(2)(d ii) (d iii) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council; AND commercial information of a confidential nature that would, if disclosed reveal a trade secret.

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

Councillors voted unanimously for this item.

CLOSED SESSION

Council moved into Closed Session at 10:30pm.

COUNCIL DECISION

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

That Council:

1. Notes that Council's EOI for 33 Moore Street, Liverpool has been shortlisted.
2. Notes that at this stage the focus is on ensuring Moore Street is presented as a realistic option for the Hub and if the site is selected, detailed analysis will be undertaken that confirms or otherwise the financial viability of refurbishment and return on investment of the building to meet specifications.
3. Notes that Council can withdraw its proposition if not financially favourable.
4. Notes that Council's current long-term financial plan assumes sale of 33 Moore Street Property in FY 2027-28 to repay interest only loan with TCorp.
5. Notes that a potential commercial long-term tenancy is expected to uplift value of the property.

6. Delegates to the CEO the submission of a Request for Proposal by the August 29, 2025, deadline noting that there is no ability to defer submission and that there is no obligation for either party to proceed with the project at this stage.

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

OPEN SESSION

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

That Council move into Open Session.

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

The meeting moved into Open Session at 10:34pm.

Mayor Mannoun then read the resolution for CONF 07 – SBS RFP Commercial in Confidence that was resolved in Closed Session.

THE MEETING CLOSED AT 10:38pm.

<Signature>

Name: Ned Mannoun

Title: Mayor

Date: 24 September 2025

I have authorised a stamp bearing my signature to be affixed to the pages of the Minutes of the Council Meeting held on 27 August 2025. I confirm that Council has adopted these Minutes as a true and accurate record of the meeting.

CEO 01**Extension of Dr Sheridan Dudley- Independent Audit, Risk and Improvement Committee member**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	308824.2025
Report By	George Hampouris - Head of Audit, Risk and Improvement
Approved By	Jason Breton - CEO

EXECUTIVE SUMMARY

This report seeks Council's approval to extend the term of Independent Audit, Risk and Improvement Committee (ARIC) member Dr Sheridan Dudley for a further three year period, expiring in September 2028.

In accordance with the OLG Guidelines for Risk Management and Internal Audit for local government in NSW, Nov. 2023 (Guidelines) and Section 216G of the Local Government (General) (Audit, Risk and Improvement Committees) Regulation 2023, Council is required to consider a member's performance prior to extending a committee member's term. Dr Dudley's performance has been assessed through the ARIC effectiveness questionnaires, confirmation of eligibility, feedback from the Chairperson, and her attendance record. These confirm that she continues to add significant value to Council's ARIC which warrants her extension.

The proposed extension provides continuity of expertise and stability for Liverpool City Council's ARIC, while remaining compliant with the statutory requirement that no member may serve longer than eight years within a ten year period.

RECOMMENDATION

That Council:

1. Acknowledges Dr Dudley's significant contributions on Council's ARIC since her appointment in 2022.
2. Having considered the feedback and questionnaire data outcomes, Council considers Dr Dudley eligible for reappointment to ARIC.
3. Approves the extension of Dr Sheridan Dudley's appointment as an Independent Member of the Audit, Risk and Improvement Committee for a further three year term, expiring in September 2028.

REPORT

At its confidential meeting in August 2022 (Conf 01), Council resolved to appoint Dr Sheridan Dudley as an Independent Member of ARIC for a three year term and Mr Robert Lagaida for a four year term. These appointments followed a widely advertised expressions of interest process, which attracted forty one applications for two vacancies, demonstrating a strong field of candidates and ensuring a competitive process.

Dr Dudley's current tenure will expire on 30 September 2025. Since her appointment in September 2022, Dr Dudley has maintained a one hundred per cent attendance rate and has consistently contributed in line with the ARIC Charter. The ARIC Charter forms the basis of the four year ARIC work plan. In addition to her broad knowledge of audit and risk management, she provides particular expertise around governance challenges in growth councils and extensive knowledge of Liverpool's growth precincts and the Bradfield Development.

As part of the required performance assessment, the Chair of ARIC in September 2025 has provided written comments noting that Dr Dudley brings expert counsel and guidance on governance and performance, drawing on her extensive background as a former senior executive in local government and her current roles as chair or advisor on other ARICs and government boards. The Chair observed that Dr Dudley constructively challenges frameworks and practices, holding Council leadership to account where necessary and mitigating the risk of reputational decline.

The CEO was consulted in August 2025 and has endorsed Dr Dudley's extension on the ARIC.

In September 2025, Dr Dudley confirmed in writing that she does not have any conflicting appointments and indicated a willingness to serve another term. It is considered that she continues to meet all independence and eligibility requirements.

The effectiveness of the Committee has also been assessed through questionnaires completed in 2024. Independent members collectively rated ARIC's overall effectiveness as 4.36 out of 5, with no individual score falling below 3.5. Attendees and management representatives rated overall effectiveness at 4.02 out of 5, again with no score falling below 3.5. These results indicate that ARIC continues to perform strongly, with Dr Dudley contributing as one of three independent members. The non voting Councillor member of the committee were also given the opportunity to provide input on Dr Dudley's performance through the questionnaire

The extension of Dr Dudley's term will not place Council in breach of Section 216G(3) of the Regulation. Should her appointment be extended to September 2028, she will have served six years in total, which is within the maximum period of eight years permitted within a ten-year timeframe.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation. ARIC membership fees have already been budgeted for.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Operate a well developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993 – section 8B and 23A. Section 216G of the Local Government (General) (Audit, Risk and Improvement Committees) Regulation 2023
Risk	Failure to appoint independent members to Council’s Audit, Risk and Improvement Committee will be a breach of the Local Government Act. The risk would be deemed High.

ATTACHMENTS

Nil

COM 01**Appointment of Councillors to Committees and
Affiliated Bodies**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	357443.2024
Report By	Justine Young - Acting Manager Civic and Executive Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

The purpose of the report is for Council to appoint the Councillor representatives to Committees and affiliated bodies where nominations are required.

Council-led Committees support community participation and the development of civic leaders within the community. They represent a vital source of connection and engagement to the community for Council; and ensure that the community is actively involved in Council decision-making processes. In addition, Council's active involvement as part of community Committees and affiliated bodies ensure that the interests of Liverpool are represented in a broad range of local, regional and state initiatives.

The list of Committees and affiliated bodies included within this report is current as of September 2025. Committee Charters and functions are regularly reviewed to ensure currency and relevance to Council activities and priorities. Where it is identified that a committee is no longer required, a separate report is brought to Council to rescind the Charter and dissolve the Committee.

At a meeting each year, Council elects' persons to all positions, including Chairpersons, delegates to all community committees and affiliated bodies. The method for election for all positions shall be determined by Council.

The report outlines the Committees and affiliated bodies which Council has previously endorsed and recommends that Council appoints the Councillor representatives for the period to September 2026.

RECOMMENDATION

That Council:

1. Appoints Councillors as representatives to the following Committees for the period to September 2026, or appoint Councillors where there are exceptions to any of the Committees:
 - a) Aboriginal Consultative Committee
 - b) Audit Risk and Improvement Committee
 - c) Community & Safety Prevention Committee
 - d) Environment Advisory Committee
 - e) Intermodal Precinct Committee
 - f) Liverpool Built and Cultural Heritage Advisory Committee
 - g) Liverpool Powerhouse Board
 - h) Liverpool Sports Committee
 - i) Tourism & CBD Committee
 - j) Youth Council
2. Determines whether a “non-voting” Councillor member be included on the Audit, Risk, and Improvement Committee (ARIC) membership;
3. If Council chooses to include a Councillor representative on the ARIC, nominate a Councillor representative as a “non-voting member”;
4. Endorses the current practice of all Councillors being members of the Civic Advisory Committee and Governance Committee; and
5. Appoints Councillors as representatives to the following community committees and affiliated bodies and notifies them of their representatives for the period to September 2026, or appoint Councillors where there are exceptions:
 - a) Georges River Combined Councils Committee
 - b) Macarthur Bushfire Management Committee
 - c) NSW Public Libraries Association (NSW PLA)
 - d) Sydney Western City Planning Panel
 - e) South West Sydney Academy of Sport (SWSAS)
 - f) Western Sydney Regional Organisation of Councils (WSROC).

REPORT

Background

Council-led Committees support community participation and the development of civic leaders within the community. They represent a vital source of connection and engagement to the community for Council; and ensure that the community is actively involved in Council decision-making processes. In addition, Council's active involvement as part of community Committees and affiliated bodies ensure that the interests of Liverpool are represented in broader regional and state initiatives.

The list of Committees and affiliated bodies included within this report is current as of September 2025. Committee Charters and functions are regularly reviewed to ensure currency and relevance to Council activities and priorities. Where it is identified that a Committee is no longer required, a separate report is brought to Council to rescind the Charter and dissolve the Committee.

Appointment of Councillors to Council Committees

Council is required to nominate its Councillor representatives for the committees it establishes. Those nominated to be representatives for the committees must be endorsed by a resolution of Council. Council reviews the membership and elects' persons to all committees annually in September.

Traditionally, representatives to Committees are appointed in September for the following 12 months.

To bring it back in line with the September schedule, it is recommended that Councillors be appointed for the period to September 2026. At that time, a further report will then be submitted to Council to appoint Councillor representatives to Committees for the September 2026 to September 2027 period.

The following information provides an outline of committees established by Council.

The list in the table below also includes the Civic Advisory Committee, of which all Councillors are members. As all Councillors are members, the appointment of a specific representative to this Committee is not required.

It should also be noted that at the 24 September 2014 Council meeting, Council resolved that "for internal Council Committees, all Councillors are entitled to attend, speak and participate in Committee deliberations".

Aboriginal Consultative Committee	
<i>Purpose</i>	The Aboriginal Consultative Committee has been established primarily to provide an open line of communication between Council and the Aboriginal community.
<i>Meeting Information</i>	Quarterly, Thursday, 6.00pm – 8.00pm
<i>Representatives</i>	2 Councillors

Audit, Risk and Improvement Committee	
<i>Purpose</i>	The objective of the ARIC is to review the following aspects of Council's operations: compliance; risk management; fraud control; financial management; governance; implementation of Council's strategic plan, delivery program and strategies; service reviews; collection of performance measurement data by Council; provide information to Council for the purpose of improving Council's performance of its functions; and external accountability.
<i>Meeting Information</i>	<p>Meetings to occur quarterly. 2026 meeting dates to be determined at the October ARIC meeting. These dates once set will typically be held between 9am-noon.</p> <p>As of 1 July 2024, this became a mandatory Committee. This is a result of recent amendments to the Local Government (General) Regulation 2021 (the Regulation).</p>
<i>Representatives</i>	<p>Based on Council's ARIC Charter, Council's Committee comprises of 3 independent voting members and one "non-voting" Councillor. Council has the option whether it wants membership participation on the ARIC.</p> <p>The composition of the ARIC membership (including the "non-voting" membership status of a Councillor) has been designed to comply to the new Regulation.</p> <p>At the beginning of each Council term, Council must determine whether a "non-voting" Councillor member should be included in the ARIC membership. Council at its meeting in September 2024 approved a "non-voting" Councillor member as part of the ARIC membership.</p> <p>The Mayor and other Councillors can attend as observers.</p>

Civic Advisory Committee	
<i>Purpose</i>	<p>The Civic Advisory Committee has been established:</p> <ul style="list-style-type: none"> 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.
<i>Meeting Information</i>	Quarterly or as required
<i>Representatives</i>	Mayor and all Councillors (minimum 2 Councillors)

Community and Safety Prevention Committee	
<i>Purpose</i>	<p>The Community Safety and Crime Prevention Advisory Committee has been established to:</p> <ul style="list-style-type: none"> a) Make relevant advice and recommendations to Council which relate to community safety and crime prevention matters in the Liverpool Local Government Area (LGA) including the Liverpool City Centre. The crime and safety matters include the improvement of perceptions of safety, drug and alcohol issues, injury prevention, implementation of recommendations through safety audits, and hotspots improvement through delivery of various projects and programs. b) Improve the perception of crime and safety in the area that will have a positive impact on economic and social development. c) Promote an integrated strategic approach to deal with local crime and safety issues. d) Maximise the skills and expertise that exist in the community to complement the role of Council in planning and policy-making e) Improve community engagement outcomes relating to crime and safety matters.

<i>Meeting Information</i>	Quarterly, first Thursday, 10am – 12pm
<i>Representatives</i>	The Mayor (or delegate) and one Councillor

Environment Advisory Committee

<i>Purpose</i>	This committee has been established primarily to consider and provide input to Council's environment programs by making recommendations to Council.
<i>Meeting Information</i>	Bi-Monthly, 5:30pm
<i>Representatives</i>	Two Councillors

Governance Advisory Committee

<i>Purpose</i>	<p>The Governance Advisory Committee is to provide a mechanism by which Council, staff or experts can have an active role in the provision of services and overseeing the key functions of Council and provide input by making recommendations to Council.</p> <p>The Governance Advisory Committees covers:</p> <p>Budget Committee</p> <p>To coordinate the strategic financial planning of Council and to develop the long-term financial plan and operational budgets to support the delivery of infrastructure and services to the community.</p> <p>Infrastructure and Planning</p> <p>To oversee Council's asset and project management.</p> <p>Strategic Priorities Committee</p> <p>To oversee the delivery of Council priorities and special project areas of economic development and City revitalisation, lobbying efforts by Council and grant funding efforts.</p> <p>Strategic Performance Committee</p> <p>To oversee the setting, progress and realisation of Council's long term strategic direction through KPI monitoring, service and policy review and performance data. In addition to oversee community initiatives through the monitoring of Council's major</p>
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	events, culture, inclusion, support and recognition programs and initiatives.
<i>Meeting Information</i>	Monthly, Wednesday
<i>Representatives</i>	Mayor and all Councillors

Intermodal Precinct Committee

<i>Purpose</i>	The Intermodal Precinct Committee has been established to respond to the opportunities presented by the Moorebank Intermodal development at Moorebank and to mitigate negative impacts on the community.
<i>Meeting Information</i>	Quarterly
<i>Representatives</i>	Two Councillors

Liverpool Built And Cultural Heritage Advisory Committee

<i>Purpose</i>	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.
<i>Meeting Information</i>	Quarterly
<i>Representatives</i>	Two Councillors

Liverpool Powerhouse Board

<i>Purpose</i>	The Board has been established primarily to assist in the production and promotion of cultural programs across our major events and cultural venues and encompassing the creative industries including literature, music, performing arts, visual arts, craft, design, film, video, community arts, Aboriginal arts and collections of moveable cultural heritage programs.
<i>Meeting Information</i>	Bi-monthly
<i>Representatives</i>	The Mayor (or delegate), Deputy Mayor and one Councillor

Liverpool Sports Committee	
<i>Purpose</i>	<p>The Committee has been established to:</p> <ul style="list-style-type: none"> a) Provide a forum for representing the views of sporting organisation members, clubs and associations to Council relating to sporting matters; and b) Assist with the promotion, coordination and growth of sporting codes within the Liverpool LGA.
<i>Meeting Information</i>	Quarterly
<i>Representatives</i>	The Mayor (or delegate)

Tourism and CBD Committee	
<i>Purpose</i>	<p>The Committee has been established to provide relevant advice and recommendations to Council relating to:</p> <ul style="list-style-type: none"> a) The development of the visitor economy in the Liverpool LGA, including through recreation, tourism, activations and major events; b) Council initiatives to enhance tourism, encourage business growth, attract visitors and boost economic development in the Liverpool LGA; and c) Council initiatives to drive economic, social and cultural development in the CBD.
<i>Meeting Information</i>	Quarterly
<i>Representatives</i>	The Mayor (or delegate) and Four Councillors

Youth Council	
<i>Purpose</i>	<p>The Liverpool Youth Council has been established primarily to provide advice to Council about issues relating to young people, to act as a consultative mechanism for young people and to promote the interests of young people in Liverpool.</p>
<i>Meeting Information</i>	Bi-monthly (every two months)
<i>Representatives</i>	Two Councillors

Appointment of Councillors to Community Committees and Affiliated Bodies

Each year Council nominates its Councillor representatives for various community committees and affiliated bodies. Those nominated to be representatives must be endorsed by a resolution of Council.

The following provides an outline of bodies currently affiliated with Council:

Georges River Combined Councils Committee (GRCCC)	
<i>Purpose</i>	This committee reviews programs and makes operational decisions for the Georges Riverkeeper organization, which works to protect the Georges River.
<i>Meeting Information</i>	Quarterly
<i>Representatives</i>	2 Councillors

Macarthur Bushfire Management Committee	
<i>Purpose</i>	The purpose of the Bush Fire Management Committee is to provide cooperative interaction between organisations, agencies and the community that leads to effective coordinated bush fire management throughout the BFMCS area and land adjoining.
<i>Meeting Information</i>	Twice yearly
<i>Representatives</i>	1 Councillor, 2 Council employees

NSW Libraries and Association (NSW PLA)	
<i>Purpose</i>	To advocate effectively, initiate partnerships, champion the public library cause, build trust and support, provide relevant information, foster cooperation and collaboration and strengthen the public library network.
<i>Meeting Information</i>	Quarterly
<i>Representatives</i>	1 Councillor.

Sydney Western Sydney Planning Panel	
<i>Purpose</i>	<p>Planning Panels are independent bodies that strengthen decision making on regionally significant development applications and other planning matters including certain planning proposals and Aboriginal land planning. Determinations made by the Planning Panels are not subject to the direction of the Minister for Planning.</p> <p>The principal functions of Sydney Western City Planning Panel are to determine regionally significant development applications and undertake rezoning reviews of planning proposals. Other functions of Planning Panels include:</p> <ul style="list-style-type: none"> • Determining modification applications for regionally significant development • Determining Crown development applications • Determining development application reviews • Undertaking independent proposal reviews for specific Local Aboriginal Land Council lands • Preparing planning proposals if they are directed to be the planning proposal authority • Advising the Minister or the Secretary on other planning and development matters when requested <p><i>Development applications</i></p> <p>The Planning Panels determine regionally significant development applications (DAs), certain other DAs and s4.55(2) and s4.56 modification applications including:</p> <ul style="list-style-type: none"> • Regionally significant development, as outlined in Schedule 6 of the <i>State Environmental Planning Policy Planning Systems 2021</i> • Regionally significant development relating to Aboriginal land, as outlined in Chapter 3 of the <i>State Environmental Planning Policy Planning Systems 2021</i> • Development with a capital investment value (CIV)* over \$30 million. • Development with a CIV* over \$5 million which is:

	<ul style="list-style-type: none"> ○ council related ○ lodged by or on behalf of the Crown (State of NSW) ○ private infrastructure and community facilities ○ eco-tourist facilities ○ extractive industries, waste facilities and marinas that are designated development ○ certain coastal subdivisions and ○ certain coastal protection works. <p>Strategic Planning Panels</p> <p>The Planning Panels are known as the Strategic Planning Panels when convened for specific strategic and Aboriginal land planning matters. Strategic and Aboriginal land planning matters include:</p> <ul style="list-style-type: none"> • Rezoning reviews • Independent reviews of Aboriginal land planning proposals • Planning proposals where the panels are the planning proposal authority (PPA), and • Advice to the Minister for Planning.
<i>Meeting Information</i>	As required.
<i>Representatives</i>	Mayor (or delegate) 1 Councillor

Southwest Sydney Academy of Sports (SWSAS)	
<i>Purpose</i>	The South West Sydney Academy of Sport (SWSAS) Sub Committee is a smaller working group established under the Academy's Board to focus on specific operational and strategic areas with the local Councils in the academy catchment area. This sub committee supports SWSAS by providing recommendations to guide decision-making. Their role is largely advisory, offering expertise, oversight, and stakeholder input.
<i>Meeting Information</i>	Quarterly.

<i>Representatives</i>	1 Councillor
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Western Sydney Regional Organisation of Councils (WSROC)	
<i>Purpose</i>	WSROC's main role is to advocate for the councils and the communities of Greater Western Sydney while also fostering resource sharing and collaborative projects between local government areas.
<i>Meeting Information</i>	Quarterly
<i>Representatives</i>	2 Councillors

FINANCIAL IMPLICATIONS

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

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	<p>Facilitate the development of community leaders.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision-making processes.</p> <p>Deliver services that are customer focused.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p>

Legislative	<p>Section 355 of the Local Government Act 1993 (LGA) which provides that a Council function may be exercised by a Committee of the Council.</p> <p>The Council may by resolution delegate functions to a body under Section 377 of the LGA, which would include a Committee.</p> <p>The Council must appoint an Audit, Risk and Improvement Committee under Section 428A of the LGA.</p> <p>The Council may appoint members to other bodies if that would assist the exercise of its functions (LGA, Section 23).</p>
Risk	<p>The risk is deemed to be low. The risk is considered within Council's risk appetite.</p>

ATTACHMENTS

Nil

COM 02

Review and Amendments to the Liverpool Youth Council Charter 2025

Strategic Objective	Healthy, Inclusive, Engaging Support active and healthy lifestyles by improving footpaths, cycleways and walkways and other infrastructure that promotes and supports active transport
File Ref	275376.2025
Report By	Derek Tweed - Community Development Worker (Youth)
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

The Liverpool Youth Council (LYC) was established in 1999. The LYC has been operating as a dynamic forum that reflects the needs of local young people and the commitment of Council to supporting them. The LYC aims to:

- Provide a link between Council and young people;
- Act as a consultative mechanism;
- Facilitate opportunities for young people to have their say; and
- Develop skills in leadership.

The LYC Charter was last reviewed in 2023 and endorsed at the 28 June 2023 Council meeting. The LYC Charter requires periodical review to ensure that it meets the contemporary needs of Council and the community.

A recent review has been undertaken on the LYC Charter with minimal changes recommended. This review was conducted specifically to identify changes to improve the operation and efficiency of the Youth Council. This report outlines the recommended changes to this Charter for Council's endorsement.

The recommended changes include:

- Minor editorial and grammatical changes
- Changes to unexplained absence from three (3) meeting to (2) meetings

A marked copy of the changes to the charter are attached to this report.

RECOMMENDATION

That Council:

1. Endorses the recommended changes to the Liverpool Youth Council Charter; and
2. Delegates authority to the CEO to endorse minor changes as required periodically and on review of Councils General Legal Council.

REPORT

The current review has identified two amendments to the Charter which are:

1) Section 8.6.5 (b) Membership

Amend the duration of the Youth Council's term from three years to two years.

This was an administrative error as the term of the Youth Council is for two years.

2) Section 9.4.3 Non-Attendance at Meetings

Amend the amount of non-attendance allowable at meetings missed from three meetings to two meetings.

The change is requested as the Youth Council meetings are now held bi-monthly, whereas they were previously held monthly. If a member misses three meetings under the bi-monthly schedule they will miss a minimum of 6 months of a two-year term which is quite significant. It is requested to begin discussions with the member after two meetings have been missed to maintain consistency for all Youth Council members.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community. Deliver high quality services for children and their families.
Civic Leadership	Undertake communication practices with the community and stakeholders across a range of media. Facilitate the development of community leaders. Encourage the community to engage in Council initiatives and actions. Provide information about Council's services, roles and decision making processes.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Liverpool Youth Council Charter Review 2025 with track changes.



LIVERPOOL YOUTH COUNCIL CHARTER

Adopted: 24 September 2025

TRIM: xxxxxx.2025



LIVERPOOL YOUTH COUNCIL CHARTER**1. NAME**

Liverpool Youth Council

2. INTERPRETATION

For the purpose of this charter:

“Council” means the Liverpool City Council.

“Member” means a member of the Liverpool Youth Council.

“CEO” means the Chief Executive Officer.

“YC” means the Youth Council.

3. STATUS OF YOUTH COUNCIL

Advisory committee of Council.

4. PURPOSE

The Liverpool Youth Council has been established:

- a) To provide advice to Council about issues relating to young people; and
- b) To act as a consultative mechanism for young people and to promote the interests of young people in Liverpool.

5. FUNCTION

The main functions of the YC are to:

- a) Provide specialist advice to Council on youth issues and youth policy;
- b) Involve young people in the community and in the processes of Council;
- c) Act as a consultative mechanism for Council on issues that affect a diverse range of young people;
- d) Provide a forum for young people to develop an understanding of the role of local government;
- e) Plan and organise cultural, environmental, recreational and social activities citywide for young people;
- f) Assist young people to develop various skills, including leadership, meeting procedures, communication and various administration skills;
- g) Lobby and advocate on issues affecting young people; and
- h) Promote positive stories and images of young people.

LIVERPOOL YOUTH COUNCIL CHARTER**6. OUTCOMES**

The YC aims to:

- a) Deliver projects that benefit young people as agreed by the YC;
- b) Inform Council about issues that are important to young people in Liverpool; and
- c) Provide an opportunity for Council and other organisations and levels of government to consult representatives of the young population.

7. YC DELEGATIONS

- 7.1 The YC shall not have the power to incur expenditure outside of the designated YC budget.
- 7.2 The YC does not have the power to bind the Council, unless given a specific delegated authority from Council.
- 7.3 The YC can make recommendations to the Council or another YC of the Council on all relevant business presented before it. Recommendations of the YC will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Council YC may or may not be adopted by Council.
- 7.4 Recommendations made by the YC 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 YC on a regular basis.

8. MEMBERSHIP

- 8.1 The YC does not have the authority to co-opt anyone to its membership.
- 8.2 Councillor representation
 - 8.2.1 Two Councillors elected by Council are members of the YC.
 - 8.2.2 Councillor representatives are encouraged to attend meetings of the YC and contribute to discussions.

LIVERPOOL YOUTH COUNCIL CHARTER**8.3 Council staff representation**

8.3.1 The Manager, (or delegate) will attend all YC meetings, as well as working party meetings organised by the YC.

8.3.2 Council staff members required to attend the YC will participate equally with others in terms of discussion and debate but will not have any voting rights.

8.4 Community representation

8.4.1 Membership of the YC is via an application process preceding the beginning of each term, and selection is based on the following criteria:

- a) The young person must be between the ages of 12 and 24 years;
- b) The young person must reside in the Liverpool Local Government Area (LGA) or spend 12 hours or more per week working, volunteering and/or studying inside the Liverpool LGA;
- c) The young person should be available to attend meetings (usually occurring in the evening), actively participate and commit to the full term of the YC, being two years;
- d) The total membership must reflect a range of ages, genders, abilities, cultural backgrounds and suburbs of residence;
- e) Incoming Youth Councillors must undergo training between their confirmation and the commencement of their term (Appendix 2.1 (I));
- f) YC members or their parents or guardians must give formal written approval for their name, age and photo to appear in any publicity in relation to the YC or Council. A member 18 years or over, or a member's parents or guardians are required to sign a YC permission note at the beginning of their two-year term which covers these issues;
- g) Each young person is to complete the Liverpool YC Registration Form as part of the recruitment process; and
- h) Each young person aged 18 years or over will be required to provide a Working With Children Check (WWCC) clearance, or be willing to apply for the clearance (This check is free for volunteers).

LIVERPOOL YOUTH COUNCIL CHARTER

8.4.2 Informal interviews/ meetings will be conducted with all shortlisted nominees by the Community Development Worker, and one existing YC member. The interviews will discuss the issues on the nomination forms, any concerns and are an opportunity to get to know the young people. Following the assessment, nominees will be nominated against the selection/eligibility criteria and recommendations for appointments to will be submitted to Council for endorsement.

8.5 President and Deputy President

8.5.1 The election of the President and Deputy President should occur at the first meeting of the new YC.

8.5.2 The role of the President is to preside at a meeting of the YC. The President requires the skills to be able to facilitate the effective functioning of the YC. In the absence of the President, the Deputy President shall preside at the meeting.

8.5.3 If the President or the Deputy President of the YC is not able or willing to preside at a meeting of the YC, the YC will elect a member of the YC to be Acting President for that meeting.

8.5.4 If the President (or the Deputy President) of a YC is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting President to preside at the meeting.

8.5.5 The election of a President, Deputy President or Acting President must be conducted:

- a) By the CEO or, in their absence, an employee of Council designated by the CEO to conduct such an election; or
- b) If neither is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

8.6 Other Office Bearers

The following executive positions of the Liverpool YC will be elected in the same manner as the President.

8.6.1 The YC Secretary shall:

- a) Have the role of taking minutes throughout the meetings, noting all actions and motions;

LIVERPOOL YOUTH COUNCIL CHARTER

- b) Be responsible for ensuring that minutes of each meeting are typed and forwarded to Council Staff no later than 2 weeks after the meeting;
- c) Attend to any correspondence needs of the YC with support from the Council staff. Correspondence is to be written on Council's official letterhead (which includes the current YC logo) and approved by the Community Development Worker; and
- d) Be assisted by the Deputy Secretary where appropriate.

8.6.2 The YC Deputy Secretary shall:

- a) Assist the Secretary as required with any of the above responsibilities, or in his or her absence.

8.6.3 The YC Treasurer shall:

- a) Liaise with the Community Development Worker regarding expenses and the current balance of budget. They shall report on the budget at each YC meeting.

8.6.4 The Media Representative shall:

- a) Speak to the media on behalf of the YC, subject to approval from the Mayor; and
- b) Liaise with the Community Development Worker regarding media representation of the YC.

8.6.5 The Youth Liaison Representative shall:

- a) Actively liaise with Schools, Universities and TAFE colleges in Liverpool to promote the YC and its associated activities; and
- b) Where possible, visit these education sites to seek feedback on the needs of local young people to assist in the planning of activities during the YC's ~~three~~ two year term.

9. TERM OF OFFICE

- 9.1 YC members serve a two-year term, with a maximum of two consecutive terms served by any one member (i.e. members can serve a maximum of four years).

LIVERPOOL YOUTH COUNCIL CHARTER

- 9.2 A young person appointed to the YC will continue as a member until the YC is disbanded at the end of the two-year term.

9.3 Casual Vacancy

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

9.4 Non-Attendance at Meetings

- 9.4.1 Youth Councillors are expected to participate in all meetings, working parties where relevant, and YC activities / events.
- 9.4.2 In the event that a Youth Councillor cannot attend a YC meeting, an apology or notification must be made to the Community Development Worker prior to the meeting, via email or phone call with a least twenty four (24) hours' notice unless an emergency arises.
- 9.4.3 Youth Councillors who miss ~~three~~ two meetings during the term of the YC without prior apology will be contacted by the Community Development Worker to discuss reasons for their absence. If the member continues to be absent without apology after this discussion then they may have their position declared vacant by a motion of the YC.
- 9.4.4 Where any member, including executive position holders, is not meeting their roles and responsibilities, the YC has the right to question their membership. To do this, any members of the YC must approach the Community Development Worker outside an ordinary meeting in order to maintain confidentiality and professionalism. The person identified will be notified and the matter will be discussed with the Community Development Worker. If the member is still not meeting their roles and responsibilities they may have their position declared vacant by a motion of the YC.
- 9.4.5 The Community Development Worker may also initiate the process outlined in 9.4.4 by contacting the Youth Councillor to request they attend a meeting within 14 days of contact to discuss the issues with them. At this meeting the Youth Councillor will be given the opportunity to state their case before the motion goes to a vote at a YC meeting. If the member does not respond to the requests for a

LIVERPOOL YOUTH COUNCIL CHARTER

meeting, then they may have their position declared vacant by a motion of the YC.

9.4.6 At the expiration of 14 days, the procedure to declare a position vacant will be executed as follows:

- a) A recommendation to the YC to raise a motion to have the position of membership declared vacant, at the next ordinary meeting;
- b) A phone call to advise that a motion will be submitted at the next ordinary meeting to declare the position vacant;
- c) A follow up email if the phone call was not successful; and
- d) A letter to confirm that the action was undertaken.

9.4.7 Youth Councillors acting outside this charter and Council's Code of Conduct could be subject to possible dismissal by a motion of censure, passed by a majority of the YC.

9.4.8 Youth Councillors can take a leave of absence if agreed to by the Community Development Worker at a meeting for each individual during their two-year term. There will be a maximum of three members on leave at a time. A maximum of three months leave of absence is permitted. The Community Development Worker will notify YC of the approved leave at the next ordinary YC meeting. The leave of absence will be minuted at the meetings accordingly. This may include "study leave" for such purposes as the Higher School Certificate (HSC) or equivalent.

9.5 Resignation from YC

9.5.1 Any YC member wishing to resign from the YC shall do so in writing to the Community Development Worker.

10. QUORUM AND DECISION MAKING

10.1 Half of the YC membership plus one (i.e. quorum is equal to seven members), and one Councillor must be present to enable a quorum.

10.2 Observers or visitors at the meeting do not form part of the quorum.

10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, the YC present may discuss the agenda items. Any recommendations made will not become formalised until they have been ratified at the next YC meeting with a quorum present.

10.4 Wherever possible, recommendations of the YC will be made on the basis of consensus, i.e. where all present agree. At the discretion of the

LIVERPOOL YOUTH COUNCIL CHARTER

President, 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 President will exercise the deciding vote.

10.5 YC recommendations are not binding on Council. To obtain Council endorsement, a YC recommendation must be reported to the Council for their decision.

10.6 At the discretion of the President, a vote may be called to decide 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 decided by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the President will exercise the deciding vote.

11. MEETINGS AND MEMBERS OF THE PUBLIC

11.1 YC meetings will usually not be open to members of the general public. However, the YC can decide to open the meeting to the public, subject to the agreement of the President in consultation with the CEO (or delegate).

11.2 Representatives of organisations or the general community may be invited to address the YC on matters on the agenda.

12. TIMETABLE FOR MEETINGS

12.1 The YC will meet Bi-Monthly (every two months) on a date determined by YC members at the beginning of each term. Meetings will be held from 6:00pm – 7:45pm.

12.2 A meeting will be limited to a maximum of two hours duration unless the YC resolves to extend the length of the meeting to a particular time or the completion of business.

12.3 Extraordinary meetings may be called by the President of the YC in consultation with the CEO (or their delegate).

12.4 The location, date and starting time for meetings will be advised on the agenda.

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

LIVERPOOL YOUTH COUNCIL CHARTER**13. MEETING PRACTICE AND PROCEDURES**

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

14. INSURANCE COVER

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

15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of YC are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the YC.
- 15.2 Should a member of the YC 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 YC member concerned being excluded from membership of the YC.
- 15.4 If a YC member has a pecuniary interest in any matter with which the YC is concerned and is present at a meeting of the YC 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 vote against the motion.
- 15.5 A member of the YC who has a non-pecuniary conflict of interest in any matter with the which the YC is concerned and is present at a meeting of the YC at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the YC has declared a non-pecuniary conflict of interest, there exists a range of options for

LIVERPOOL YOUTH COUNCIL CHARTER

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 YC 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 YC 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 part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied; or
- c) YC 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 YC members through their involvement on the YC may come in contact with confidential or personal information retained by Council. YC members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.

16.2 The *Privacy and Personal Information Protection Act 1998* and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.

17. MEDIA PROTOCOL

17.1 The President of the YC and the Media and the Assistant Media Representatives are the only persons permitted to speak to the media on behalf of the YC, subject to obtaining the approval of the Mayor in accordance with section 226 of the *Local Government Act 1993*.

17.2 No other member of the YC is permitted to speak to the media in his or her capacity as a YC member.

18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

Council will review the work of the YC and this charter every two years.

LIVERPOOL YOUTH COUNCIL CHARTER**AUTHORISED BY**

Council Resolution

EFFECTIVE FROM

28 June 2023

DEPARTMENT RESPONSIBLE

Community and Lifestyles (Community Development)

REVIEW DATE

24 June 2025

VERSION

Version		Amended by	Date	TRIM Number
1		Council Resolution	28 November 2012	261527.2013
2		Council Resolution	24 September 2014	242167.2014
3		Council Resolution	24 March 2015	078286.2015
4		Council Resolution	28 October 2015	289760.2015
5		Council Resolution	1 February 2017	025617.2017
6		Council Resolution	29 April 2020	082552.2020
7		Council Resolution	24 June 2020	203665.2020
8		Council Resolution	28 June 2023	217741.2023
9			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: Councillor Access to Information and Interaction with Staff Policy
 Liverpool City Council: Ethical Governance: Conflicts of Interest Policy
 Liverpool City Council: Privacy Policy

LIVERPOOL YOUTH COUNCIL CHARTER**Appendix A – Council’s responsibilities to YC****1. RELATIONSHIP WITH LIVERPOOL CITY COUNCIL****1.1 The relationship of the YC to Council includes:**

- a) The YC considers and makes recommendations on issues relevant to young people in the Local Government Area to Council through advice on policy, DA submissions, social impact assessments and other initiatives;
- b) Recommendations of the YC will be considered in Council's deliberations on any issues;
- c) Council's Community Development Team will support and resource the YC through:
 - i) Administrative support (including: assistance with minutes, photocopying, access to phones, Internet, budget and Council reporting) to YC representatives to enable them to meet their accountability requirements;
 - ii) Training to YC representatives to enable them to sufficiently perform their duties;
 - iii) Additional support for disadvantaged members or members with a disability to support them in meeting their commitments as requested;
 - iv) Reimbursement of costs related to YC business: Council acknowledges the need for members of the YC to be adequately reimbursed for any costs they incur when performing their duties. Any reimbursements will be with the prior approval of Council's Community Development Worker and upon production of a receipt;
 - v) Assistance with phone expenditure: all phone calls must be detailed on the phone expenditure form and submitted to the Community Development Worker each quarter. All local calls will be reimbursed at 25 cents per call. Any mobile calls (to or from a mobile) will be reimbursed at the total value, only if a copy of the bill is attached to the expenditure sheet;
 - vi) Remaining with YC members who are under the age of 18 years until they have been picked up: Council staff will wait with YC members after meetings and events until all members have been picked up from the meeting or event venue. Note: It is mandatory that a parent/guardian or other responsible adult picks up a Youth Councillor;
 - vii) Providing assistance in emergency circumstances: In the instance of the Youth Councillor being under the age of 18 years, and if there is any issue that may arise relating to transport, Council staff will contact the member's parent/ guardian for permission to arrange for the member to be transported home by Taxi with costs to be met by the member or their parent/guardian;

LIVERPOOL YOUTH COUNCIL CHARTER

- d) Travel: YC Members are responsible for their own travel to and from YC meetings and events. Any YC member under the age of 18 years wishing to be transported by another YC member will need to provide written or verbal permission from their parent/guardian allowing them to do so.

2. RESPONSIBILITIES OF YC MEMBERS**2.1 A Youth Councillor shall:**

- a) Actively seek views and opinions of young people and relevant issues to be brought to the notice of the YC;
- b) Contribute items of interest to the meeting agendas, by contacting the President between meetings;
- c) Actively participate in discussion and decisions that take place at meetings;
- d) Actively participate in various working parties and events involving the YC;
- e) Represent the views and act in the interest of all young people across the Liverpool Local Government Area;
- f) Communicate any issues regarding YC, including absences from meetings or activities with the Community Development Worker;
- g) Agree to act within the guidelines of the YC as outlined in this Charter at all times. This is to be confirmed by signing an agreement form following a briefing session on this Charter and Code of Conduct training;
- h) Council protocols are to be followed by the YC members regarding the use of the Internet (YC website and Facebook page), e-mail, representing the YC at forums/ conferences and speaking to the media.
- i) No Youth Councillors shall make public statements relating to or on behalf of the YC, unless prior authorisation is received through a motion of the YC, unless otherwise negotiated and in accordance with Council's Media Representation Policy and communications procedures;
- j) Any correspondence regarding YC must be printed on Council's official letterhead (which may include a YC logo) and approved by Community Development Worker;
- k) All members of the YC are to abide by the Council's Code of Conduct; and
- l) All members of the YC participate in five training sessions to understand their role as a Youth Councillor. Training topics include - Induction and Information; Consultation and Meeting Procedures; Business Planning; Events and Media Training and Team Building activities.

LIVERPOOL YOUTH COUNCIL CHARTER**3. RESPONSIBILITIES OF COUNCIL TO YC****3.1 The Community Development Worker shall:**

- a) Support and resource the YC to achieve its aims;
- b) Mentor, liaise with and support the YC and its members;
- c) Write Council reports and represent YC recommendations at Council and Agenda review meetings. These positions will also be responsible for writing covering Council reports as required by the YC;
- d) Check YC's email account weekly and respond where appropriate;
- e) Demonstrate awareness of Council processes and protocols;
- f) Conduct an evaluation of the YC at the completion of each two year term;
- g) Conduct a mid-term evaluation of the YC in reference to the YC Charter and any aims adopted by the YC for the preceding term period;
- h) Manage the YC's budget and be responsible for issues relating to finances of the YC; and
- i) Maintain accurate records according to Council practices.

COM 03**Revocation of Language Aide Policy**

Strategic Objective	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
File Ref	294169.2025
Report By	Craig Lambeth - Manager Community Recreation Anna Rizo - Manager Customer Experience
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

Council resolved to adopt its Language Aide Policy in October 2022. The policy was intended to leverage bi-lingual and multi-lingual staff to improve front line services to community members who spoke languages other than English. Implementation of the Language Aide Policy, however, has been complex and Council has needed to rely on the use of NAATI accredited third-party providers in preference to its own staffing resources. The use of such services has provided a responsive and high-quality support services to CALD communities.

Given that third party services effectively meets translation needs, maintaining a separate Language Aide Policy is no longer necessary, except where specific legislative obligations under the Principles of the Multicultural Act apply. It is subsequently recommended that Language Aide Policy adopted by Council in October 2022 be revoked.

Revoking the 2022 Language Aide Policy will streamline service delivery, reduce administrative burden, and ensure consistent access to professional translation services for the community, while still complying with legislative requirements where applicable.

RECOMMENDATION

That Council:

1. Revoke the 2022 Language Aide Policy and instead rely on the NAATI accredited third-party translation services where applicable and required.

REPORT

Council's Language Aide Policy, adopted in October 2022, was established to guide the provision of language support to the community. The policy was intended to:

- Limit the barriers that Liverpool's CALD communities face when accessing information and services;
- Demonstrate commitment of staff and management to meeting the needs of the community and to providing effective customer service;
- Establish, implement and maintain a Language Aide Program in line with legislation; and
- Have a range of accredited Language Aides in a range of community languages, which reflect the demographics of Liverpool.

The Policy obliges Council to ensure that its workforce is fluent in commonly spoken languages and provided accredited interpreter training to nominated staff who would provide "on the spot" front line interpreter functions when and as required by Council. The primary mechanism to achieve this is via a remuneration benefit to staff fluent in languages identified as high demand through census data. The policy aimed to align recruitment and remuneration strategies to ensure that staff with these language skills could support front-line service delivery effectively

Managing the implementation of this policy has proven to be both complex and in effective in that:

- Its compliance impacts on effective recruitment processes and restricts the available talent pool to staff with technical expertise as well and diverse language capability;
- Managing the qualification component (Clause 4.2) and identifying applicable staff across business units has proven administratively complex;
- It relies on the capacity of identified staff to be withdrawn from their primary functions to deliver interpreting function; and
- The Policy has limited integration with the broader Workforce Diversity and Inclusion strategies.

Council has subsequently relied on the use of third-party National Accreditation Authority for Translators and Interpreters (NAATI) registered services as an alternate service delivery model to achieve the defined Policy outcomes. To this extent these services now play a crucial and dominant role in facilitating effective communication between Council staff and the diverse community. The service enables clearer communication and prevents misunderstandings, promotes inclusivity and enhances the overall efficiencies and quality of Council services provided across the community.

Council Officers typically rely on the third-party interpreting services for language support. Council's Language Aide Officers are only occasionally required, primarily due to a lack of resource availability. Third-party services are responsive services that enables Council staff

to connect with the community without any barriers and supports community members with limited English proficiencies. To date no community member has been disadvantaged with the third-party services and Council continues to seamlessly serve member of the community who speak languages other than English.

Policy Redundancy

Given that the current third party provided services effectively meets translation needs, maintaining a separate Language Aide Policy is no longer necessary, except where specific obligations under the Principles of the Multicultural Act apply.

Revoking the 2022 Language Aide Policy will streamline service delivery, reduce administrative burden, and ensure consistent access to professional translation services for the community, while still complying with legislative requirements where applicable.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Promote community harmony and address discrimination. Support access and services for people with a disability.
Civic Leadership	Deliver services that are customer focused.
Legislative	There are a number of legislative considerations related to this proposal. That include provisions within: <ul style="list-style-type: none"> - Anti-Discrimination Act 1977 (NSW) - S8. of the NSW Local Government Act 1993 - Racial Discrimination Act 1975 - Workplace Health and Safety Act (NSW) 2011 - Multicultural NSW Act 2000
Risk	There is no risk associated with this report.

ATTACHMENTS

Nil

COM 04

**2168 Children's Parliament Presentation from
the Parliament Sitting 18 June 2025**

Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	297554.2025
Report By	Shaieste Heidari - Project Officer Stronger Children and Communities
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

This report is to inform Mayor and Councillors that members of 2168 Children's Parliament will be presenting at the upcoming Council meeting on 24 September to share their perspectives on several key issues affecting their lives and communities. Their voices reflect lived experiences and offer valuable insights into areas requiring attention and action.

Key issues identified by 2168 Children's Parliament members are in the following areas:

1. Road safety for Cartwright Public School
2. Challenges related to access to sports and recreation
3. Cost of living

The above three key issues were presented by 11 representatives from 2168 Children's Parliament at the Parliament sitting on Wednesday, 18 June.

Their advocacy voice highlights the importance of Council's ongoing commitment to listen, respond and act. Council Officer's will consider operational adjustments where appropriate and will explore advocacy pathways for matters requiring broader policy engagement.

RECOMMENDATION

That Council:

1. Receives and notes this report.

REPORT

Background

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

Each year, the Parliament recruits 44 children aged 9–12 years from eleven primary schools in the 2168 postcode area, along with Lurnea Primary School, and engages them through child-centred platforms. As one of Liverpool's most socio-economically disadvantaged and culturally diverse postcodes, the Parliament supports children and families in disadvantaged communities to actively participate in decision-making processes and community life.

In March each year, Parliamentarians conduct research and collect data from their peers on issues of concern within their local area. In 2025, 576 Year 5 and 6 students completed the survey. The findings inform the development of presentations delivered by Parliamentarians to a panel of Ambassadors at sittings held in June and November. The panel of Ambassadors includes representatives from:

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

This report informs the Mayor and Councillors that members of the 2168 Children's Parliament will present at the Council meeting on 24 September to share their perspectives on several key issues affecting their lives and communities. Their voices reflect lived experiences and provide valuable insights into areas requiring attention and action.

The key issues identified by members of the 2168 Children's Parliament are:

1. Road safety for Cartwright Public School;
2. Challenges related to access to sports and recreation; and
3. Cost of living.

These issues were presented by 11 representatives of the Parliament at the sitting held on Wednesday, 18 June.

Their advocacy highlights the importance of Council's ongoing commitment to listen, respond, and act. Council officers will consider operational adjustments where appropriate

Scope to Delivery

Council officers will further investigate how they can respond to children's concerns regarding access to sport and recreation through existing operational programs and staff resources. This may include program adjustments or targeted initiatives to improve participation opportunities.

Council officers will also explore ways to address road safety at Cartwright Public School through operational measures, minor infrastructure improvements, and collaboration with external stakeholders. Effective delivery may involve coordination across departments and engagement with community partners.

Regarding concerns about the cost of living, Council can contribute through advocacy, policy engagement, and partnerships with relevant state and federal agencies. While direct service delivery is limited, Council will use its voice to influence broader systemic change affecting children and families and will explore advocacy pathways for issues requiring wider policy attention.

FINANCIAL IMPLICATIONS

Financial implications to address children's concerns regarding access to sport and recreation, road safety at Cartwright Public School, and systemic issues such as the cost of living can largely be managed within existing operational programs and staff resources. Some road safety measures may require additional costs and will be considered as part of Council's planning and capital works program. Advocacy and policy engagement activities related to broader systemic issues are expected to be managed within current resources, with no direct financial impact anticipated.

CONSIDERATIONS

Economic	Deliver a high quality local road system including provision and maintenance of infrastructure and management of traffic issues.
Environment	There are no environmental and sustainability considerations.
Social	<p>Raise awareness in the community about the available services and facilities.</p> <p>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p> <p>Support access and services for people with a disability.</p> <p>Deliver high quality services for children and their families.</p>
Civic Leadership	<p>Foster neighbourhood pride and a sense of responsibility.</p> <p>Facilitate the development of community leaders.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Deliver services that are customer focused.</p>
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

Nil

COM 05**Election of Deputy Mayor**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	300303.2025
Report By	Justine Young - Acting Manager Civic and Executive Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

Section 231(1) of the *Local Government Act* 1993 (the Act) stipulates that Councillors can elect a person from among their numbers to be the Deputy Mayor.

The Act outlines that *the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor, or if the Mayor is prevented by illness, absence or otherwise from exercising the function, or if there is a casual vacancy in the office of Mayor* (section 231(3)).

Section 231(2) of the Act states that *“the person may be elected for the Mayoral term or a shorter period”*.

Traditionally for Liverpool, Deputy Mayor terms are for one year, with the election occurring annually in September.

This report recommends that Council proceeds with the election of the Deputy Mayor to be conducted by the Returning Officer (Chief Executive Officer) during its September Council meeting, for the term commencing October 2025 to September 2026.

RECOMMENDATION

That Council:

1. Determines the method of voting to be used for the election of Deputy Mayor; and
2. Once determined, the Returning Officer to conduct the election of the Deputy Mayor for the period of October 2025 – September 2026.

REPORT

Background

Section 231(1) of the *Local Government Act 1993* (the Act) stipulates that Councillors can elect a person from among their numbers to be the Deputy Mayor.

The Act outlines that *the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor, or if the Mayor is prevented by illness, absence or otherwise from exercising the function, or if there is a casual vacancy in the office of Mayor* (section 231(3)).

Section 231(2) of the Act states that *“the person may be elected for the Mayoral term or a shorter period”*.

Traditionally for Liverpool, Deputy Mayor terms are for one year, with the election occurring annually in September.

Election Process

In line with Schedule 7 Clause 1 of the *Local Government (General) Regulation 2021* (Regulation), the Returning Officer will be the Chief Executive Officer.

Schedule 7 Clause 2 of the Regulation provides for the following:

- Nominations for the Deputy Mayor must be in writing signed by at least two Councillors, one of whom may be the nominee;
- The nominee must consent in writing to the nomination; and
- Completed nomination forms must be delivered or emailed to the Returning Officer.

Attached to this report is a copy of the nomination form.

Council needs to resolve the method of voting to be used for the election of Deputy Mayor.

If only one Councillor is nominated, that Councillor is duly elected.

If more than one Councillor is nominated, Schedule 7 Clause 3(2) of the Regulation provides that Council is to resolve whether the election is to proceed by:

- Open voting (i.e. show of hands);
- Ordinary ballot (i.e. a secret ballot (place an “x” on the ballot paper against the name of the candidate of their choice); or
- Preferential ballot (i.e. place 1, 2, 3 etc on the ballot paper against each candidate).

Ballot papers will be available at the meeting if required.

If one or more Councillors are participating in the meeting online via Microsoft Teams, Council must resolve to conduct the election of Deputy Mayor-by open voting.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	Provide information about Council's services, roles and decision-making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Section 231 of the Local Government Act 1993 and Schedule 7 of the Local Government (General) Regulation 2021.
Risk	The risk is deemed to be low and considered to be within Council's risk appetite.

ATTACHMENTS

1. Nomination Form for Deputy Mayor



**NOMINATION FORM
ELECTION OF DEPUTY
MAYOR**

Local Government (General) Regulation 2021
Schedule 7, Clause 2 (2)

We, Councillor.....and Councillor

..... hereby nominate Councillor

..... for the Office of Deputy Mayor.

I, Councillorhereby accept / do not accept
the nomination for the Office of Deputy Mayor.

.....

Signed

.....

Dated

COM 06

**Suspension of AFZ Macquarie Mall for Primavera
Latin American Festival**

Strategic Objective	Healthy, Inclusive, Engaging Deliver great and exciting events and programs for our people and visitors
File Ref	302988.2025
Report By	Clara McGuirk - Manager Cultural Venues and Events
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

Primavera Latin American Festival, recently recognised at the *Latin American Australia Awards 2025*, is a major cultural celebration in Liverpool and a flagship event within Council's award-winning *Experience the World* campaign. The event is staged in the heart of the city at Macquarie Mall, Council's iconic festival site that has proven its ability to host high-profile cultural events with strong community participation.

This report recommends that Council endorse a temporary suspension of the existing Alcohol-Free Zone (AFZ) at Macquarie Mall exclusively during the festival's operating hours. The suspension would apply only within a clearly demarcated and fenced site, with bar operations strictly compliant with the *Liquor Act 2007* and delivered in close consultation with Liverpool Police Licensing.

Macquarie Mall is Council's premier festival site and the AFZ suspension is essential to allow the operation of a licensed bar within the controlled event footprint. Introducing a pop-up bar significantly enhances the visitor experience, encouraging longer stays, stronger engagement with performances and stalls, and greater economic benefit for surrounding businesses.

Council has an established track record of managing temporary bar activations safely and responsibly within festival settings, with strong regulatory compliance and community support. The proposed AFZ suspension is considered low-risk and proportionate and will directly contribute to Liverpool's reputation as a vibrant, inclusive, and economically active cultural hub.

RECOMMENDATION

That Council:

1. Endorse the temporary suspension of the AFZ within Macquarie Mall, for Primavera Latin American Festival operating hours of 5pm – 10pm on the weekend of 17-19 October in order to facilitate a pop-up bar at the event; and
2. Note that the AFZ will be suspended within a demarcated area, allowing Police to continue to enforce the AFZ outside this area.

REPORT

Alcohol Free Zones (AFZs) are implemented as an early intervention method to prevent the escalation of irresponsible street drinking. They provide a framework that helps maintain public safety by prohibiting the open consumption of alcohol in designated spaces.

Within a special-event context, alcohol consumption has proven effective when managed properly. Monitored alcohol sales and consumption can coexist with the goals of public safety, and major festivals across Liverpool – particularly those at Macquarie Mall and Bigge Park – have safely incorporated licensed activity. These events are central to Liverpool’s vibrant community life and nighttime economy.

Primavera Latin American Festival, recently recognised at the *Latin American Australia Awards 2025*, is staged in Macquarie Mall. The addition of a licensed pop-up bar at Primavera further enhances the visitor experience, encourages longer dwell times, and improves the festival’s tourism appeal by attracting more visitors who in turn support surrounding vendors.

To enable licensed activity at Macquarie Mall, temporary suspension of the AFZ is required. This suspension is sought strictly for the festival’s operating hours and only within a clearly demarcated and fenced site, ensuring Police can continue to enforce AFZ restrictions outside the event footprint. Both Council and the licensee will comply with requirements under the *Liquor Act 2007* and *Liquor Regulation 2018*, with oversight and consultation from Liverpool PAC.

Liverpool Police Area Command (PAC) Licensing has historically supported Council’s pop-up bar activations, acknowledging Council’s strong compliance processes and consistent consultation. PAC has endorsed previous events and expressed no concern regarding temporary AFZ suspensions during Council-run festivals, pending licensing approval.

Conditions and Consultation

Council provides Liverpool PAC with a calendar of events, highlighting any festivals featuring pop-up bars. Any changes or additions are communicated with sufficient notice to ensure licensing requirements are met.

Licensing requirements for Council-operated pop-up bars include:

- The procurement of an experience special-event licensee and bar management service;
- Site demarcation with perimeter fencing;
- Clear and visible entry conditions and licensee details;
- RSA-accredited security force relevant to spatial capacity (not exceeding 100 patrons at a time for a pop-up bar);
- Compliance with trading hours (10am – 12am);
- A Plan of Management, including an Alcohol Management Plan, submitted to Police with the licensing application at least four weeks prior to the event; and
- Service rules and limitations (e.g. purchasing limits, prohibition of shooters).

This temporary suspension will also comply with Section 645 of the *Local Government Act 1993*, with Council publishing a notice of suspension on its website and at designated sites at least 14 days prior.

The notice will include details of the licensed bar and its trading hours.

For Primavera Latin American Festival, this notice will be published from **1 October 2025**.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	Facilitate the development of new tourism based on local attractions, culture and creative industries.
Environment	There are no environmental and sustainability considerations.
Social	Provide cultural centers and activities for the enjoyment of the arts.

Civic Leadership	There are no civic leadership and governance considerations.
Legislative	<ul style="list-style-type: none"> • Liquor Act 2007 • Liquor Regulation 2018 • Local Government Act 1993 – Section 644A • Section 644A LG Act specifies how public consultation is to be conducted on a proposed alcohol-free zone, including that: <ul style="list-style-type: none"> a. notice should be published in a manner likely to bring it to the attention of members of the public in the area and contain specified information; b. a copy must be given to the officer in charge of the nearest police station and to holders of liquor licences for premise bordering on, adjoining or adjacent to the AFZ; c. a copy must be given to the Anti-Discrimination Board, if required by the ministerial guidelines, giving them 40 days to make representations; and d. Council must consider all representations and submissions • Local Government Act 1993 – Section 645 <p>(1) The council may, at the request of any person or body or of its own motion, suspend the operation of an alcohol-free zone by publishing notice of the suspension in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.</p> <p>(2) During the period indicated in such a notice as the period of suspension, the zone does not operate as an alcohol-free zone.</p> <p>(3) In like manner the council may at any time cancel the operation of an alcohol-free zone.</p>
Risk	Temporary suspension of the Alcohol-Free Zone is considered within Councils' risk appetite. The suspension will only occur during the above festival and within a pre-determined and contained area, and endorsed by Liverpool Police LAC.

ATTACHMENTS

Nil

COM 07

Office of Local Government - Model Code of Meeting Practice for local Council in NSW (Changes)

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	303400.2025
Report By	M'Leigh Brunetta - Manager Civic & Executive Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

The Office of Local Government (OLG) issued a Council Circular on 29 August 2025. The Circular advised that a new Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.

The new Model Meeting Code includes several changes that must be adopted by all NSW Councils by 31 December 2025.

To achieve this deadline, a draft Code of Meeting Practice that aligns to the Model Code has been prepared by Council and immediately placed on public exhibition. This is a requirement under section 361 of the Local Government Act 1993, before adopting a new Code, councils must first exhibit a draft code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Concurrently, a report was tabled at the September Governance meeting providing a summary of changes, and consultation commenced with Councillors to seek unput and feedback.

Liverpool City Council most recently adopted a new Code of Meeting Practice on 23 July 2025, in line with the legislative requirement to review and adopt a new Code within 12 months of a newly elected Council.

RECOMMENDATION

That Council:

1. Notes the OLG Council Circular 2025 Model Meeting Code issued 29 August 2025;

2. Notes the OLG has advised a new Model Meeting Code must be adopted by 31 December 2025 that incorporates the mandatory provisions;
3. Notes, that Council has placed the draft Code on public exhibition, per section 361 of the Local Government Act 1993, to achieve the December deadline, while concurrently commencing and conducting consultation with Councillors; and
4. Notes, a report and draft policy will come back to Council following consultation for final endorsement prior to the 31 December deadline.

REPORT

The Office of Local Government issued a Council Circular to Councils on 29 August 2025.

The new Model Meeting Code includes several changes that must be adopted by all NSW Councils by 31 December 2025.

Liverpool City Council most recently adopted a new Code of Meeting Practice on 23 July 2025, in line with the legislative requirement to review and adopt a new Code within 12 months of a newly elected Council.

The revised Council Circular stated,

Following extensive consultation, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised. The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) shortly.

The new 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au.

Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.

Councils must also livestream meetings of the council and committees comprising wholly of Councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council's website for the balance of the council term or for 12 months, whichever is the later date.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

Transitional provisions in the Regulation will provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Under section 361 of the Local Government Act 1993 (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Summary of key changes (as per OLG Circular):

Extraordinary meetings

- The Mayor may now call an extraordinary meeting without the need to obtain the signature of two Councillors.

Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all Councillors are present, even though due notice has not been given of the business, if the Council resolves to deal with the business on the grounds that it is urgent and requires a decision by the Council before the next scheduled ordinary meeting of the Council. The resolution must state the reasons for the urgency.
- If all Councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the Council before the next scheduled ordinary meeting.

Prohibition on pre-meeting briefing sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief Councillors on business listed on the agenda for meetings of the Council or Committees of the Council.
- The prohibition on briefing sessions does not prevent a Councillor from requesting information from the General Manager/CEO about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public forums

- The public forum provisions are now mandatory but leave it to Councils to determine whether to hold public forums before Council and Committee meetings.

- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that Councils can use if they choose to.
- Public forums must be livestreamed.

Councillors attendance at meetings by audio-visual link

- The provisions governing attendance by Councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where Councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

Absences from Council meetings

- Changes have been made to the provisions governing absences from meetings.
- Where Councillors are unable to attend one or more meetings of the Council or Committees of the Council, the new provisions encourage them to:
 - submit an apology for the meetings they are unable to attend;
 - state the reasons for their absence from the meetings; and
 - request that the Council grant them a leave of absence from the relevant meetings.
- Where a Councillor makes an apology, the Council must determine by resolution whether to grant the Councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a Councillor. To ensure accountability, if the Council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, Councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the Council's website for the balance of the Council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

New rules of etiquette at meetings

- Councils may determine standards of dress for Councillors when attending meetings.
- Where physically able to, Councillors and staff are encouraged to stand when the Mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to Councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.
- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, Councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a Council or a Council Committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the Council or a Council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent Councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the General Manager/CEO must publish business papers for items of business considered during meetings that have been closed to public on the Council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the General Manager/CEO must consult with the Council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each Council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by Councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

- contravening the Act, the Regulation, or the council's code of meeting practice,
- assaulting, or threatening to assault, another councillor or person present at the meeting,
- moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
- using offensive or disorderly words,
- making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
- imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
- saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a Councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the Councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - speaking at meetings without being invited to,
 - bringing flags, signs or protest symbols to meetings,
 - disrupting meetings, or making unauthorised recordings of meetings.
- The 2025 Model Meeting Code notes that failure by a Councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a Council, Councillor, employee of a Council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

Committees

- Meetings of committees of a Council whose membership comprises only of Councillors must be conducted in accordance with the Council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

The highlights of the changes were presented to the September Governance Committee for discussion and are now formally tabled for Council's consideration and endorsement.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	Promote community harmony and address discrimination.
Civic Leadership	Facilitate the development of community leaders. Provide information about Council's services, roles and decision-making processes. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993 (LGA), sections 360 - 364 Local Government (General) Regulation 2021 (LGGR), clause 182 and 232 Model Code of Meeting Practice for Local Councils in NSW 2025 The NSW Government has prescribed a model code of meeting practice pursuant to section 360 of the LGA and section 232 of the LGGR.
Risk	The risk is deemed to be medium, due to the 31 December 2025 deadline issued by OLG, to conduct adequate consultation with community and Councillors.

ATTACHMENTS

1. Office of Local Government Circular to Councils (29 August 2025)
2. 2025 Model Code of Meeting Practice for Councils in NSW
3. DRAFT Code of Meeting Practice Policy (on public exhibition)

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	2025 Model Meeting Code
Circular Details	Circular No 25-20 / 29 August 2025 / A975455
Previous Circular	<u><i>Council Circular 24-23 Consultation on reforms to council meeting practices</i></u>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- Following extensive consultation, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.
- The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) shortly.
- The new 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au.
- Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.
- Councils must also livestream meetings of the council and committees comprising wholly of councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council's website for the balance of the council term or for 12 months, whichever is the later date.
- More detailed information about the changes to council meeting practices made by the 2025 Model Meeting Code is provided in the FAQ attached to this circular and available



on the [Model Code of Meeting Practice for Local Councils in NSW](#) webpage on OLG's website.

What will this mean for council?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.
- Transitional provisions in the Regulation will provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.
- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Key points

- The 2025 Model Meeting Code has two elements:
 - mandatory provisions (indicated in black font), and
 - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.



Where to go for further information

- The 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website at www.olg.nsw.gov.au.
- More information about the 2025 Model Meeting Code and guidance on its adoption is provided in the FAQ attached to this circular and available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website.
- A webinar will be held in October to support councils in adopting the new Model Code of Meeting Practice. Notice will be provided to enable councils to register.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure



2025 Model Meeting Code - FAQ

Implementation of the 2025 Model Meeting Code

When must the 2025 Model Meeting Code be adopted?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

Can councils include supplementary provisions in their adopted code of meeting practice?

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

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**Are joint organisations and county councils required to adopt the 2025 Model Meeting Code?**

- Yes. The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.
- The provisions of the 2025 Model Meeting Code that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

What consultation must councils do before adopting a code of meeting practice?

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

What are the key changes?

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves

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to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

Prohibition on pre-meeting briefing sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public forums

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

Councillors' attendance at meetings by audio-visual link

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

Absences from council meetings

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
 - submit an apology for the meetings they are unable to attend,
 - state the reasons for their absence from the meetings, and

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- request that the council grant them a leave of absence from the relevant meetings.
- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

New rules of etiquette at meetings

- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

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- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

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- contravening the Act, the Regulation, or the council's code of meeting practice,
- assaulting, or threatening to assault, another councillor or person present at the meeting,
- moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
- using offensive or disorderly words,
- making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
- imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
- saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - speaking at meetings without being invited to,
 - bringing flags, signs or protest symbols to meetings,
 - disrupting meetings,
 - making unauthorised recordings of meetings.
- The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

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**Committees**

- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

Department of Planning,
Housing and Infrastructure
Office of Local Government



The model code of meeting practice for local councils in NSW

August 2025

olg.nsw.gov.au

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1 Introduction

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.

In adopting the Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

2 Meeting principles

2.1 Council and committee meetings should be:

<i>Transparent:</i>	Decisions are made in a way that is open and accountable.
<i>Informed:</i>	Decisions are made based on relevant, quality information.
<i>Inclusive:</i>	Decisions respect the diverse needs and interests of the local community.
<i>Principled:</i>	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
<i>Trusted:</i>	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
<i>Effective:</i>	Meetings are well organised, effectively run and skilfully chaired.
<i>Orderly:</i>	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 Before the meeting

Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each time in a different quarter of the year.

Note: Under clause 13 of Schedule 11 of the Act, councils that have been designated as a rural and remote council under the Regulation are required to meet at least four (4) times each year, each time in a different quarter of the year.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted within such reasonable time before the meeting is to be held as determined by the council.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note:** Clause 3.19 reflects section 9(2A)(a) of the Act.
- 3.20 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.
- Note:** Clause 3.21 reflects section 9(2) and (4) of the Act.
- 3.22 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.
- Note:** Clause 3.22 reflects section 9(2A)(b) of the Act.
- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.
- Note:** Clause 3.23 reflects section 9(3) of the Act.
- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.
- Note:** Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- Note:** The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.
- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 Public forums

- 4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.

5 Coming together

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 The council may determine standards of dress for councillors when attending meetings.

- 5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.4 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.4 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.4 and omit clause 5.3. Councils must not adopt clause 5.4.

- 5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

- 5.8 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:

- a. at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- b. within half an hour after the time designated for the holding of the meeting, or
- c. at any time during the meeting.

- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:

- a. by the chairperson, or
- b. in the chairperson's absence, by the majority of the councillors present, or
- c. failing that, by the general manager.

- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.24 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.
- 5.26 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

- 5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.31 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.32 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.
- Note:** Clause 5.32 reflects section 10(1) of the Act.
- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- by a resolution of the meeting, or
 - by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.34 reflects section 10(2) of the Act.

- 5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Livestreaming of meetings

- 5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.37 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- a. the meeting is being recorded and made publicly available on the council's website, and
 - b. persons attending the meeting should refrain from making any defamatory statements.
- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.
- 5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.40 Clauses 5.36-5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- Note:** Clauses 5.36-5.40 reflect section 236 of the Regulation.
- 5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.
- Note:** Joint organisations are not required to livestream their meetings but may choose to do so by adopting clauses 5.36-5.40. Joint organisations that choose not to livestream their meetings may omit clauses 5.36-5.40.

Attendance of the general manager and other staff at meetings

- 5.42 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
- Note:** Clause 5.42 reflects section 376(1) of the Act.
- 5.43 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note:** Clause 5.43 reflects section 376(2) of the Act.
- 5.44 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
- Note:** Clause 5.44 reflects section 376(3) of the Act.
- 5.45 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

6 The chairperson

The chairperson at meetings

- 6.1** The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2** If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3** If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4** The election of a chairperson must be conducted:

- a. by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- b. by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5** If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6** For the purposes of clause 6.5, the person conducting the election must:

- a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7** The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8** Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9** When the chairperson rises or speaks during a meeting of the council:

- a. any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- b. every councillor present must be silent to enable the chairperson to be heard without interruption.

7 Modes of address

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the mayor or deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 Order of business for ordinary council meetings

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- Note:** If adopted, Part 13 allows council to deal with items of business by exception.
- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 Consideration of business at council meetings

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:**
- a. unless a councillor has given notice of the business, as required by clause 3.10, and
 - b. unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:**
- a. is already before, or directly relates to, a matter that is already before the council, or
 - b. is the election of a chairperson to preside at the meeting, or
 - c. is a matter or topic put to the meeting by way of a mayoral minute, or
 - d. is a motion for the adoption of recommendations of a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.**
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.**
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.**
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.**

Mayoral minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.**
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.**
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.**

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.**

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must ask questions directly, succinctly, and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 Rules of debate

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- a. any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - b. the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:
 - a. if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - b. if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

Participation by non-voting representatives in joint organisation board meetings

- 10.26 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.26. Councils must not adopt clause 10.26.

11 Voting

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

Note: If clause 11.11 is adopted, clauses 11.6–11.9 and clause 11.15 may be omitted.

Voting on planning decisions

- 11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 Committee of the whole

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15–10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 Dealing with items by exception

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 Closure of council meetings to the public

Grounds on which meetings can be closed to the public

- 14.1** The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- a. personnel matters concerning particular individuals (other than councillors),
 - b. the personal hardship of any resident or ratepayer,
 - c. information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - d. commercial information of a confidential nature that would, if disclosed:
 - i. prejudice the commercial position of the person who supplied it, or
 - ii. confer a commercial advantage on a competitor of the council, or
 - iii. reveal a trade secret,
 - e. information that would, if disclosed, prejudice the maintenance of law,
 - f. matters affecting the security of the council, councillors, council staff or council property,
 - g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - h. information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - i. alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2** The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- a. except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- b. if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- a. are substantial issues relating to a matter in which the council or committee is involved, and
- b. are clearly identified in the advice,
- c. are fully discussed in that advice, and
- d. are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- a. a person may misinterpret or misunderstand the discussion, or
- b. the discussion of the matter may:
 - i. cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - ii. cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:
- a. it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - b. the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - i. should not be deferred (because of the urgency of the matter), and
 - ii. should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

Expulsion of non-councillors from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

- 14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16** The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- a. the relevant provision of section 10A(2) of the Act,
 - b. the matter that is to be discussed during the closed part of the meeting,
 - c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17** If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18** Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19** The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20** The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 Keeping order at meetings

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- a. contravenes the Act, the Regulation or this code, or
- b. assaults or threatens to assault another councillor or person present at the meeting, or
- c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- d. uses offensive or disorderly words, or
- e. makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- f. imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
- g. says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 The chairperson may require a councillor:

- a. to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- b. to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- c. to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f), or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.15 or clause 15.16.

15.17 Clause [15.15/15.16] ~~[delete whichever is not applicable]~~, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.18 reflects section 233(2) of the Regulation.

15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.20 Members of the public attending a meeting of the council:

- a. must remain silent during the meeting unless invited by the chairperson to speak,
- b. must not bring flags, signs or protest symbols to the meeting, and
- c. must not disrupt the meeting.

15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.

15.22 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.23 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.24 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.25 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent

during meetings of the council and committees of the council.

- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 Conflicts of interest

- 16.1 All councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 Decisions of the council

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 1 day after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.
- Note:** Clause 17.11 reflects section 372(6) of the Act.
- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
 - the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- to correct any error, ambiguity or imprecision in the council's resolution, or
 - to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 Time limits on council meetings

- 18.1** Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine.
- 18.2** If the business of the meeting is unfinished at the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:
- a. defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - b. adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.3** Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4** Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:
- a. individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - b. publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 After the meeting

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- a. the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- b. details of each motion moved at a council meeting and of any amendments moved to it,
- c. the names of the mover and seconder of the motion or amendment,
- d. whether the motion or amendment was passed or lost, and
- e. such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 Council committees

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- a. such number of members as the council decides, or
- b. if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- a. the time, date and place of the meeting, and
- b. the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- a. to give notice of business for inclusion in the agenda for the meeting, or
- b. to move or second a motion at the meeting, or
- c. to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.9 The chairperson of each committee of the council must be:
- the mayor, or
 - if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - if the council does not elect such a member, a member of the committee elected by the committee.
- 20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.
- 20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.
- 20.15 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.
- Note:** Clause 20.15 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.15 and omit clause 20.14. Councils must not adopt clause 20.15.
- 20.16 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral minutes

- 20.17 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.21 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

- 20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

- 20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - details of each motion moved at a meeting and of any amendments moved to it,
 - the names of the mover and seconder of the motion or amendment,
 - whether the motion or amendment was passed or lost, and
 - such other matters specifically required under this code.
- 20.25 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 Irregularities

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- a. a vacancy in a civic office, or
- b. a failure to give notice of the meeting to any councillor or committee member, or
- c. any defect in the election or appointment of a councillor or committee member, or
- d. a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- e. a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 Definitions

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June



CODE OF MEETING PRACTICE POLICY

Adopted: TBC

Trim TBC



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CODE OF MEETING PRACTICE POLICY

DIRECTORATE: Corporate Services

BUSINESS UNIT: Civic & Executive Services

1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The Chief Executive Officer must send to each councillor, at least **three (3) days** before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than **three (3) days** may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be submitted in writing by close of business **nine (9) business days** (not including the day of the meeting) before the meeting is held. Where a notice of motion is received to Council after the deadline, it will be put forward to the next ordinary meeting.
- 3.11 A councillor may, in writing to the Chief Executive Officer, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11a *If the Chief Executive Officer considers that a notice of motion submitted has legal, strategic, financial or policy implications which should be taken into consideration at the meeting, Council may prepare a report in the business papers for the meeting at which the notice of motion is to be considered.*
- 3.11b *A notice of motion for the expenditure or commitment of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure. If the notice of motion does not identify a funding source, a report back to Council is required to identify suitable funding or the matter be deferred.*

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the Chief Executive Officer about the performance or operations of the council.

- 3.12a *If the question with notice is not submitted in accordance with clause 3.10, or cannot be addressed, it will be put forward to the next ordinary meeting.*
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The Chief Executive Officer or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The Chief Executive Officer must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The Chief Executive Officer must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.
- 3.18 The Chief Executive Officer must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the Chief Executive Officer, the business is, or the implementation of the business would be, unlawful. The Chief Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Chief Executive Officer, is likely to take place when the meeting is closed to the public, the Chief Executive Officer must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.19 reflects section 9(2A)(a) of the Act.

- 3.20 The Chief Executive Officer must ensure that the details of any item of business which, in the opinion of the Chief Executive Officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the Chief Executive Officer about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum at each meeting of council for the purpose of hearing oral submissions from members of the public on items of business (on the agenda) to be considered at the meeting.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.2a *To speak at a public forum, an application must be submitted to council by **12pm, two (2) full business days** before the Council meeting. It must stipulate the agenda business item and if they wish to speak 'for' or 'against' the item.*
- 4.2b *A person may apply to speak on no more than **two (2) items** of business on the agenda of any council meeting.*

- 4.2c *Legal representation acting on behalf of others must identify their status as a legal representation when applying to speak at the public forum.*
- 4.2d *The Council may refuse an application to speak at a public forum. If so, Council should give reasons for a decision to refuse an application.*
- 4.2e *Only **one (1)** speaker is permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.*
- 4.2f *If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, council may request the speaker/s to nominate the person/s who are to address the council. If the speakers cannot agree on whom to nominate, council is to determine who will address the public forum.*
- 4.2g *If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, council may increase the number of speakers permitted to speak, where they are satisfied that it is necessary to do so to allow the council to hear a range of views on the relevant item of business.*
- 4.2h *Speakers at the public forum are to advise council any written, visual or audio material to be presented in support of their address by **12pm, two (2) full business days** before the public forum. Council may refuse to allow such material to be presented.*
- 4.2i *Council does not permit the use of external USB or hard drives to share or present documents as per council policy.*
- 4.2j *Each speaker will be allowed **three (3) minutes** to address the council. The Chairperson may resolve to grant an extension time of a maximum of three (3) minutes.*
- 4.2k *Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on.*
- 4.2l *A question may be asked to the speaker following their address through the chairperson. Answers by the speaker, to each question are to be limited to **two (2) minutes**. Speakers at public forums cannot ask questions of the council, councillors, or council staff.*
- 4.2m *Speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Where a speaker engages in a breach, Council may refuse further public forum applications.*
- 4.3 *The provisions of this code requiring the livestreaming of meetings also apply to public forums.*

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 *All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.*

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 The council may determine standards of dress for councillors when attending meetings.
Councillors are required to wear suitable business/corporate attire when attending meetings of the council.
- 5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.4 NA – reference joint organisation
- 5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.
- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.
- 5.8 A councillor's civic office will become vacant if the councillor is absent from **three (3) consecutive ordinary** meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the Chief Executive Officer.
- 5.13 The Chief Executive Officer must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the Chief Executive Officer and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the Chief Executive Officer and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the Chief Executive Officer must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the Chief Executive Officer is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the Chief Executive Officer prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.24 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by

a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.

- 5.26 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.31 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.32 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.32 reflects section 10(1) of the Act.

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.34 reflects section 10(2) of the Act.

- 5.35 On the adoption of this code, council authorises the person presiding at a meeting to exercise a power of expulsion.

Note: Clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting.

Livestreaming of meetings

- 5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.37 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.
- 5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.40 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.36 – 5.40 reflect section 236 of the Regulation.

- 5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the Chief Executive Officer and other staff at meetings

- 5.42 The Chief Executive Officer is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.42 reflects section 376(1) of the Act.

- 5.43 The Chief Executive Officer is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.43 reflects section 376(2) of the Act.

- 5.44 The Chief Executive Officer may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the

standard of performance of the Chief Executive Officer or the terms of employment of the Chief Executive Officer.

Note: Clause 5.44 reflects section 376(3) of the Act.

- 5.45 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the Chief Executive Officer in consultation with the mayor.

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the Chief Executive Officer or, in their absence, an employee of the council designated by the Chief Executive Officer to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the Chief Executive Officer nor a designated employee is present at the meeting, or if there is no Chief Executive Officer or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be

the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the mayor or deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 The general order of business for a meeting of the council shall be:
- 01 Opening meeting
 - (a) Webcasting announcement
 - (b) General recording of meeting announcement
 - 02 Acknowledgement/s
 - 03 Prayer of Council
 - 04 Australian National Anthem
 - 05 Apologies and applications for a leave of absence or attendance by audio-visual link

- 06 Confirmation of minutes (previous meeting)
- 07 Declarations of interests
- 08 Public forum
- 09 Petitions
- 10 Mayoral minute(s)
- 11 Notices of motion/Questions with notice
- 12 Rescission motions
- 13 Reports to council
- 14 Reports of committees
- 15 Confidential matters
- 16 Conclusion of the meeting

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows council to deal with items of business by exception.

- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) is a matter or topic put to the meeting by way of a mayoral minute, or

(d) is a motion for the adoption of recommendations of a committee of the council.

- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9a *Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the recommendation if adopted.*

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.11a *Recommendations of a committee, if adopted, can not require expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan.*
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.13a *Where the question will utilise more than four hours of staff time or incur in **excess of \$500 in external costs**, as determined by the relevant area Director, the Councillor will be invited to submit the matter to Council for determination, in the form of a notice of motion. The Councillor is to be advised if such a question falls within these categories as soon as practicable after the meeting, to allow them the opportunity to submit a Notice of Motion on the matter to the next meeting should they wish.*
The exception to this is if the question relates to an item that Council subsequently resolves to defer and that question taken on notice directly will assist Council forming a view or determination when that item is re-considered.
- 9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the Chief Executive Officer about a matter on the agenda. The Chief Executive Officer may request another council employee to answer the question.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must ask questions directly, succinctly, and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.5a *A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the CHIEF EXECUTIVE OFFICER on the availability of funds for implementing the motion if adopted.*
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter

being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and **for longer than five (5) minutes** on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:
 - (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.

- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the Chief Executive Officer must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Voting on planning decisions

- 11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.14 The Chief Executive Officer must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

- 12.3 The Chief Executive Officer or, in the absence of the Chief Executive Officer, an employee of the council designated by the Chief Executive Officer, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice,
 - (c) are fully discussed in that advice, and
 - (d) are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.**Notice of likelihood of closure not required in urgent cases**

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

Expulsion of non-councillors from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

- 14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The Chief Executive Officer must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20 The Chief Executive Officer must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) uses offensive or disorderly words, or
 - (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
 - (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or

- (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.16 NA

Note: Councils may use either clause 15.15 or clause 15.16.

15.17 Clause 15.15, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.18 reflects section 233(2) of the Regulation.

15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.20 Members of the public attending a meeting of the council:

- (a) must remain silent during the meeting unless invited by the chairperson to speak,
- (b) must not bring flags, signs or protest symbols to the meeting, and
- (c) must not disrupt the meeting.

15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.

15.22 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.23 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.24 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.25 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person

authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the Chief Executive Officer **no later than 3 days after the meeting** at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
 - (b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak

to the motion before it is put.

- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than **11.00pm without an extension**. Meetings are to be a maximum duration of **five (5) hours**.
- 18.2 If the business of the meeting is unfinished after **five (5) hours** since its commencement, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the Chief Executive Officer must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the Chief Executive Officer is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the Chief Executive Officer must ensure that the following matters are recorded in the council's minutes:
- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a council meeting and of any

- amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The Chief Executive Officer is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The Chief Executive Officer must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

- 20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or

- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.9 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.

20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.

20.15 NA – refers to Joint organisations.

20.16 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral minutes

20.17 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of

meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.21 The Chief Executive Officer must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The Chief Executive Officer must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

- 20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

- 20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.25 NA
- 20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code

this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June

23. REQUEST TO ADDRESS A COUNCIL MEETING FORM



HOW TO SUBMIT YOUR REQUEST

Request to Address a Council Meeting Form to be submitted to Council by **12 pm, two (2) full business days** prior to the Council meeting.

WHO CAN SPEAK AT A COUNCIL MEETING?

Members of the public are invited to attend Council meetings and may seek permission to speak on matters that are only included in the agenda of the meeting.

Each speaker must provide their name and can speak for **3 minutes**. Council will allow a maximum of **five (5)** speakers in each Council meeting public.

Council will accept only **one 'for' and one 'against'** on any item of business. If several speakers are registered to speak on the same topic, speakers may be approached by Council to consider a combined submission.

Public forum submissions that have been raised previously within the last 12 months will not be accepted unless there is new information to present.

In accordance with the Code of Meeting Practice, public forums will be broadcast via livestream on Council's webpage and included in the subsequent audio-visual recording of this meeting. Speaker names will be recorded in the meeting minutes.

HOW SHOULD A SPEAKER ADDRESS A COUNCIL MEETING?

Speakers are required to comply with Council's *Code of Meeting Practice* made under *Local Government Act 1993* and in accordance with the *Local Government (General) Regulation 2021*.

The *Code of Meeting Practice* is available at www.liverpool.nsw.gov.au

Council Meeting Date: _____

Complete the fields below if you wish to address Council on an item listed on the Council Agenda:

Item Number on Agenda: _____

Item Name (as per Agenda): _____

Are you speaking for or against the recommendation? ☐ FOR ☐ AGAINST

Have you addressed Council previously in relation to this matter? ☐ YES ☐ NO

Speaker's Name: _____

Organisation/entity Name: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____

Email: _____

Do you have a presentation or documents that would like to be shared during your address? ☐ YES ☐ NO

☐ Upload documents (must be provided at the time of your submission)

Acknowledgement

☐ If I am permitted to speak at a Council meeting, I acknowledge that Public Forums are broadcast by live stream on council's webpage and included in the subsequent audio-visual recording of this meeting. Speaker name/s will be recorded in the minutes of that meeting. I agree I must comply with Council's *Code of Meeting Practice*.

Signature: _____ Date: _____

PRIVACY NOTE: Council will collect and hold the personal information contained in this form for the purpose of considering your request. The intended recipients of the personal information are officers within Council. The supply of personal information by you is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application. You may make an application for access or amendments to your personal information held by Council under the Privacy and Personal Information Protection Act 1998 (PPIP Act) or the Government Information (Public Access) Act 2009 (GIPA Act). You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act

NOTICE OF LIVE STREAMING: In the interests of transparency and open government, Liverpool City Council will live stream all Council meetings. Live streaming allows the community to view proceedings via the Council website, without the need to physically attend Council meetings. This gives the community greater access to Council decisions and debate and eliminates geographic barriers preventing the public from attending meetings. Members of the public speaking at a Council meetings agree to be recorded and must ensure their address to the Council is respectful and appropriate. A person who uses defamatory, discriminatory or offensive language may be exposed to liability for which Council takes no responsibility. Any part of the meeting that is held in closed session will not be recorded.

Information provided to Council in correspondence, submissions or requests, including your personal information, may be made publicly available, including on Council's website, under the GIPA Act. Please notify us if you object to the disclosure of your personal information.



AUTHORISED BY

Council

EFFECTIVE FROM

TBC

DEPARTMENT RESPONSIBLE

Civic and Executive Services

REVIEW DATE

4 years

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Chief Executive Officer
 Executive Leadership Team
 Governance and Legal
 Office of Local Government

VERSIONS

Version	Amended by	Date	Key Changes
1	Council	27 October 1993	
2	Council	8 August 1994	Following amendments to the <i>Local Government Act & Regulations</i> on 1 July 1994
3	Council	22 January 1996	Following amendments to the <i>Local Government Act and Regulations</i> on 10 November 1995
4	Council	10 March 1997	Following amendment to the <i>Local (Meetings) Regulation</i> on 6 December 1996
5	Council	13 December 1997	Following a review of the Code, and in anticipation of the <i>Local Government (Open Meetings) Act 1998</i>
6	Council	14 September 1998	Following a review of the Code and in line with amendments to the <i>Local Government (Open Meetings) Act 1998</i> and <i>Local Government (Meetings) Regulation 1993</i>
7	Council	16 November 2000	Following a review of the entire Code
8	Council	12 February 2001	Question without Notice by Councillor Waller
9	Council	9 April 2001	<i>Local Government Amendment Act 2000</i>
10	Council	9 September 2002	In accordance with the <i>Local Government (Miscellaneous) Act No 40</i>
11	Council	25 August 2003	Following a review of the Code
12	Council	26 September 2005	Following a review of the Code
13	Council	16 July 2007	Following a review of the Code
14	Council	07 October 2008	Following a review of the Code
15	Council	23 February 2009	Specifically to Clause 26 (2)(b) to reflect the increases to the notice period for making representations on Council agenda items by one hour.
16	Council	14 September 2009	To reflect a Council decision to remove reference to WSROC and WESTPOOL from Clause 69
17	Council	15 February 2010	Following a review of the Code in accordance with Meetings Practice Note No 16 issued by the Division of Local Government in August 2009
18	Council	27 June 2011	Following a review of the Code
19	Council	19 December 2011	Reflecting a Council decision to extend time limits for speakers in the Public Forum of Council
20	Council	28 November 2012	Following a review of the Code
21	Council	6 February 2013	Following a review of the Code

22	CHIEF EXECUTIVE OFFICER	7 May 2013	The CHIEF EXECUTIVE OFFICER pursuant to clause 75 of the Code regarding Division of Local Government Circular, The Closure of Council Meetings to the Public, April 2013
23	Council	29 May 2013	Following a review of the Code
24	Chief Executive Officer	9 July 2013	Chief Executive Officer pursuant to clause 75 of the Code to reflect changes in Council's organisational structure
25	Council	31 July 2013	Following a review of the Code
26	Council	12 March 2014	Reflecting a Council decision on 26 February 2014 to clarify notice periods and minor changes in handling speaker requests
27	Council	20 June 2014	Following a review of the Code and a minor amendment to Clause 21.7 by Council resolution
28	Council	26 May 2015	Following a review of the Code and a minor amendment to Clause 5.2 by Council resolution
29	Council	25 November 2015	Minor amendment – note added to clause 5.2
30	Council	29 June 2016	Amendments to clause 18 - Mayoral minutes
31	Council	23 November 2016	Minor amendment to clause 20 – Order of Business
32	Council	27 September 2017	Minor amendment to clause 20- Order of Business
33	Council	30 May 2018	Minor amendment – addition of clause 77
34	Council	29 May 2019	Following a review of the entire Code
35	Council	25 September 2019	Amendment made following adopted NoM regarding webcasting being made available for one year.
36	Council	25 May 2022	Following a review of the Code.
37	Council	26 October 2022	Minor amendments – Clause 9.20 added and a note added to the end of Clause 19.2
38	Council	16 October 2024	Council Resolution October 2024, review of Code including external review for compliance.
39	Council	23 July 2025	Council Resolution October 2024 and legislative requirement to review within 12 months of newly formed Council. Alignment to OLG Model Code.
40	Council	TBC	OLG issued new Model Code 2025 in September 2025, to be endorsed by 31 December 2025

REFERENCE

Model Code of Meeting Practice 2025

RELATED REFERENCES

Code of Conduct Policy
 Councillor and Staff Interaction Policy
 Civic Expenses and Facilities Policy
 Conflict of Interest Policy
 Dignity and Respect in the Workplace Policy
 Fraud and Corruption Prevention Policy
 Legal Services Policy
 Media Policy
 Work Health and Safety Policy

COM 08

**Council Grants Donations and Sponsorship
Report**

Strategic Objective	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
File Ref	305162.2025
Report By	Javeria Hoda - Community Development Worker Funding & Support
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

Council is committed to building strong and resilient communities in the Liverpool Local Government Area (LGA) and maximising social wellbeing. Council helps achieve these goals by providing financial support through grants and sponsorships to develop leadership skills, increase participation in community activities and address identified social issues.

This report provides a recommendation for endorsement of funding totalling **\$29,900** from the Community Grants, Matching Grants, and Community Sponsorship Program.

RECOMMENDATION

That Council:

1. Endorses the funding recommendation of **\$4,900** (GST exclusive) under the **Community Grant Program** for the following project:

Applicant	Project	Recommended
UniSocial Australia (Universal Church of the Kingdom of God Limited)	3v3 Liverpool Basketball Tournament & Lunch	\$4,900

2. Endorses the funding recommendation of **\$10,000** (GST exclusive) under the **Matching Grants Program** for the following project:

Applicant	Project	Recommended
St George and Prince Theodore Coptic Orthodox Church	St George Community Open Day	\$10,000

3. Endorses the funding recommendation of **\$15,000** (GST exclusive) under the **Community Sponsorship** for the following projects:

Applicant	Project	Recommended
Made in the West CREATIVE	Made in the West Film Festival 2025	\$10,000
Walking Football NSW	FREE Introduction and Development of WalkSoccer for Seniors, including those withdrawn, lonely, or isolated	\$5,000

REPORT

Community Grants Program

The Community Grants Program received one application which met the eligibility criteria and is recommended for funding as follows:

Applicant	UniSocial Australia (Universal Church of the Kingdom of God Limited)		
Project	3v3 Liverpool Basketball Tournament & Lunch		
Amount Requested	\$4,900	Total Project Cost	\$5,000
Location	153 Northumberland St, Liverpool NSW 2170	Date	19 October 2025
About the Applicant	Unisocial is the community outreach arm of the UCKG Help Centre, dedicated to supporting people from all walks of life through practical care and compassion. Their programs include youth mentoring and workshops, food relief, elderly care, hospital visitation, and support for incarcerated individuals and their families. Unisocial actively supports the Liverpool community by responding to the needs of the community and promoting social inclusion.		
Description	Objectives: The 3v3 Liverpool Basketball Tournament & Lunch is a youth-focused initiative that proposes a basketball competition combined with mental health workshops,		

	<p>food, music, and inclusive activities for young people aged 13–25 across the Liverpool LGA. The event aims to:</p> <ul style="list-style-type: none"> • Promote mental health awareness and connect youth with local support services and resources; and • Encourage social inclusion, self-esteem, and personal development through sport, cultural celebration, and positive community engagement in a safe and welcoming environment. <p>Outcomes:</p> <ul style="list-style-type: none"> • Increase youth engagement and participation in social activities through inclusive basketball competitions and community events; • Improve the mental and physical wellbeing of young people by providing access to sport, mental health workshops, and support services; and • Foster a stronger sense of social wellbeing and belonging among vulnerable and disengaged youth through positive, community-based experiences.
Funding Allocation	<p>Grant funding of \$4,900 will be allocated as follows:</p> <ul style="list-style-type: none"> • \$974 towards court hire and competition equipment • \$1,254 towards marketing, event promotion and program coordination • \$600 towards referees • \$1000 towards competition prizes • \$1,072 towards catering
Beneficiaries	<ul style="list-style-type: none"> • 350+ youth participants, young families, and local youth networks.
Assessment	<p>Recommended Funding - \$4,900</p> <p>The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging. Objective 4 - Visionary, Leading, Responsible</i>, and meets the Sustainable Environment funding priority <i>Waste Minimisation, Sustainable Water Use, Environmental Improvement, Sustainable Living</i>.</p> <p>Expected Community Grants program outcomes 7.4.1 b), c), d), e) and f).</p>

Matching Grants Program

The Community Sponsorship Grants Program received one application which met the eligibility criteria and is recommended for funding as follows:

Applicant	St George and Prince Theodore Coptic Orthodox Church		
Project	St George Community Open Day		
Amount Requested	\$10,000	Total Project Cost	\$20,000
Location	George & Prince Theodore Coptic Orthodox Church	Date	16 November 2025

	41 Kennedy Street Liverpool NSW 2170		
About the Applicant	St George & Prince Theodore Coptic Orthodox Church, located in Liverpool, was established in 2001 to serve the growing Coptic community in the area. Today, the church supports over 200 families and contributes to the wider community by providing warm meals and beverages to Liverpool's homeless community every fortnight.		
Description	<p>Objectives: The St George & Prince Theodore Coptic Orthodox Church Community Fete is a family-friendly event that brings together Liverpool's diverse community through food, rides, and cultural activities. Hosted on the church grounds and adjoining parklands, the event provides a welcoming space for families and individuals to connect, celebrate, and enjoy a day of inclusion and community spirit. The event aims to:</p> <ul style="list-style-type: none"> • Foster social inclusion and community belonging by creating a welcoming environment for people of all backgrounds, particularly those who may be socially isolated or newly settled in Liverpool; • Provide accessible and affordable family recreation through free and low-cost activities, food, and entertainment that support community wellbeing; and • Celebrate Liverpool's cultural diversity by offering a space where people from different nationalities and life experiences can come together, share, and strengthen social connections. <p>Outcomes:</p> <ul style="list-style-type: none"> • The event will strengthen community connections by bringing together people from diverse cultural and social backgrounds in a safe, inclusive, and welcoming environment; • Families and individuals, including those experiencing financial hardship, will have access to free and affordable recreational activities that promote wellbeing and social participation; and • The event will foster a greater sense of belonging and inclusion within the Liverpool LGA, helping to reduce social isolation and support positive mental health outcomes. 		
Funding Allocation	Grant funding of \$10,000 will be allocated towards amusement rides and entertainment for visitors and young families.		
Beneficiaries	<ul style="list-style-type: none"> • Liverpool community, young families and vulnerable residents seeking support. 		
Assessment	<p>Recommended Funding - \$10,000 The project aligns with the Community Strategic Plan <i>Objective 1 - Healthy, Inclusive, Engaging. Objective 4 - Visionary, Leading, Responsible</i>, and meets Expected Matching Grants outcomes 7.6.2 a), b) and f).</p>		

Community Sponsorship Program

The Community Sponsorship Grants Program received two applications which met the eligibility criteria and are recommended for funding as follows:

Applicant	Made in the West CREATIVE		
Project	Made in the West Film Festival 2025		
Amount Requested	\$10,000	Total Project Cost	\$112,000
Location	Event Cinemas Liverpool Rooftop Level Westfield Shopping Centre, Macquarie St, Liverpool NSW 2170	Date	22 November 2025
About the Applicant	Made in the West Creative is a Western Sydney–based social enterprise and creative production agency dedicated to amplifying underrepresented voices and fostering an inclusive screen industry. Since 2018, they have hosted the Made in the West Film Festival in Liverpool, which has grown into the region’s premier short film event. Alongside the festival, the organisation delivers industry pathways, professional development programs, and screen content services that support employment, skills development, and cultural connection across Western Sydney.		
Description	<p>Objectives:</p> <p>The Made in the West Film Festival is Western Sydney’s premier red-carpet short film celebration, dedicated to showcasing authentic stories from one of Australia’s most culturally diverse regions. In 2025, the festival will expand from a one-night gala into a multi-day hybrid program, cementing Liverpool’s place as a cultural hub and ensuring equitable access for local audiences. The expanded festival aims to:</p> <ul style="list-style-type: none"> • Showcase authentic Western Sydney voices and stories by providing a high-profile platform for filmmakers, ensuring diverse representation and community pride; • Position Liverpool as a cultural destination by attracting filmmakers, industry professionals, and audiences, driving visitation and stimulating the local economy; and • Expand access and inclusion through free online screenings and diverse programming that enables local residents to engage with the festival both in-person and from home. 		

	Outcomes: <ul style="list-style-type: none"> The festival will bring measurable cultural and economic benefits to Liverpool by drawing audiences, filmmakers, and visitors into the city and supporting local businesses; It will create opportunities for the community to participate in film screenings and events, both in person and online, ensuring access for people of all ages and backgrounds; and The program will promote Liverpool's reputation as a vibrant, creative, and welcoming city, positioning it as the cultural heart of Western Sydney.
Funding Allocation	Grant funding of \$10,000 will be allocated as follows: <ul style="list-style-type: none"> \$3,210 towards event supplies \$6,790 towards venue and pop-up film screening
Beneficiaries	<ul style="list-style-type: none"> 5000 attendees, local artists and film makers, and broader film making community.
Assessment	Recommended Funding - \$10,000 The project aligns with the Community Strategic Plan <i>Direction 1 - Healthy, Inclusive, Engaging, and Direction 3 - Evolving, Prosperous, Innovative.</i> Expected Community Sponsorship outcomes 7.7.1 a) b) c) d) and e).

Applicant	Walking Football NSW		
Project	FREE Introduction and Development of WalkSoccer for Seniors, including those withdrawn, lonely, or isolated.		
Amount Requested	\$5,000	Total Project Cost	\$5,000
Location	Phillip Park, Lurnea NSW 2170	Date	1 September 2025
About the Applicant	Walking Football NSW (trading as WalkSoccer NSW) is a not-for-profit organisation that provides opportunities for women over 40 and men over 50 to participate in walking soccer in a safe, non-contact, and socially relaxed environment. The program promotes fun, fitness, and community connection while supporting healthy living and wellbeing for seniors. Since its Miller pilot program in 2024 Walking Soccer is growing in popularity across the LGA		

Description	<p>Objectives: Walking Football NSW (WalkSoccer NSW) provides seniors with a safe, social, and inclusive environment to improve fitness, have fun, and build connections through walking football. The program aims to engage isolated or reluctant seniors, encourage active lifestyles, and foster community networks across Liverpool.</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Seniors in Liverpool will have regular opportunities to connect with others and build social relationships in a non-competitive, welcoming environment; • Participants will experience improved physical and mental wellbeing through low-impact, adaptable exercise that meets individual fitness levels; and • Local hubs and community volunteers will be empowered to lead and collaborate, creating ongoing networks that support participation in WalkSoccer events, gala days, and tournaments.
Funding Allocation	<p>Grant funding of \$5,000 will be allocated as follows:</p> <ul style="list-style-type: none"> • \$3,051 towards match equipment • \$1,949 towards fruit catering for senior participants
Beneficiaries	<ul style="list-style-type: none"> • 30+ senior local residents • Local volunteer groups and senior support groups
Assessment	<p>Recommended Funding - \$5,000 The project aligns with the Community Strategic Plan <i>Direction 1 - Healthy, Inclusive, Engaging, Direction 2 - Liveable, Sustainable, Resilient, Direction 3 - Evolving, Prosperous, Innovative, Direction 4 - Leading through Collaboration.</i> Expected Community Sponsorship outcomes 7.7.1 a) b) c) d) and e).</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.

COMMUNITY SPONSORSHIP			
Budget	Balance	<i>Recommendation for funding in this report</i>	Remaining
\$225,000	\$143,620	<i>\$15,000</i>	\$128,620
COMMUNITY GRANTS			
Budget	Balance	<i>Recommendation funding in this report</i>	Remaining
\$227,000	\$173,150	<i>\$4,900</i>	\$168,250
MATCHING GRANTS			
Budget	Balance	<i>Recommendation for funding in this report</i>	Remaining
\$150,000	\$120,000	<i>\$10,000</i>	\$110,000
COMBINED FUNDING BALANCE			
Combined Budget	Combined Balance	<i>Total recommendation for funding for Community Sponsorship, Community Grants and Matching Grants</i>	Remaining Balance
\$602,000	\$434,770	<i>\$29,900</i>	\$404,870
<i>\$1000 Small Grant Endorsed in September within CEO delegation to approve; Section 356(3), 377(1A), and 378 of the Local Government Act 1993.</i>			\$403,870
SUSTAINABLE ENVIRONMENT GRANTS			
<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>			
Budget	Balance	<i>Recommendation for funding in this report</i>	Remaining Balance
\$75,000	\$65,000	Nil	\$65,000

CONSIDERATIONS

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

ATTACHMENTS

1. Grants Donation and Community Sponsorship Applications - 24 September 2025 (Under separate cover) - **Confidential**

COM 09

Child Safe Policy

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	306829.2025
Report By	Karyn Worlledge - Manager Children's Services
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

Liverpool City Council, in line with the requirements of the Children's Guardian Act 2019, is mandated to operate as a Child Safe Organisation. This requires Council to embed the Child Safe Standards across its governance, leadership, workforce, and service delivery to ensure the safety, rights, and wellbeing of all children in our community.

As a local government authority, Council has specific obligations to implement rigorous recruitment and Working with Children Check processes, comply with mandatory reporting requirements, and meet its responsibilities under the Reportable Conduct Scheme administered by the Office of the Children's Guardian. These requirements ensure that child safety is not only a legal obligation, but a core value embedded in Council's culture, policies, and practices.

The policy was originally established in 2020 to formalise Council's commitment to the safety, wellbeing, and rights of children across all its services, facilities, and programs. Its purpose is to embed child safety into Council's governance, culture, and workforce practices, ensuring Liverpool is a community where children are respected, protected, and empowered to thrive.

Council has undertaken a comprehensive review of its Child Safe Policy (2025) to ensure strong alignment with the Children's Guardian Act 2019, the NSW Child Safe Standards, and recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2017).

This review ensures that Council's Child Safe Policy reflects best practice and legislative requirements, while reaffirming Council's zero-tolerance approach to child abuse and its commitment to being a recognised Child Safe Organisation.

RECOMMENDATION

That Council:

1. Receives and notes this report;
2. Endorses the amended Draft Child Safe 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

Liverpool City Council, in line with the requirements of the Children's Guardian Act 2019, is mandated to operate as a Child Safe Organisation. This requires Council to embed the Child Safe Standards across its governance, leadership, workforce, and service delivery to ensure the safety, rights, and wellbeing of all children in our community.

As a local government authority, Council has specific obligations to implement rigorous recruitment and Working with Children Check processes, comply with mandatory reporting requirements, and meet its responsibilities under the Reportable Conduct Scheme administered by the Office of the Children's Guardian. These requirements ensure that child safety is not only a legal obligation, but a core value embedded in Council's culture, policies, and practices.

The policy was originally established in 2020 to formalise Council's commitment to the safety, wellbeing, and rights of children across all its services, facilities, and programs. Its purpose is to embed child safety into Council's governance, culture, and workforce practices, ensuring Liverpool is a community where children are respected, protected, and empowered to thrive.

Council has undertaken a comprehensive review of its Child Safe Policy (2025) to ensure strong alignment with the Children's Guardian Act 2019, the NSW Child Safe Standards, and recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2017).

The 2025 draft strengthens and clarifies several key areas, including:

- **Reporting Obligations** – ensuring timely and accurate reporting to the Office of the Children's Guardian, NSW Department of Education, Department of Communities and Justice, and NSW Police where applicable.
- **Investigations** – outlining clear, fair, and transparent processes for investigating allegations, with a focus on child safety and procedural fairness.

- **Confidentiality** – reinforcing Council’s responsibility to maintain privacy and safeguard sensitive information during and after investigations.
- **Governance** – embedding leadership accountability, regular review processes, and oversight by the Child Safe Working Group to drive continuous improvement.

This review ensures that Council’s Child Safe Policy reflects best practice and legislative requirements, while reaffirming Council’s zero-tolerance approach to child abuse and its commitment to being a recognised Child Safe Organisation.

Modifications to the policy include:

Expanded Definitions and Legislative References

- The revised draft significantly broadens the list of definitions, adding terms such as *allegation, disciplinary action, finding of misconduct, investigation, reportable conduct, unsubstantiated allegations, and worker*.
- Additional legislation has been referenced, including the Children’s Guardian Regulation 2022 and the Criminal Legislation Amendment (Child Sexual Abuse) Act 2018.

Stronger Governance and Reporting Obligations

- The revised draft incorporates explicit requirements under the Reportable Conduct Scheme, mandating notification to the Office of the Children’s Guardian within 7 business days of becoming aware of an allegation.
- Clearer escalation pathways are included for allegations within early education and care services, requiring immediate reporting to NSW Police should it be deemed that a child is in immediate danger, and additional reporting to the NSW Department of Education and Department of Communities and Justice within 24 hours.

Confidentiality, Fairness and Rights of All Parties

- The revised policy introduces new sections on procedural fairness, confidentiality, and rights of both children and workers during investigations.
- It outlines support mechanisms for children and staff, as well as protections for staff facing malicious or unsubstantiated allegations.

Complaints, Allegations and Investigations

- The revised draft dedicates a new section to Reportable Conduct, Complaints and Allegations, strengthening Council’s transparency, risk management, and oversight obligations.

Conclusion and Recommendation

The review of Liverpool City Council's Child Safe Policy (2025) ensures that Council remains compliant with current legislation and demonstrates leadership in embedding child safety across all aspects of its governance, culture, and service delivery. The strengthened provisions on reporting obligations, investigations, confidentiality, governance, and equity reflect both statutory requirements and best practice, while reaffirming Council's zero-tolerance approach to child abuse.

By adopting the revised policy, Council reinforces its commitment to being a recognised Child Safe Organisation, providing a clear framework to safeguard the rights and wellbeing of children and young people, and ensuring Liverpool continues to be a community where children are respected, protected, and empowered to thrive.

It is recommended that Council endorse the proposed amendments to the Child Safe 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

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

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	<p>Support community organisations, groups and volunteers to deliver coordinated services to the community.</p> <p>Promote community harmony and address discrimination.</p> <p>Support access and services for people with a disability.</p> <p>Deliver high quality services for children and their families.</p>

Civic Leadership	<p>Undertake communication practices with the community and stakeholders across a range of media.</p> <p>Encourage the community to engage in Council initiatives and actions.</p> <p>Provide information about Council's services, roles and decision making processes.</p> <p>Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.</p> <p>Actively advocate for federal and state government support, funding and services.</p>
Legislative	<p>Children's Guardian Act 2019.</p> <p>Children's Guardian Regulation 2022.</p> <p>Criminal Legislation Amendment (Child Sexual Abuse) Act 2018.</p> <p>Education and Care Services National Regulations 2011.</p> <p>Children (Education and Care Services) National Law 2010.</p>
Risk	<p>The risk of failing to continue to comply as a Child Safe Organisation is deemed to be High.</p> <p>There are legal and reputational risks to Council if it does not adequately comply with the <i>Children's Guardian Act 2019</i> and the <i>Child Safe Standards</i>.</p>

ATTACHMENTS

1. Final DRAFT Child Safe Policy 2025.



Child Safe Policy

Adopted: XX.XX.XXXX



Child Safe Policy

1. LEGISLATIVE REQUIREMENTS

The Children's Guardian Act 2019.

2. PURPOSE/OBJECTIVES

2.1 Liverpool City Council (Council) is required to adopt a Child Safe Policy to demonstrate compliance with the Children's Guardian Act 2019. The purpose of this Policy is to ensure Council:

- Protects, respects and promotes the safety, health, and wellbeing of children.
- Demonstrates leadership in becoming and maintaining a Child Safe Organisation.
- Builds a workforce committed to child protection through work practices designed to ensure that services are provided to children in a safe and caring environment.
- Meets its reporting obligations when children and young people may be at risk of significant harm.
- Conducts a fair and transparent investigation of allegations of inappropriate conduct by workers.
- Selects and maintains a workforce comprising of persons suitable for child related work.
- Implements best practice approaches to child protection across all services and facilities.
- Meets obligations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2017) that impact local government.
- Reports annually to Council on compliance with the Child Safe Standards and relevant legislation.

DEFINITIONS

Unless the context permits otherwise, these terms have the following definition:

Allegation: A claim of reportable conduct or of potential misconduct that may involve reportable conduct. Allegations may be written or verbal, and may be anonymous.

An allegation may relate to:

- A current worker or a person that was a worker at the time of the conduct forming the basis of the allegation.
- A child or young person at the time of the alleged behaviour. The alleged victim may be an adult now and the alleged behaviour may have occurred years before.

Applicable Child-Protection Legislation: Includes the following (as may be amended from time to time):

- a) Children & Young Persons (Care & Protection) Act 1998 (NSW)

Child Safe Policy

- b) Ombudsman Act 1974 (NSW)
- c) Child Protection (Offenders Registration) Act 2000 (NSW)
- d) Child Protection (Working With Children) Act 2012 (NSW)
- e) Child Protection (Working With Children) Regulation 2013 (NSW) f) Criminal Legislation Amendment (Child Sexual Abuse) Act 2018

Child / Children: Anyone under 18 years old. For the purposes of this Policy, references to “young people” or “young person” will be taken to be a reference to a Child.

Child Abuse / Abuse: A term used to refer to different types of harm or maltreatment. In this Policy it refers to types of harm or maltreatment that Children experience, including physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.

Child Safe Organisation: An organisation in which Child safety is embedded in planning, policy and practices and where the voices of Children are valued and actioned.

Child Safe Standards: The Child safe standards recommended by the Royal Commission to make organisations across the country safe for Children (also known as the National Principles for Child Safe Organisations).

Children’s Services: Has the same meaning given to it in section 27(4) of the *Children and Young Persons (Care and Protection) Act 1998* (NSW).

Child-Related Work: Paid or unpaid work involving direct contact by a worker with children as defined in the Applicable Child-Protection Legislation (including but not limited to mentoring and counselling services; child protection services; health care, education and child care services; sporting, cultural or entertainment venues; transport services). See section 5 of the Child Protection (Working with Children) Act 2012 (NSW).

Commission: Commission for Children and Young People.

Conviction: A charge proven in court and recorded as such, including a finding that the charge for an offence is proven, or that the person is guilty of an offence, even though the court does not proceed to a conviction.

Disciplinary action: means steps taken against a worker for improper or unauthorised conduct by Council, the Commission or by a professional body that supervises the professional conduct of the worker. In the event that a worker is found to have engaged in misconduct, they may be subjected to punishment in the form of a caution, a written warning, suspension or termination of their engagement by Council.

Child Safe Policy

Finding of Misconduct Involving Children: is defined in accordance with the Applicable Child Protection Legislation and includes a finding of misconduct (by Council or other authoritative body) following an investigation, regarding:

- Sexual misconduct committed against, with or in the presence of a child, including grooming a child;
- Any serious physical assault of a child (See Child Protection (Working with Children) Act 2012 (NSW))

Investigation: A preliminary or full inquiry into, or examination of an alleged matter such as a Reportable Allegation, Reportable Conduct or Reportable Conviction.

Mandatory Reporters: Persons to which section 27 of the *Children and Young Persons (Care and Protection) Act 1998* (NSW) applies. Mandatory Reporters are persons who, in the course of their professional work or other paid employment deliver health care, welfare, education, Children's services, residential services, or law enforcement, wholly or partly, to Children. It also includes people who hold a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, Children's services, residential services, or law enforcement, wholly or partly, to Children.

Neglect: A term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a Child the basic requirements for his or her own growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.

Risk of Significant Harm (ROSH): A concern about a child or young person that is serious enough to require a response by a statutory authority, regardless of whether the family consents. ROSH is not minor or trivial; it involves concerns that could reasonably be expected to have a substantial negative impact on a child's safety, welfare, or wellbeing. It may result from a single incident, an ongoing situation, or a pattern of behaviour or neglect.

Under section 23 of the *Children and Young Persons (Care and Protection) Act 1998* (NSW), a child or young person may be considered at ROSH if:

- Their basic physical, emotional, or psychological needs are not being met, or are at risk of not being met.
- Their parents or caregivers are unable or unwilling to provide necessary medical care.
- They are not receiving an education as required by law, and parents or caregivers are unable or unwilling to arrange this.
- They have been, or are at risk of being, physically or sexually abused or ill-treated.
- They live in a household where domestic violence occurs, placing them at risk of serious physical or psychological harm.
- A parent or caregiver's behaviour has caused, or is likely to cause, serious psychological harm.

The **NSW threshold for reporting child protection concerns** is when a child or young person is suspected to be at **Risk of Significant Harm**. Concerns must be reported to the Department of Communities and Justice (DCJ) Child Protection Helpline.

Royal Commission: Means the Royal Commission enquiry into Institutional Responses to Sexual Abuse (2017). In 2012, Australian Government announced the establishment of the Royal Commission. The

Child Safe Policy

report made several recommendations to government and non-government organisations to keep Children safe.

UN Convention on the Rights of the Child: A human rights treaty ratified in 1989 by the UN General Assembly of which Australia is a signatory, espousing its committed to keeping Children everywhere safe, happy and healthy.

Worker: Any person who is engaged in work in any of the following capacities:

- a) as an employee (paid or unpaid), person akin to an employee
- b) as a contractor or sub-contractor
- c) as a volunteer
- d) as a person undertaking practical training as part of an educational or vocational course (other than as a school student undertaking work experience).

WWCC: Working with Children Check clearance issued by the Children's Guardian under the *Child Protection (Working with Children) Act 2012* (NSW). A WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. The clearance check provides either clearance to work with Children for 5 years, or prohibits people who pose an unacceptable risk from working with Children.

3. POLICY STATEMENT

Council is committed to creating a City that is child safe and child friendly. Council supports and acknowledges the capacity, agency and voices of children and aims to build on their existing strengths to achieve change. Council values and supports the rights of children and is committed to support all children living in its jurisdiction to reach their full potential. Safeguarding children is everyone's business, including Councillors, Executive and Management team, Council staff, volunteers, students, contractors and sub-contractors.

4. INTRODUCTION

- 4.1 This Policy guides Council staff (paid and volunteer) on how to behave when interacting and engaging with Children in the workplace. The Policy focuses on ways in which Council can build and maintain a Child safe environment which is inclusive, transparent and promotes meaningful participation for Children.
- 4.2 Council is committed to upholding the rights of children and ensuring their care and protection. In NSW, keeping children safe is a shared responsibility involving parents, families, the wider community, and both government and non-government organisations. Council maintains a **zero tolerance approach to child abuse**. All Council staff, volunteers, students, contractors, sub-contractors, and partner organisations share a responsibility to remain vigilant, prevent harm, and take immediate and appropriate action in response to any concerns that a child may be at Risk of Significant Harm.

Child Safe Policy

- 4.3 Council adopts the Child Safe Standards from the NSW Office of the Children's Guardian and the Royal Commission Final Report Recommendations (2017) relevant to Local Government, including the Child Safe Standards.

5. CHILD SAFE STANDARDS

Council is committed to keeping children safe by putting in place procedures and practices to meet the following Child Safe Standards:

1. Child safety is embedded in institutional leadership, governance and culture;
2. Children participate in decisions affecting them and are taken seriously;
3. Families and communities are informed and involved;
4. Equity is upheld, and diverse needs are taken into account;
5. People working with children are suitable and supported;
6. Processes to respond to complaints of child sexual abuse are child focused;
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training;
8. Physical and online environments minimise the opportunity for abuse to occur;
9. Implementation of the Child Safe Standards is continuously reviewed and improved; and
10. Policies and procedures document how the institution is child safe.

Child Safe Policy

6. CHILDREN'S PARTICIPATION

6.1 Council supports active participation of Children in the programs, activities and services that Council offers. Council encourages and engages Children through a number of mechanisms including:

- 2168 Children's Parliament;
- Liverpool Youth Council;
- Libraries;
- Community facilities;
- Recreation and leisure centres;
- Cultural Venues and Events
- Liverpool Powerhouse
- Early Education and Care Centres and Preschools.

6.2 These mechanisms encourage Children to participate in decisions affecting their lives. Through Children's Parliament and Youth Council children are able to raise concerns about matters of importance to them and advocate for change to Council, National Children's Commissioner, Federal Member for Werriwa and NSW Advocate for Children and Young People. Council promotes the importance of children's voice through its Education and Care Centres, Liverpool/Fairfield Child and Family Interagency, Liverpool Listens and District Forums.

7 RECRUITMENT

7.1 Council will maintain a rigorous and consistent recruitment, screening and selection process.

7.2 To maintain a Child Safe Organisation, Council is committed to build the capability of staff through support, induction, on-boarding, professional development and supervision. This will include all new employees and volunteers to participate in a comprehensive induction and orientation process to Child safe policies, procedures and practices. The Child Safe Policy and Behavioural Standards for Keeping Children Safe will be included in an induction pack for training new employees.

7.3 Managers will support and ensure relevant employees and volunteers complete mandatory training in Child protection and Child safe practices as required for all new staff.

7.4 Council will meet all legal requirements to ensure that staff, volunteers, contractors, and any other persons engaged in child-related work hold a valid Working with Children Check (WWCC). The WWCC is an essential safeguard in Council's recruitment and ongoing employment processes to reduce risk to children's safety.

Council will **validate and confirm the currency of all WWCC clearances** with the Office of the Children's Guardian both at the point of recruitment and at regular intervals thereafter. Staff are required to keep their WWCC and other relevant licences current and to update these details through the payroll

Child Safe Policy

system. Automated reminders will be issued prior to expiry, and failure to maintain a valid WWCC will result in the immediate withdrawal of the ability to work with children.

- 7.5 People and Culture (PAC) manage all selection and recruitment related to the WWCC. This is consistent with the *Child Protection (Working with Children) Act 2012* (NSW) and the *Child Protection (Working with Children) Regulation 2013* (NSW).

8 MANDATORY REPORTING RISK OF SIGNIFICANT HARM

- 8.1 Where there are concerns that a Child is suspected to be at Risk of Significant Harm (**ROSH**), Council staff who are Mandatory Reporters are required to report these concerns to the Department of Communities and Justice (**DCJ**) Child Protection Helpline. The Mandatory Reporter Guide (MRG) is used to help determine when and what should be reported.
- 8.2 Council staff who are not Mandatory Reporters, as well as members of the community, can also report the suspected Risk of Significant harm to the DCJ Child Protection Helpline. The DCJ Child Protection Helpline receives reports via either telephone on PH: 132 111 or via e-Reporting.
- 8.3 Mandatory reporting responsibilities are stipulated in the *Children and Young Persons (Care and Protection) Act 1998* (NSW).

9 REPORTABLE CONDUCT, COMPLAINTS AND ALLEGATIONS

- 9.1 Under the *Children's Guardian Act 2019* (NSW), all local councils are required to comply with the NSW Reportable Conduct Scheme, which is administered by the Office of the Children's Guardian (OCG). The Scheme provides independent oversight of how councils prevent, identify, and respond to allegations of certain types of misconduct involving children.
- 9.2 Council is committed to fulfilling its obligations under the Reportable Conduct Scheme and ensuring that all allegations are managed with transparency, accountability, and a strong child-safety focus.
- 9.3 Council will take all allegations seriously, respond appropriately and report concerns to the relevant authorities. All complaints and allegations against staff, elected members, contractors and sub-contractors, work experience participants, students on placement, volunteers, facilities hirers, and lessees involving a Child will be handled in accordance with the relevant legislation.
- 9.4 In accordance with the *Children's Guardian Act 2019* (NSW) and the *Children's Guardian Regulation 2022*, Council is required to notify the Office of the Children's Guardian (OCG) within 7 business days of becoming aware of a reportable allegation or conviction involving a child against an employee, volunteer, or contractor.
- 9.5 It is the responsibility of Directors, Managers and Supervisors to report any allegations of Reportable Conduct to the Chief Executive Officer (or their authorised delegate), and to assist in carrying out any subsequent investigation

Child Safe Policy

- 9.6 It is the responsibility of all workers to notify their supervisor immediately, if they witness, or have a reasonable basis to suspect or become aware of, a Reportable Allegation, Reportable Conduct or a Reportable Conviction by another worker.
- 9.7 Where a reportable allegation occurs within Council's early education and care centres or preschools, additional mandatory notifications must be made to the:
- NSW Department of Education (Regulatory Authority for the National Quality Framework) within 24 hours, as required under *Education and Care Services National Law and Regulations*.
 - Department of Communities and Justice (DCJ) within 24 hours, where the allegation meets the threshold of risk of significant harm, as outlined in the *Children and Young Persons (Care and Protection) Act 1998*.
- If a child is considered to be in immediate danger or at risk of serious harm, Council must notify the NSW Police without delay, prior to or concurrent with other notifications.
- 9.8 Reportable conduct includes sexual offences, sexual misconduct, ill-treatment of a child, neglect of a child, assault, behaviour causing psychological harm, and any offences involving child abuse material.
- 9.9 Council must investigate, or arrange for an independent investigation into, the allegation in a timely, fair, and thorough manner, ensuring the process is child-focused. Investigations are to be conducted by Councils People and Culture team, and the relevant manager.
- 9.10 Council must take immediate steps to manage any risks to children, including implementing interim safety measures while an allegation is assessed or investigated.
- 9.11 Council must maintain accurate and secure records of all reportable allegations, investigations, findings, and outcomes.
- 9.12 Council must keep the OCG updated throughout the investigation and provide a final report detailing findings, actions taken, and risk management strategies.

10 RIGHTS OF ALL PARTIES

- 10.1 Any child that is the subject of alleged Reportable Conduct has the right to be in a secure and safe environment. Any worker under investigation may be removed from that environment or placed on alternate duties until the investigation is complete.
- 10.2 Council shall endeavour to afford procedural fairness in any investigation conducted into any Reportable Allegation, Reportable Conduct or Reportable Conviction.

Child Safe Policy

- 10.3 Council shall also endeavour to maintain confidentiality over information obtained in the course of any investigation under this policy.
- 10.4 Council may deny a person access to, or limit their access to, records kept if they consider it would jeopardise an investigation or place a child at risk.

11 UNSUBSTANTIATED ALLEGATIONS

- 11.1 Where an allegation is clearly wrong or unsubstantiated, the person who is the subject of the allegation shall be supported by Council. The nature of the support shall be reasonable and appropriate to the circumstances of the case. It may include access to specialist counselling services, legal services or special leave.
- 11.2 Any worker who is found to have made a malicious, vexatious or baseless allegation may be subject to disciplinary action.

12 DIVERISTY AND EQUITY

- 12.1 Council is committed to ensuring that all Children are free from Abuse and Neglect and will enact this commitment through the implementation and monitoring of the Child Safe Standards.
- 12.2 This Policy details Council's commitment to ensuring all Children are protected from harm and outlines key strategies to identify and support the specific vulnerabilities of Children in Liverpool with zero tolerance for child abuse.
- 12.3 Council is committed to being a Child Safe Organisation and it acknowledges its important role in protecting Children in their interactions with Council staff, facilities and services.
- 12.4 Liverpool's diverse population includes Culturally Diverse communities, people living with a disability and a higher-than-average proportion of residents of Aboriginal and Torres Strait Islander people.
- 12.5 Council acknowledges that all Children are vulnerable, however, factors such as age, disability, culture and socioeconomic status can contribute to increased vulnerability for many Children. As the Local Government authority, it is vital that Council both celebrate this diversity and acknowledge the challenges that it presents, particularly in relation to Child safety.

13 PREVENTION AND EDUCATION

- 13.1 Council will provide necessary resources and build the capability of all staff through professional development, supervision and support to promote and maintain a child safe organisation.
- 13.2 All staff will complete induction and ongoing training on managing risks and creating a safe environment to ensure the safety, suitability and security of physical environments for children in Council's services, facilities and programs. Council staff will be equipped with the knowledge, skills and awareness to keep children safe.

Child Safe Policy

- 13.3 New employees and volunteers will be required to participate in an induction and orientation process to child safe policies, procedures and practices. Managers will ensure new employees and volunteers complete all relevant training in accordance with Council's organisational requirements. Training will be provided to contractors and sub-contractors as required.
- 13.4 Council is committed to the provision of high-quality supervision practices for relevant staff. This includes regular reviews of workplace performance, behaviours and relationships, opportunities to share observations and problems and to safely explore views about child safety concerns.
- 13.5 Council provides opportunities for work experience and vocational placement for young people and engages young people in volunteering experiences. Procedures for employment, work or study placement, and volunteering opportunities for young people will need to reflect the developmental characteristics and meet the safety requirements of this age group.

14 REQUIREMENTS OF MANAGERS

- 14.1 Managers are required to induct all workers new to Council to this Policy, including signing the statement of commitment to comply with the Policy.
- 14.2 Lead the embedding of a child safe culture by being proactive in identifying and addressing any issues or concerns relating to the safety and wellbeing of children. This should include regular discussions between staff and their people leaders (to be held at least twice annually) about behavioural standards and expectations.

15 OTHER LEGISLATION, INDUSTRY STANDARDS OR COUNCIL POLICIES

- UN Convention on the Rights of the Child (1989)
- *Children's Guardian Act 2019* (NSW)
- *Children and Young Persons (Care and Protection) Act 1998* (NSW)
- *Child Protection (Working with Children) Act 2012* (NSW)
- *Advocate for Children and Young People Act 2014* (NSW)
- *Ombudsman Act 1974* (NSW)
- *Crimes Act 1900*

16 POLICY REVIEW

- The Child Safe Working Group meets regularly to oversee the implementation of the Policy and the Child Safe Standards.
- The Policy will be reviewed every two years from the approval date, or as required by any changes in legislation.

17 BREACH OF POLICY

Child Safe Policy

A breach of this Policy will be dealt with in accordance with any relevant staff agreements, awards, industrial agreements, contractors and Council policies including the Council's Code of Conduct and Code of Conduct Procedures.

Child Safe Policy

AUTHORISED BY

Council (Chief Executive Officer)

EFFECTIVE FROM

XX.XX.XXXX

DEPARTMENT RESPONSIBLE

Community and Lifestyle

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		Creation of Policy	2020	226024.2020
2	Karyn Worlledge	Addition of further definitions. Legislation relating to reportable conduct and allegations.	4 September 2025	302347.2025

REFERENCES

- The Royal Commission into Institutional Responses to Child Sexual Abuse (2017);
- Children's Guardian Act 2019;
- Child Safe Standards, The NSW Office of the Children's Guardian;
- The National Principles for Child Safe Organisations;
- Child Protection Policy, Campbelltown City Council;
- Child Protection Policy, Cumberland City Council; and
- Child and Youth Safe Policy, Mission Australia.

CORP 01**NSW Grants Commission - Financial Assistance
Grants Policy**

Strategic Direction	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	297108.2025
Report By	Vishwa Nadan - Chief Financial Officer
Approved By	Farooq Portelli - Director Corporate Services

EXECUTIVE SUMMARY

The report tables NSW Grants Commission letter dated 20 August 2025 which outlines its methodology to calculate the Financial Assistance Grant (FAG) for FY 2025-26 and other information.

Council has been allocated \$10.9 million in Financial Assistance Grants for 2025/26 under the Local Government (Financial Assistance) Act 1995. After accounting for the \$5.4 million advance payment received in June 2025, \$5.5 million will be payable to Council in quarterly instalments.

The NSW Grants Commission's allocation methodology is based on population, pensioner rebates, revenue capacity, and local road length, benchmarked against NSW State standards. For 2025/26, Liverpool did not qualify for allowances under population, pensioner rebates, or revenue, but did receive funding under the local roads component.

The Commission has noted concerns about the unpredictability of advance payments and advised councils not to rely on them in future planning. A review of the allocation methodology is proposed for 2026/27.

RECOMMENDATION

That Council:

1. Receives and notes this report.

REPORT

Financial Assistance Grants are provided to councils under a Commonwealth scheme established by the Local Government (Financial Assistance) Act 1995. Funding is allocated by State Grants Commissions, which receive financial assistance from the Commonwealth in the form of general-purpose grants and additional funding based on national principles. Councils have full discretion over the use of these funds but remain accountable to their communities.

In line with its policy framework, the NSW Grants Commission wrote to Council on 20 August 2025 confirming the methodology used to calculate Liverpool's 2025/26 Financial Assistance Grant of \$10.9 million. The Commission's letter and supporting information are attached. A summary of the allocation is shown below:

	\$	\$
Estimated 2025/26		10,901,137
Less: 2024/25 adjustment		(19,228)
Less: Paid in advance – June 2025		<u>(5,402,833)</u>
Payable (in quarterly instalments)		<u>5,479,076</u>

The Commission's methodology for distributing the Financial Assistance Grant is assessed against the NSW State standard and is based on the following key components:

1. General Purpose Component

- a) Population: No disadvantage allowance is provided where a council's population exceeds the State standard. Liverpool's estimated resident population of 254,905 is significantly higher than the NSW standard of 66,237. Population estimates are also used in determining eligibility under various expenditure factors.
- b) Pensioner Rebate Allowance: No allowance is provided where the proportion of pensioner rebates in an LGA is lower than the State standard. Liverpool's pensioner rebates represent 12.2% of total rebates, compared with the NSW standard of 13.7%.
- c) Revenue Allowance: Councils with higher land values than the State standard are not eligible for an allowance. Liverpool's urban and non-urban land values both exceed the NSW averages.

2. Local Roads Component

Liverpool receives an allocation under this component as its local road length of 953 km is below the NSW State standard of 1,655 km.

Additional Considerations

The Commission noted ongoing concerns about the uncertainty created by the practice of advance payments and advised councils not to rely on either the timing or quantum of future advances.

The NSW Grants Commission also advised it will be reviewing its allocation methodology for the 2026/27 financial year.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation. However, Council is advised that should no advance payment of grants commission funds be forthcoming in the 25/26 financial year, there will be an adverse timing budget variance in the order of \$4.8m.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	The financial assistance grants scheme operates under the Local Government (Financial Assistance) Act 1995.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. NSW Grants Commission letter dated 20 August 2025

Local Government Grants Commission



Reference: A971400

Clr Ned Mannoun
Mayor
Liverpool City Council

By email: mayor@liverpool.nsw.gov.au
cc: brettonj@liverpool.nsw.gov.au
lcc@liverpool.nsw.gov.au

20 August 2025

Dear Clr Mannoun,

With apologies, please accept this amended notification letter replacing the version sent on 18 August 2025, with my apologies for any inconvenience and confusion this may have caused. The amount reported for the 2024-25 general purpose component in the table below was incorrect. However, all other details were accurate, and the error does not affect the payment of any funds to Council.

Thank you for your Council's engagement with the NSW Grants Commission in order to support the allocation of the Commonwealth Government's Federal Assistance Grants. As your new Chair of the NSW Local Government Grants Commission's (Commission), alongside the Deputy Chair and Commissioners, we appreciate the local government sector's commitment to preserving the integrity of this important grant allocation process.

In accordance with our policy of providing information to councils about the way the Commission calculates financial assistance grants (FA Grants), please find attached a summary of Council's 2025-26 estimated FA Grants entitlement (**Appendix A**).

2025-26 Estimated entitlements

The Federal Government's FA Grants total estimated entitlement for 2025-26 is \$3.45 billion and is made up of \$2.39 billion for the general purpose component (GPC) and \$1.06 billion for the local roads component (LRC). The national estimated entitlement for 2025-26 increased by \$170 million to account for final adjustments to the Consumer Price Index (CPI) and population shares for the year.

Local Government Grants Commission



The national GPC is distributed across the states and territories on a population basis. Therefore, NSW received 31.52% or \$744 million in the GPC, which represents a 4.65% increase on last year's final figure. The LRC is based on a historical formula. NSW's share of the total national road funding is a fixed 29% share, or \$307 million, which represents a 5.2% increase. The total 2025-26 FA Grants estimated entitlement for NSW is \$1.052 million.

External factors impacting the GPC pool of funds in NSW

During recent years, NSW communities and councils have been faced with a number of challenges including devastating climate disasters and a substantially reduced CPI. In 2021, the CPI has continued to trend towards previously average levels of about 3.5% to 4% over the past two years. But further fluctuations cannot be ruled out.

Council's 2025-26 FA Grants estimated entitlement, compared to the 2024-25 final entitlement is as follows:

Liverpool City Council				
Year	General Purpose	Local Roads	Total	
2024-25 final	\$7,145,760	\$3,113,525	\$10,259,285	Change
2025-26 est	\$7,574,513	\$3,326,624	\$10,901,137	6.3%

The NSW Schedule of Payments (**Appendix B**) and the 2025-26 Fact Sheet (**Appendix C**) is also enclosed for Council's information.

Impact of advanced payments

The Commonwealth Government made an early payment of the 2025-26 estimated FA Grant entitlement. In June 2025, all councils were paid 50% of the estimated entitlement for 2025-26 in advance, as calculated at that point in time. This has resulted in the quarterly instalments for 2025-26 being reduced and will be paid in quarterly instalments in August 2025, November 2025, February 2026 and May 2026.

The Commission continues to be concerned about the unpredictability that the practice of advance payments creates. Long-term and annual budgeting forecasts are subject to changes, and annual financial reporting can often be skewed. Councils are advised not to rely on either the availability of future advance payments or the value of those advances if received.

Challenges in fairly distributing the GPC funds

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. This inhibits the full application of the Horizontal Fiscal Equalisation (HFE) Principle to distribute the grants based on greatest relative need.

Local Government Grants Commission



It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants.

Resuming the annual negative floor on the GPC

The Commission has been investigating ways to direct funds to councils with greatest relative need. Information about the methodology review and subsequent transition has been provided to councils, including about the recommendations for model refinements. The Commission commenced the pathway out of transition, resuming the negative floor in 2025-26 as previously advised to councils. It is no longer sustainable to protect those councils with greatest relative advantage. The pathway out of transition is essential to distribute the GPC more fairly, allowing greater application of the HFE, consistent with the National Principles and NSW policy.

There is no guarantee that a council will receive an increased FA Grant each year. There are a number of changing variables, including a council's changing measure of relative disadvantage compared to the state average measure and the size of the total FA Grant pool.

The Commission is proposing to review the methodology for 2026-27. This will include consultation with the sector and key stakeholders, and the Commission encourages Council's input during this process.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact the Commissions Secretariat on (02) 4428 4142 or grantscommission@olg.nsw.gov.au.

Yours sincerely

Linda Scott
Chair
Local Government Grants Commission

Enc:

- Council Entitlement
- 2025-26 Fact Sheet
- NSW Schedule of Payments

Local Government Grants Commission 2025-26 Financial Assistance Grants

Liverpool (C) Council
Appendix A**General Purpose Component****Expenditure Allowance**

Expenditure Functions	State ave cost per capita
Recreation and cultural	\$261.67
Admin and governance	\$300.86
Education and community	\$70.33
Roads, bridges, footpaths and aerodromes	\$260.06
Public order, safety, health and other	\$226.98
Housing amenity	\$80.97

Recreation and cultural			Pop <SS = relative disadvantage Pop >SS = 0 ATSI <SS = 0 ATSI >SS = relative disadvantage
Disadvantage Measure	LGA measure	State Std (SS)	Weighted DF%
Population	254,905	66,237	0.0%
Aboriginal & Torres Strait Islander	1.9%	3.4%	0.0%

Admin and governance			
Disadvantage Measure	LGA measure	State Std	Weighted DF%
Population	254,905	66,237	0.0%

Education and community			
Disadvantage Measure	LGA measure	State Std	Weighted DF%
Population	254,905	66,237	0.0%

Roads, bridges, footpaths and aerodromes			
Disadvantage Measure	LGA measure	State Std	Weighted DF%
Population	254,905	66,237	0.0%
Road Length	973	1,184	0.0%

Public order, safety, health and other			RTD <SS = 0 RTD >SS = relative disadvantage Env <SS = 0 Env >SS = relative disadvantage
Disadvantage Measure	LGA measure	State Std	Weighted DF%
Population	254,905	66,237	0.0%
Rainfall, topography and drainage index	155%	161%	0.0%
Environment (Ha of environmental lands)	737	57,330	0.0%

Housing amenity			
Disadvantage Measure	LGA Std	State Std	Weighted DF%
Population	254,905	66,237	0.0%

Isolation Allowance

Outside the Greater Statistical Area	Yes
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Local Government Grants Commission 2025-26 Financial Assistance Grants

Pensioner Rebate Allowance

PR <SS = relative disadvantage (+ allowance)	
PR >SS = relative advantage (- allowance)	
LGA % Pensioner Rebates (PR) Res Props:	12.2%
State Standard (SS) % PR	13.7%

Revenue Allowance

Revenue Allowance	
CV <SS = relative disadvantage (+ allowance)	
CV >SS = relative advantage (- allowance)	
No. of Urban Properties:	81,403
Standard Value Per Property:	\$764,243
Council Value (CV):	\$774,162

No. of Non-urban Properties:	128
Standard Value Per Property:	\$1,637,417
Council Value (CV):	\$6,828,570

Relative Disadvantage Allowance

Unsealed roads; Isolation; Population Decline	\$7
Special Submission/other adjustments	\$0
Total General Purpose Grant	\$7,574,513

Local Roads Component

Population:	254,905
Local Road Length (km):	953
Length of Bridges on Local Roads (m):	1,655

Road/Population Allowance:	\$3,073,018
Bridge Length Allowance:	\$253,606
Local Roads Total:	\$3,326,624

Total Grant	\$10,901,137
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Quarterly Instalments Payable in 2025-26

	August 2025	
GPC	\$959,599.00	
LRC	\$410,170.00	\$1,369,769.00
	November 2025	
GPC	\$959,599.00	
LRC	\$410,170.00	\$1,369,769.00
	February 2026	
GPC	\$959,599.00	
LRC	\$410,170.00	\$1,369,769.00
	May 2026	
GPC	\$959,599.00	
LRC	\$410,170.00	\$1,369,769.00
	TOTAL	
GPC	\$3,838,396.00	
LRC	\$1,640,680.00	\$5,479,076.00

		1st Instalment				2nd Instalment				3rd Instalment				4th Instalment			
2025-26 FA Grants Quarterly Installment Payment Schedule	GPC	93149055		GPC		93149055		GPC		93149055		GPC		93149056		GPC	
	LRC	38289913		LRC		38289913		LRC		38289913		LRC		38289913		LRC	
	TOTAL	131438968		TOTAL		131438968		TOTAL		131438968		TOTAL		131438969		TOTAL	
Total																	
Total																	
Total																	
Councils	Population	Recommended General Purpose Entitlement	Recommended Local Roads Entitlement	1st Instalment	Recommended General Purpose Entitlement	Recommended Local Roads Entitlement	2nd Instalment	Recommended General Purpose Entitlement	Recommended Local Roads Entitlement	3rd Instalment	Recommended General Purpose Entitlement	Recommended Local Roads Entitlement	4th Instalment	Recommended General Purpose Entitlement	Recommended Local Roads Entitlement	Total Payments	
Albury (C)	58,317	814,994.00	253,952.00	1,068,946.00	814,994.00	253,952.00	1,068,946.00	814,994.00	253,952.00	1,068,946.00	814,994.00	253,952.00	1,068,946.00	3,259,976	1,015,808	4,275,784	
Armidale Regional	29,646	714,796.00	392,979.00	1,107,775.00	714,796.00	392,979.00	1,107,775.00	714,796.00	392,979.00	1,107,775.00	714,796.00	392,979.00	1,107,775.00	2,859,184	1,571,916	4,431,100	
Ballina (S)	47,935	555,477.00	252,221.00	807,698.00	555,477.00	252,221.00	807,698.00	555,477.00	252,221.00	807,698.00	555,477.00	252,221.00	807,698.00	2,221,908	1,008,884	3,230,792	
Balranald (S)	2,219	573,975.00	226,729.00	800,704.00	573,975.00	226,729.00	800,704.00	573,975.00	226,729.00	800,704.00	573,975.00	226,729.00	800,704.00	2,295,900	906,916	3,202,816	
Bathurst Regional	44,939	731,257.00	337,574.00	1,068,831.00	731,257.00	337,574.00	1,068,831.00	731,257.00	337,574.00	1,068,831.00	731,257.00	337,574.00	1,068,831.00	2,925,028	1,350,296	4,275,324	
Bayside	185,880	628,359.00	199,116.00	827,475.00	628,359.00	199,116.00	827,475.00	628,359.00	199,116.00	827,475.00	628,359.00	199,116.00	827,475.00	2,513,436	796,464	3,309,900	
Bega Valley (S)	36,593	879,202.00	351,394.00	1,230,596.00	879,202.00	351,394.00	1,230,596.00	879,202.00	351,394.00	1,230,596.00	879,202.00	351,394.00	1,230,596.00	3,516,808	1,405,576	4,922,384	
Bellingen (S)	13,278	516,551.00	158,210.00	674,761.00	516,551.00	158,210.00	674,761.00	516,551.00	158,210.00	674,761.00	516,551.00	158,210.00	674,761.00	2,066,204	632,840	2,699,044	
Berrigan (S)	8,666	592,327.00	245,118.00	837,445.00	592,327.00	245,118.00	837,445.00	592,327.00	245,118.00	837,445.00	592,327.00	245,118.00	837,445.00	2,369,308	980,472	3,349,780	
Blacktown (C)	438,843	1,976,576.00	635,204.00	2,611,780.00	1,976,576.00	635,204.00	2,611,780.00	1,976,576.00	635,204.00	2,611,780.00	1,976,576.00	635,204.00	2,611,780.00	7,906,304	2,540,816	10,447,120	
Bland (S)	5,454	844,206.00	515,407.00	1,359,613.00	844,206.00	515,407.00	1,359,613.00	844,206.00	515,407.00	1,359,613.00	844,206.00	515,407.00	1,359,613.00	3,376,824	2,061,628	5,438,452	
Blayney (S)	7,767	337,063.00	146,656.00	483,719.00	337,063.00	146,656.00	483,719.00	337,063.00	146,656.00	483,719.00	337,063.00	146,656.00	483,719.00	1,348,252	586,624	1,934,876	
Blue Mountains (C)	78,891	1,124,338.00	227,172.00	1,351,510.00	1,124,338.00	227,172.00	1,351,510.00	1,124,338.00	227,172.00	1,351,510.00	1,124,339.00	227,172.00	1,351,511.00	4,497,353	908,688	5,406,041	
Bogan (S)	2,407	567,530.00	246,451.00	813,981.00	567,530.00	246,451.00	813,981.00	567,530.00	246,451.00	813,981.00	567,531.00	246,451.00	813,982.00	2,270,121	985,804	3,255,925	
Bourke (S)	2,349	861,067.00	328,409.00	1,189,476.00	861,067.00	328,409.00	1,189,476.00	861,067.00	328,409.00	1,189,476.00	861,067.00	328,409.00	1,189,476.00	3,444,268	1,313,636	4,757,904	
Brewarrina (S)	1,408	689,842.00	222,993.00	912,835.00	689,842.00	222,993.00	912,835.00	689,842.00	222,993.00	912,835.00	689,842.00	222,994.00	912,836.00	2,759,368	891,973	3,651,341	
Broken Hill (C)	17,541	824,697.00	73,863.00	898,560.00	824,697.00	73,863.00	898,560.00	824,697.00	73,863.00	898,560.00	824,697.00	73,863.00	898,560.00	3,298,788	295,452	3,594,240	
Burwood	43,346	150,873.00	46,650.00	197,523.00	150,873.00	46,650.00	197,523.00	150,873.00	46,650.00	197,523.00	150,873.00	46,650.00	197,523.00	603,492	186,600	790,092	
Byron (S)	37,826	305,168.00	208,728.00	513,896.00	305,168.00	208,728.00	513,896.00	305,168.00	208,728.00	513,896.00	305,168.00	208,728.00	513,896.00	1,220,672	834,912	2,055,584	
Cabonne	13,897	524,516.00	352,527.00	877,043.00	524,516.00	352,527.00	877,043.00	524,516.00	352,527.00	877,043.00	524,516.00	352,527.00	877,043.00	2,098,064	1,410,108	3,508,172	
Camden	141,133	478,699.00	303,070.00	781,769.00	478,699.00	303,070.00	781,769.00	478,699.00	303,070.00	781,769.00	478,699.00	303,070.00	781,769.00	1,914,796	1,212,280	3,127,076	
Campbelltown (C)	188,303	1,212,114.00	321,341.00	1,533,455.00	1,212,114.00	321,341.00	1,533,455.00	1,212,114.00	321,341.00	1,533,455.00	1,212,114.00	321,341.00	1,533,455.00	4,848,456	1,285,364	6,133,820	
Canada Bay (C)	92,255	301,750.00	102,057.00	403,807.00	301,750.00	102,057.00	403,807.00	301,750.00	102,057.00	403,807.00	301,750.00	102,057.00	403,807.00	1,207,000	408,228	1,615,228	
Canterbury-Bankstown	385,242	1,266,803.00	456,856.00	1,723,659.00	1,266,803.00	456,856.00	1,723,659.00	1,266,803.00	456,856.00	1,723,659.00	1,266,803.00	456,856.00	1,723,659.00	5,067,212	1,827,424	6,894,636	
Carraethool (S)	2,767	728,991.00	395,827.00	1,124,818.00	728,991.00	395,827.00	1,124,818.00	728,991.00	395,827.00	1,124,818.00	728,991.00	395,827.00	1,124,818.00	2,915,964	1,583,308	4,499,272	
Central Coast	354,803	3,473,800.00	759,829.00	4,233,629.00	3,473,800.00	759,829.00	4,233,629.00	3,473,800.00	759,829.00	4,233,629.00	3,473,800.00	759,829.00	4,233,629.00	13,895,200	3,039,316	16,934,516	
Central Darling (S)	1,767	848,557.00	273,154.00	1,121,711.00	848,557.00	273,154.00	1,121,711.00	848,557.00	273,154.00	1,121,711.00	848,557.00	273,154.00	1,121,711.00	3,394,228	1,092,616	4,486,844	
Cessnock (C)	69,352	890,810.00	312,103.00	1,202,913.00	890,810.00	312,103.00	1,202,913.00	890,810.00	312,103.00	1,202,913.00	890,810.00	312,103.00	1,202,913.00	3,563,240	1,248,412	4,811,652	
Clarence Valley	56,037	1,260,577.00	633,865.00	1,894,442.00	1,260,577.00	633,865.00	1,894,442.00	1,260,577.00	633,865.00	1,894,442.00	1,260,577.00	633,865.00	1,894,442.00	5,042,308	2,535,460	7,577,768	
Cobar (S)	4,015	771,262.00	293,759.00	1,065,021.00	771,262.00	293,759.00	1,065,021.00	771,262.00	293,759.00	1,065,021.00	771,262.00	293,759.00	1,065,021.00	3,085,048	1,175,036	4,260,084	
Coffs Harbour (C)	81,248	863,510.00	382,051.00	1,245,561.00	863,510.00	382,051.00	1,245,561.00	863,510.00	382,051.00	1,245,561.00	863,510.00	382,051.00	1,245,561.00	3,454,040	1,528,204	4,982,244	
Coolamon (S)	4,613	441,989.00	221,047.00	663,036.00	441,989.00	221,047.00	663,036.00	441,989.00	221,047.00	663,036.00	441,989.00	221,047.00	663,036.00	1,767,956	884,188	2,652,144	
Coonamble (S)	3,871	533,977.00	279,375.00	813,352.00	533,977.00	279,375.00	813,352.00	533,977.00	279,375.00	813,352.00	533,977.00	279,375.00	813,352.00	2,135,908	1,117,500	3,253,408	
Cootamundra-Gundagai Re	11,424	635,415.00	263,561.00	898,976.00	635,415.00	263,561.00	898,976.00	635,415.00	263,561.00	898,976.00	635,415.00	263,561.00	898,976.00	2,541,660	1,054,244	3,595,904	
Cowra (S)	12,680	589,351.00	246,415.00	835,766.00	589,351.00	246,415.00	835,766.00	589,351.00	246,415.00	835,766.00	589,351.00	246,415.00	835,766.00	2,357,404	985,660	3,343,064	
Cumberland	252,399	928,310.00	305,084.00	1,233,394.00	928,310.00	305,084.00	1,233,394.00	928,310.00	305,084.00	1,233,394.00	928,310.00	305,084.00	1,233,394.00	3,713,240	1,220,336	4,933,576	
Dubbo Regional	56,997																

Ku-ring-gai	128,362	420,511.00	192,155.00	612,666.00	420,511.00	192,155.00	612,666.00	420,511.00	192,155.00	612,666.00	420,511.00	192,155.00	612,666.00	1,682,044	768,620	2,450,664
Kyogle	9,582	560,805.00	507,895.00	1,068,700.00	560,805.00	507,895.00	1,068,700.00	560,805.00	507,895.00	1,068,700.00	560,805.00	507,895.00	1,068,700.00	2,243,220	2,031,580	4,274,800
Lachlan (S)	6,113	1,053,248.00	580,514.00	1,633,762.00	1,053,248.00	580,514.00	1,633,762.00	1,053,248.00	580,514.00	1,633,762.00	1,053,248.00	580,514.00	1,633,762.00	4,212,992	2,322,056	6,535,048
Lake Macquarie (C)	221,859	2,195,150.00	475,108.00	2,670,258.00	2,195,150.00	475,108.00	2,670,258.00	2,195,150.00	475,108.00	2,670,258.00	2,195,150.00	475,108.00	2,670,258.00	8,780,600	1,900,432	10,681,032
Lane Cove (M)	42,566	150,656.00	48,686.00	199,342.00	150,656.00	48,686.00	199,342.00	150,656.00	48,686.00	199,342.00	150,656.00	48,686.00	199,342.00	602,624	194,744	797,368
Leeton (S)	11,438	624,051.00	178,102.00	802,153.00	624,051.00	178,102.00	802,153.00	624,051.00	178,102.00	802,153.00	624,051.00	178,102.00	802,153.00	2,496,204	712,408	3,208,612
Lismore (C)	43,783	743,477.00	329,495.00	1,072,972.00	743,477.00	329,495.00	1,072,972.00	743,477.00	329,495.00	1,072,972.00	743,477.00	329,495.00	1,072,972.00	2,973,908	1,317,980	4,291,888
Lithgow (C)	20,740	642,491.00	213,981.00	856,472.00	642,491.00	213,981.00	856,472.00	642,491.00	213,981.00	856,472.00	642,491.00	213,981.00	856,472.00	2,569,964	855,924	3,425,888
Liverpool (C)	254,905	959,599.00	410,170.00	1,369,769.00	959,599.00	410,170.00	1,369,769.00	959,599.00	410,170.00	1,369,769.00	959,599.00	410,170.00	1,369,769.00	3,838,396	1,640,680	5,479,076
Liverpool Plains (S)	7,670	438,888.00	232,895.00	671,783.00	438,888.00	232,895.00	671,783.00	438,888.00	232,895.00	671,783.00	438,888.00	232,895.00	671,783.00	1,755,552	931,580	2,687,132
Lockhart (S)	3,474	411,104.00	229,319.00	640,423.00	411,104.00	229,319.00	640,423.00	411,104.00	229,319.00	640,423.00	411,104.00	229,319.00	640,423.00	1,644,416	917,276	2,561,692
Lord Howe Island (Bd)	445	45,313.00	-	45,313.00	45,313.00	-	45,313.00	45,313.00	-	45,313.00	45,313.00	-	45,313.00	181,252	-	181,252
Maitland (C)	98,163	917,310.00	259,586.00	1,176,896.00	917,310.00	259,586.00	1,176,896.00	917,310.00	259,586.00	1,176,896.00	917,310.00	259,586.00	1,176,896.00	3,669,240	1,038,344	4,707,584
Mid-Coast	98,582	2,105,823.00	915,904.00	3,021,727.00	2,105,823.00	915,904.00	3,021,727.00	2,105,823.00	915,904.00	3,021,727.00	2,105,823.00	915,904.00	3,021,727.00	8,423,292	3,663,616	12,086,908
Mid-Western Regional	26,214	748,090.00	421,310.00	1,169,400.00	748,090.00	421,310.00	1,169,400.00	748,090.00	421,310.00	1,169,400.00	748,090.00	421,310.00	1,169,400.00	2,992,360	1,685,240	4,677,600
Moree Plains (S)	12,816	873,530.00	490,493.00	1,364,023.00	873,530.00	490,493.00	1,364,023.00	873,530.00	490,493.00	1,364,023.00	873,530.00	490,493.00	1,364,023.00	3,494,120	1,961,972	5,456,092
Mosman (M)	29,253	99,472.00	37,792.00	137,264.00	99,472.00	37,792.00	137,264.00	99,472.00	37,792.00	137,264.00	99,472.00	37,792.00	137,264.00	397,888	151,168	549,056
Murray River	13,562	922,679.00	500,039.00	1,422,718.00	922,679.00	500,039.00	1,422,718.00	922,679.00	500,039.00	1,422,718.00	922,679.00	500,039.00	1,422,718.00	3,690,716	2,000,156	5,690,872
Murrumbidgee	3,658	546,391.00	279,180.00	825,571.00	546,391.00	279,180.00	825,571.00	546,391.00	279,180.00	825,571.00	546,391.00	279,180.00	825,571.00	2,185,564	1,116,720	3,302,284
Muswellbrook (S)	16,817	486,594.00	152,920.00	639,514.00	486,594.00	152,920.00	639,514.00	486,594.00	152,920.00	639,514.00	486,594.00	152,920.00	639,514.00	1,946,376	611,680	2,558,056
Nambucca Valley	20,986	522,373.00	208,213.00	730,586.00	522,373.00	208,213.00	730,586.00	522,373.00	208,213.00	730,586.00	522,373.00	208,213.00	730,586.00	2,089,492	832,852	2,922,344
Narrabri (S)	12,796	837,969.00	409,294.00	1,247,263.00	837,969.00	409,294.00	1,247,263.00	837,969.00	409,294.00	1,247,263.00	837,969.00	409,294.00	1,247,263.00	3,351,876	1,637,176	4,989,052
Narrandera (S)	5,687	574,770.00	267,149.00	841,919.00	574,770.00	267,149.00	841,919.00	574,770.00	267,149.00	841,919.00	574,770.00	267,149.00	841,919.00	2,299,080	1,068,596	3,367,676
Narromine (S)	6,432	521,737.00	247,874.00	769,611.00	521,737.00	247,874.00	769,611.00	521,737.00	247,874.00	769,611.00	521,737.00	247,874.00	769,611.00	2,086,948	991,496	3,078,444
Newcastle	176,860	1,670,896.00	299,556.00	1,970,452.00	1,670,896.00	299,556.00	1,970,452.00	1,670,896.00	299,556.00	1,970,452.00	1,670,896.00	299,556.00	1,970,452.00	6,683,584	1,198,224	7,881,808
North Sydney	72,909	239,114.00	77,569.00	316,683.00	239,114.00	77,569.00	316,683.00	239,114.00	77,569.00	316,683.00	239,114.00	77,569.00	316,683.00	956,456	310,276	1,266,732
Northern Beaches	270,772	887,128.00	367,360.00	1,254,488.00	887,128.00	367,360.00	1,254,488.00	887,128.00	367,360.00	1,254,488.00	887,128.00	367,360.00	1,254,488.00	3,548,512	1,469,440	5,017,952
Oberon	5,604	348,735.00	164,607.00	513,342.00	348,735.00	164,607.00	513,342.00	348,735.00	164,607.00	513,342.00	348,735.00	164,607.00	513,342.00	1,394,940	658,428	2,053,368
Orange (C)	44,610	615,391.00	203,756.00	819,147.00	615,391.00	203,756.00	819,147.00	615,391.00	203,756.00	819,147.00	615,391.00	203,756.00	819,147.00	2,461,564	815,024	3,276,588
Parkes (S)	14,236	740,367.00	362,770.00	1,103,137.00	740,367.00	362,770.00	1,103,137.00	740,367.00	362,770.00	1,103,137.00	740,367.00	362,770.00	1,103,137.00	2,961,468	1,451,080	4,412,548
Parramatta (C)	274,956	1,058,719.00	341,030.00	1,399,749.00	1,058,719.00	341,030.00	1,399,749.00	1,058,719.00	341,030.00	1,399,749.00	1,058,719.00	341,030.00	1,399,749.00	4,234,876	1,364,120	5,598,996
Penrith (C)	228,661	1,253,348.00	445,550.00	1,698,898.00	1,253,348.00	445,550.00	1,698,898.00	1,253,348.00	445,550.00	1,698,898.00	1,253,348.00	445,550.00	1,698,898.00	5,013,392	1,782,200	6,795,592
Port Macquarie-Hastings	90,835	1,036,694.00	480,397.00	1,517,091.00	1,036,694.00	480,397.00	1,517,091.00	1,036,694.00	480,397.00	1,517,091.00	1,036,694.00	480,397.00	1,517,091.00	4,146,776	1,921,588	6,068,364
Port Stephens	78,906	887,442.00	217,324.00	1,104,766.00	887,442.00	217,324.00	1,104,766.00	887,442.00	217,324.00	1,104,766.00	887,442.00	217,324.00	1,104,766.00	3,549,768	869,296	4,419,064
Queanbeyan-Palerang Regi	66,855	602,643.00	456,148.00	1,058,791.00	602,643.00	456,148.00	1,058,791.00	602,643.00	456,148.00	1,058,791.00	602,643.00	456,148.00	1,058,791.00	2,410,572	1,824,592	4,235,164
Randwick (C)	144,598	471,470.00	169,993.00	641,463.00	471,470.00	169,993.00	641,463.00	471,470.00	169,993.00	641,463.00	471,470.00	169,993.00	641,463.00	1,885,880	679,972	2,565,852
Richmond Valley	23,892	642,413.00	267,480.00	909,893.00	642,413.00	267,480.00	909,893.00	642,413.00	267,480.00	909,893.00	642,413.00	267,480.00	909,893.00	2,569,652	1,069,920	3,639,572
Ryde (C)	139,047	461,676.00	161,459.00	623,135.00	461,676.00	161,459.00	623,135.00	461,676.00	161,459.00	623,135.00	461,676.00	161,459.00	623,135.00	1,846,704	645,836	2,492,540
Shellharbour (C)	81,566	698,578.00	182,176.00	880,754.00	698,578.00	182,176.00	880,754.00	698,578.00	182,176.00	880,754.00	698,578.00	182,176.00	880,754.00	2,794,312	728,704	3,523,016
Shoalhaven (C)	110,803	1,347,605.00	608,286.00	1,955,891.00	1,347,605.00	608,286.00	1,955,891.00	1,347,605.00	608,286.00	1,955,891.00	1,347,605.00	608,286.00	1,955,891.00	5,390,420	2,433,144	7,823,564
Silverton (VC)	35	5,713.00	-	5,713.00	5,713.00	-	5,713.00	5,713.00	-	5,713.00	5,713.00	-	5,713.00	22,852	-	22,852
Singleton	25,639	371,237.00	231,019.00	602,256.00	371,237.00	231,019.00	602,256.00	371,237.00	231,019.00	602,256.00	371,237.00	231,019.00	602,256.00	1,484,948	924,076	2,409,024
Snowy Monaro Regional	22,292	1,111,786.00	466,916.00	1,578,702.00	1,111,786.00	466,916.00	1,578,702.00	1,111,786.00	466,916.00	1,578,702.00	1,111,786.00	466,916.00	1,578,702.00	4,447,144	1,867,664	6,314,808
Snowy Valleys	14,955	756,621.00	235,370.00	991,991.00	756,621.00	235,370.00	991,991.00	756,621.00	235,370.00	991,991.00	756,621.00	235,370.00	991,991.00	3,026,484	941,480	3,967,964
Strathfield (M)	48,495	148,142.00	50,313.00	198,455.00	148,142.00	50,313.00	198,455.00	148,142.00	50,313.00	198,455.00	148,142.00	50,313.00	198,455.00	592,568	201,252	793,820
Sutherland (S)	238,614	807,213.00	345,651.00	1,152,864.00	807,213.00	345,651.00	1,152,864.00	807,213.00	345,651.00	1,152,864.00	807,213.00	345,651.00	1,152,864.00	3,228,852	1,382,604	4,611,456
Sydney (C)	237,278	793,657.00	241,028.00	1,034,685.00	793,657.00	241,028.00	1,034,685.00	793,657.00	241,028.00	1,034,685.00	793,657.00	241,028.00	1,034,685.00	3,174,627	964,113	4,138,740
Tamworth Regional	65,908	1,057,941.00	728,660.00	1,786,601.00	1,057,941.00	728,660.00	1,786,601.00	1,057,941.00	728,660.00	1,786,601.00	1,057,941.00	728,660.00	1,786,599.00	4,231,764	2,914,638	7,146,402
Temora (S)	6,023	426,189.00	223,857.00	650,046.00	426,189.00	223,857.00	650,046.00	426,189.00	223,857.00	650,046.00	426,189.00	223,857.00	650,046.00	1,704,756	895,428	2,600,184
Tenterfield (S)	7,081	602,522.00	269,581.00	872,103.00	602,522.00	269,581.00	872,103.00	602,522.00	26							

Financial assistance grants 2025-26



Local Government Financial Assistance Grants (FA Grants) help local councils deliver services to their communities. The Australian Government determines the pool of FA Grants available, and this is paid annually to councils by the NSW Government based on recommendations from the Local Government Grants Commission.

The Commission uses a refined model to direct funding to councils with the greatest relative disadvantage. This is typically rural and remote councils with limited revenue capacity.

This funding is untied and paid to NSW's 128 councils, as well as the Lord Howe Island Board, and the Village Committees of Silverton and Tibooburra.

The NSW Local Grants Commission consists of four members appointed for maximum terms of five years.

The current membership of the Commission is:

Linda Scott – Chair

Brett Whitworth – Deputy Chair

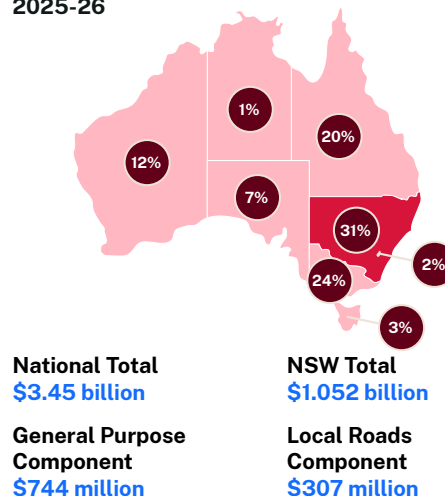
Leanne Barnes PSM OAM – Commissioner

Jason Hamling – Commissioner

The Commission has started the process of reviewing the formula for the allocation of FA Grants. This will open for consultation later in the 2025-26 financial year.

In June 2025, the Australian Government paid approximately 50% of the 2025-26 grants in advance. The remainder of the grant allocation will be paid in quarterly instalments.

Financial Assistance Grant Distribution for 2025-26



Funds allocated to NSW are based on the National Principles as part of Federal legislation, being the Local Government (Financial Assistance) Act 1995.

Total Grant Calculation

The FA Grant comprises two components: the General Purpose Component (GPC) and the Local Roads Component (LRC). Grant distribution is based on operational expenditure, not capital works. While 65% of the state's population lives in metropolitan councils, they receive only 25% of the grant funding. The remaining funds are distributed to regional, rural, and remote councils.

General Purpose Component (GPC)

The GPC allocation is based on council expenditure and is also subject to a minimum grant per capita. In 2025-26, that amount is \$26.34.

Compared to 2024-25, in 2025-26 the range to which an individual council's annual GPC can vary will be a maximum increase of 6% or a maximum decrease of 4%.

Range of general purpose grants	\$468,454 - \$27,412,231
Population of NSW (as of 30 June 2024)	8,478,330
Average per capita general purpose grant	\$429.64
Highest per capita general purpose grant	\$3,804.04
Minimum per capita general purpose grant	\$26.34



Local Roads Component (LRC)

The LRC is allocated so that local government entities can preserve their road assets. As much as possible, allocations are based on the relative needs of each local government entity's expenditure on roads.

Local road length in NSW	149,463 km
Bridge length (>6m) in NSW	176,834 M
Average local roads grant/km	\$2,400,403
Highest local roads grant/km	\$7,417,072
Lowest local roads grant/km	\$163,870



CORP 02

Investment Report August 2025

Strategic Objective	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	298201.2025
Report By	Vishwa Nadan - Chief Financial Officer
Approved By	Farooq Portelli - Director Corporate Services

EXECUTIVE SUMMARY

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

- Council held investments with a market value of \$451 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 August 2025) was 17 basis points above the benchmark (AusBond Bank Bill Index)

	AusBond Bank Bill Index (ABBI)
Benchmark	4.25%
Portfolio yield	4.42%
Performance above benchmark	0.17%

- 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. Staff are working with Council's investment advisor and exploring switch options.
- Year-to-date, Council's investment income was \$553 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 \$342 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).
- Reserve balances were as follows (see **Attachment 2** for details):

	Opening balance 1 July 2025	Actual Balances 31 August 2025	Projected balances to 30 June 2026
Externally restricted	\$379.7m	\$393.5m	\$348.8m
Internally restricted	\$33.6m	\$33.8m	\$34.6m
Unrestricted (General)	\$2.8m	\$24.0m	\$6.9m
Total	\$416.1m	\$451.3m	\$390.3m

RECOMMENDATION

That Council:

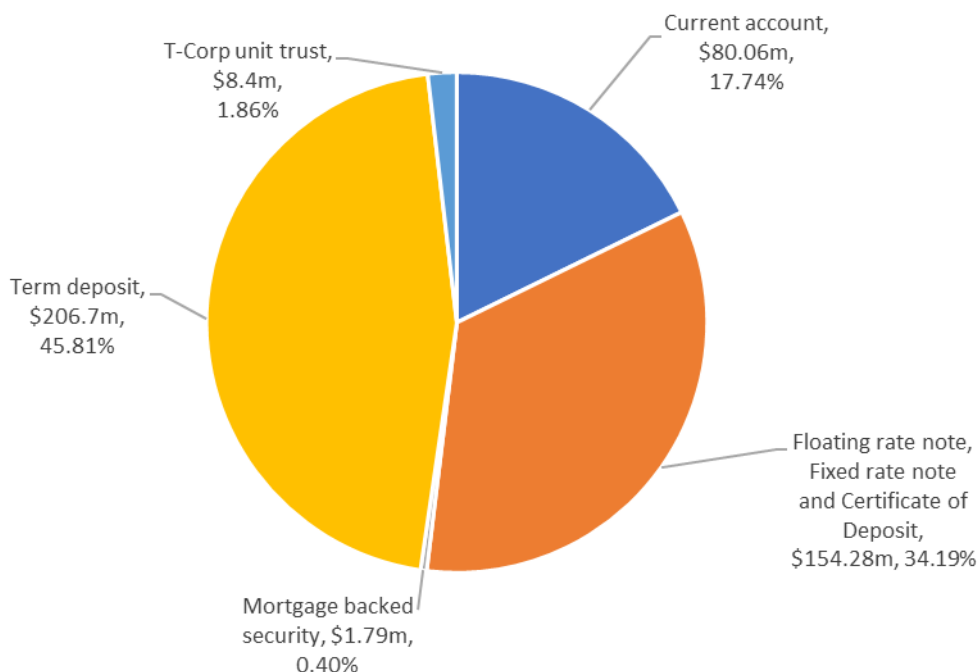
1. Receives and notes this report.

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 August 2025, Council held investments with a market value of \$451 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	Aug-25	Jul-25	Jun-25
Senior debts (FRNs ,TCDs & FRBs)*	100.25%	100.12%	100.09%
MBS (Reverse mortgage-backed securities)	83.93%	83.84%	83.24%
T-Corp unit trusts	137.26%	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.

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 \$342 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	80,055,094	17.74%		
	Term deposits < 1 year	160,700,000	35.61%		
	T-Corp unit trust	8,407,523	1.86%		
	Tradeable securities	154,280,376	34.19%		
✓	Portfolio % < 1 year (Short term liquidity)	403,442,994	89.41%	30%	100%
✓	Term deposit > 1 year < 3 years	46,000,000	10.19%	0%	70%
✓	Grand fathered securities	1,786,559	0.40%	N/A	N/A
✓	Portfolio % (Medium term liquidity)	47,786,559	10.59%		
	Total portfolio	451,229,553	100.00%		

Counterparty policy limit compliance

Complies to Investment policy	Issuer	Security rating	Market value	% Total value	Maximum Institutional policy limit % holdings
✓	AMP Bank Ltd	BBB+	31,096,760	6.89%	15%
✓	ANZ Banking Group Ltd	AA-	13,783,717	3.05%	35%
✓	Auswide Bank	BBB	6,700,000	1.48%	15%
✓	Bendigo & Adelaide Bank Ltd	A-	3,518,676	0.78%	25%
✓	Bank Australia	BBB+	1,369,896	0.30%	15%
✓	Bank of Queensland Ltd	A-	15,796,262	3.50%	25%
✓	Bank of Sydney	Unrated	3,000,000	0.66%	5%
✓	Commonwealth Bank of Australia Ltd	AA-	87,292,997	19.35%	35%
✓	Emerald Reverse Mortgage Trust (Class A)	Unrated	585,943	0.13%	5%
✓	Emerald Reverse Mortgage Trust (Class C)	Unrated	1,200,616	0.27%	5%
✓	G&C Mutual Bank	BBB+	3,000,000	0.66%	15%
✓	Great Southern Bank	BBB+	1,856,275	0.41%	15%
✓	ING Bank	A	40,116,160	8.89%	25%
✓	Macquarie Bank	A+	13,299,968	2.95%	25%
✓	MyState Bank	BBB	13,000,000	2.88%	15%
✓	Mizuho Bank	A	3,517,745	0.78%	25%
✓	National Australia Bank Ltd	AA-	45,810,825	10.15%	35%
✓	Newcastle Greater Mutual Group Ltd	BBB+	3,822,514	0.85%	15%
✓	Northern Territory Treasury	AA-	10,000,000	2.22%	35%
✓	NSW Treasury Corporation	Unrated	8,407,523	1.86%	5%
✓	Rabobank Australia Limited	A	43,564,297	9.65%	25%
✓	RACQ Bank	BBB+	1,504,703	0.33%	15%
✓	Scotia Bank	A-	8,590,166	1.90%	25%
✓	State Bank of India, Sydney Branch	BBB-	11,000,000	2.44%	15%
✓	Sumitomo Mitsui Banking	A	4,014,636	0.89%	25%
✓	Suncorp Bank	AA-	14,469,642	3.21%	35%
✓	Teachers Mutual Bank	BBB+	1,008,745	0.22%	15%
✓	UBS AG	A+	4,557,390	1.01%	25%
✓	Unity Bank	Unrated	10,000,000	2.22%	5%
✓	Westpac Banking Corporation Ltd	AA-	45,344,098	10.05%	35%
	Portfolio Total		451,229,553	100.00%	

Credit rating policy limit compliance

Complies to Investment policy	Credit rating	Market value	% Portfolio	Maximum policy limit
✓	AA Category	218,455,373	48.41%	100%
✓	A Category	135,221,205	29.97%	60%
✓	BBB Category	74,358,893	16.48%	45%
✓	Unrated	23,194,082	5.14%	10%
	Total Portfolio	451,229,553	100.00%	

Compliance with Investment policy – In summary

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

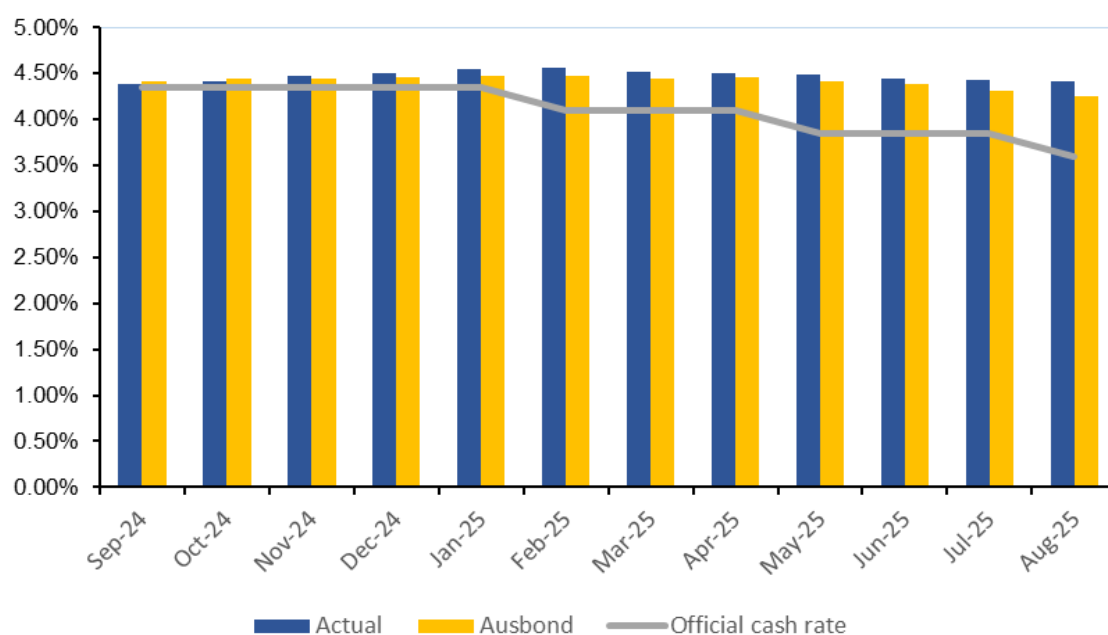
Portfolio performance against relevant market benchmark

Council's Investment Policy prescribes the AusBond Bank Bill Index (ABBI) as a benchmark to measure return on cash and fixed interest securities. The ABBI represents the average daily yield of a parcel of bank bills. Historically there has been a positive correlation between changes in the cash rate and the resulting impact on the ABBI benchmark.

Council's investment portfolio is performing 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. Staff are working with Council's investment advisor and exploring switch options.

The portfolio yield for the year to August 2025 was above the ABBI index by 17 basis points (portfolio yield: 4.42%; ABBI: 4.25%).

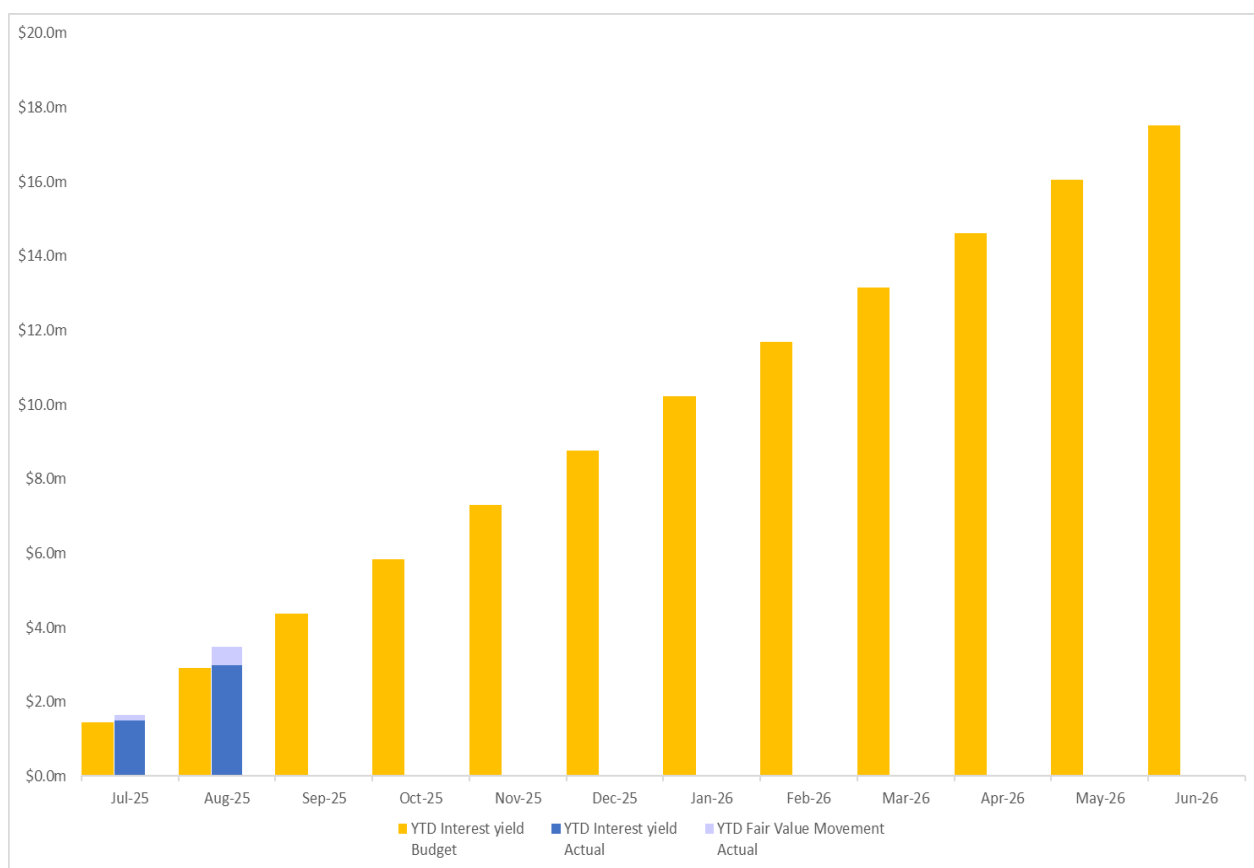
Comparative yields for the previous months are charted below:



Performance of portfolio returns against budget

Year-to-date, Council's investment income was \$553 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	\$2.92m	\$2.98m	\$0.06m
Fair value market movement	\$0.00m	\$0.49m	\$0.49m
Total	\$2.92m	\$3.47m	\$0.55m



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

Economic	Council's investment income was \$553 thousand higher than the original budget at 31 August 2025.
Environment	There are no environmental and sustainability considerations.
Social	There are no social and cultural considerations.
Civic Leadership	There are no civic leadership and governance considerations.
Legislative	<p>Local Government Act 1993, section 625</p> <p>Local Government (General) Regulation 2021, section 212</p> <p>Council is empowered by section 625 of the Local Government Act 1993 to invest money that is not, for the time being, required by Council for any other purpose. Council may invest money in a form of investment notified by order of the Minister.</p> <p>The Minister has published the Local Government Act 1993 – Investment Order which specifies the forms of investment that a council may make. It makes clear that Council must have an investment policy and invest in accordance with that policy. Council is required to invest prudently and must consider:</p> <ul style="list-style-type: none"> • the risk of capital or income loss or depreciation, • the likely income return and the timing of income return, • the length of the term of the proposed investment, • the liquidity and marketability of the proposed investment,

	<ul style="list-style-type: none"> the likelihood of inflation affecting the value of the proposed investment, and the costs of making the proposed investment. <p>The responsible accounting officer must provide Council with a written report setting out details of money invested at its ordinary meetings (but only at one meeting in a month): section 212 of the Local Government (General) Regulation 2021. The report must include a certificate as to whether the investment has been made in accordance with the Act, the regulations and Council's investment policies.</p>
Risk	<p>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.</p>

ATTACHMENTS

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



Portfolio Valuation As At 31 August 2025

Fixed Interest Security	Maturity Date	Rating	Current	Market Value	Total	Yield
Current Account						
CBA Business Saver		AA-	54,965,535.97	54,965,535.97	12.18%	3.60%
CBA General Account		AA-	5,378,139.68	5,378,139.68	1.19%	0.00%
AMP Business Saver		BBB	5,050.36	5,050.36	0.00%	2.00%
AMP Notice Account		BBB	19,673,533.27	19,673,533.27	4.36%	4.25%
Macquarie Bank Accelerator Account		A+	31,178.48	31,178.48	0.01%	3.75%
Macquarie Bank Account		A+	1,656.52	1,656.52	0.00%	2.00%
			80,055,094.28	80,055,094.28	17.74%	
Fixed Rate Bond						
Commonwealth Bank	14/01/2027	AA-	5,000,000.00	4,907,210.00	1.09%	2.40%
Commonwealth Bank	21/11/2028	AA-	2,000,000.00	1,993,126.00	0.44%	3.90%
Commonwealth Bank	21/08/2030	AA-	1,500,000.00	1,499,757.00	0.33%	4.24%
Bank of Queensland	29/10/2025	BBB+	4,000,000.00	3,997,340.00	0.89%	4.00%
Bank of Queensland	27/10/2026	BBB+	4,750,000.00	4,645,310.00	1.03%	2.10%
UBS AG	26/02/2026	A+	2,550,000.00	2,515,274.10	0.56%	1.10%
ING Direct	19/08/2026	A	1,800,000.00	1,754,094.60	0.39%	1.10%
Macquarie Bank	14/09/2026	A+	4,200,000.00	4,245,460.80	0.94%	4.95%
NAB	25/02/2027	AA-	4,500,000.00	4,441,725.00	0.98%	2.90%
Scotia Bank	21/03/2030	A-	4,000,000.00	4,068,156.00	0.90%	5.23%
Suncorp	25/01/2027	AA-	4,500,000.00	4,415,904.00	0.98%	2.50%
			38,800,000.00	38,483,357.50	8.53%	
Floating Rate Note						
AMP Bank	13/09/2027	BBB+	3,400,000.00	3,418,176.40	0.76%	4.99%
ANZ Bank	31/03/2028	AA-	2,500,000.00	2,528,617.50	0.56%	4.66%
ANZ Bank	11/09/2028	AA-	4,200,000.00	4,234,935.60	0.94%	4.66%
ANZ Bank	05/02/2029	AA-	1,000,000.00	1,009,211.00	0.22%	4.62%
ANZ Bank	18/02/2030	AA-	3,000,000.00	3,010,953.00	0.67%	4.40%
Bank Australia	21/02/2028	BBB	1,350,000.00	1,369,896.30	0.30%	5.27%
Bank of Queensland	30/04/2029	A-	4,100,000.00	4,153,611.60	0.92%	4.98%
Bendigo and Adelaide	14/05/2027	A-	1,700,000.00	1,710,176.20	0.38%	4.61%
Bendigo and Adelaide	24/10/2028	A-	1,800,000.00	1,808,499.60	0.40%	4.65%
Commonwealth Bank	17/08/2028	AA-	3,500,000.00	3,531,696.00	0.78%	4.54%
Commonwealth Bank	09/01/2030	AA-	2,500,000.00	2,512,812.50	0.56%	4.61%
Commonwealth Bank	21/08/2030	AA-	2,500,000.00	2,504,720.00	0.56%	4.34%
Great Southern Bank	01/11/2027	BBB+	1,850,000.00	1,856,275.20	0.41%	4.72%
ING Bank	22/03/2027	A+	2,000,000.00	2,012,012.00	0.45%	4.61%
ING Bank	20/08/2029	A+	6,300,000.00	6,350,053.50	1.41%	4.59%
Macquarie Bank	14/09/2026	A+	4,800,000.00	4,818,144.00	1.07%	4.56%
Macquarie Bank	17/07/2030	A+	4,200,000.00	4,203,528.00	0.93%	4.53%
Mizuho Bank	18/01/2027	A	3,500,000.00	3,517,745.00	0.78%	4.57%
NAB	18/04/2028	AA-	2,500,000.00	2,511,737.50	0.56%	4.50%
NAB	22/03/2029	AA-	3,500,000.00	3,525,151.00	0.78%	4.56%
NAB	14/11/2029	AA-	2,600,000.00	2,611,611.60	0.58%	4.43%
NAB	18/03/2030	AA-	4,700,000.00	4,720,600.10	1.05%	4.53%

Newcastle Greater Mutual Group Ltd	14/02/2029	BBB	600,000.00	614,587.20	0.14%	5.46%
Newcastle Greater Mutual Group Ltd	21/01/2030	BBB+	3,200,000.00	3,207,926.40	0.71%	4.93%
Rabobank Australia Branch	27/01/2027	A+	2,700,000.00	2,708,383.50	0.60%	4.43%
Rabobank Australia Branch	19/01/2028	A+	1,500,000.00	1,518,750.00	0.34%	4.86%
Rabobank Australia Branch	26/02/2029	A	3,000,000.00	3,027,786.00	0.67%	4.58%
Rabobank Australia Branch	20/02/2030	A	1,300,000.00	1,302,915.90	0.29%	4.42%
Rabobank Australia Branch	10/07/2030	A	3,000,000.00	3,006,462.00	0.67%	4.60%
RACQ Bank	24/02/2026	BBB+	1,500,000.00	1,504,702.50	0.33%	5.05%
Scotia Bank	21/03/2030	A-	4,500,000.00	4,522,009.50	1.00%	5.06%
Suncorp	19/03/2029	AA-	2,500,000.00	2,518,540.00	0.56%	4.67%
Suncorp	27/09/2029	AA-	5,000,000.00	5,023,945.00	1.11%	4.53%
Suncorp	21/05/2030	AA-	2,500,000.00	2,511,252.50	0.56%	4.50%
Sumitomo Mitsui Banking	20/01/2027	A	4,000,000.00	4,014,636.00	0.89%	4.46%
Teachers Mutual Bank	21/06/2027	BBB+	1,000,000.00	1,008,745.00	0.22%	4.96%
UBS AG	24/11/2028	A+	2,000,000.00	2,042,116.00	0.45%	5.00%
Westpac	21/01/2030	AA-	4,500,000.00	4,522,968.00	1.00%	4.52%
Westpac	19/06/2030	AA-	4,800,000.00	4,821,129.60	1.07%	4.52%
			115,100,000.00	115,797,018.70	25.66%	

Mortgage Backed Security

EmeraldMBS2006-1A	21/08/2051	Unrated	628,549.64	585,942.77	0.13%	4.02%
EmeraldMBS2006-1C	21/08/2056	Unrated	1,000,000.00	813,182.00	0.18%	4.77%
EmeraldMBS2007-1C	23/07/2057	Unrated	500,000.00	387,434.00	0.09%	4.63%
			2,128,549.64	1,786,558.77	0.40%	

Term Deposit

AMP	10/09/2025	BBB+	3,000,000.00	3,000,000.00	0.66%	5.10%
AMP	22/10/2025	BBB+	5,000,000.00	5,000,000.00	1.11%	5.05%
ANZ	26/10/2026	AA-	3,000,000.00	3,000,000.00	0.66%	5.35%
Auswide Bank	10/12/2025	BBB	6,700,000.00	6,700,000.00	1.48%	5.10%
Bank of Queensland	08/01/2026	A-	3,000,000.00	3,000,000.00	0.66%	4.35%
Bank of Sydney	19/01/2026	Unrated	3,000,000.00	3,000,000.00	0.66%	4.43%
Commonwealth Bank	27/11/2025	AA-	10,000,000.00	10,000,000.00	2.22%	4.60%
ING Bank	01/09/2025	A	3,000,000.00	3,000,000.00	0.66%	5.37%
ING Bank	24/09/2025	A	5,000,000.00	5,000,000.00	1.11%	5.20%
ING Bank	15/01/2026	A	5,000,000.00	5,000,000.00	1.11%	5.04%
ING Bank	25/09/2026	A	5,000,000.00	5,000,000.00	1.11%	5.15%
ING Bank	14/10/2026	A	3,000,000.00	3,000,000.00	0.66%	4.79%
ING Bank	14/10/2027	A	3,000,000.00	3,000,000.00	0.66%	4.77%
ING Bank	10/10/2028	A	3,000,000.00	3,000,000.00	0.66%	5.30%
ING Bank	20/11/2028	A	3,000,000.00	3,000,000.00	0.66%	5.40%
G & C Mutual Bank	17/09/2025	BBB	3,000,000.00	3,000,000.00	0.66%	5.20%
MyState Bank	27/10/2025	BBB	3,000,000.00	3,000,000.00	0.66%	4.35%
MyState Bank	10/12/2025	BBB	6,000,000.00	6,000,000.00	1.33%	5.10%
MyState Bank	12/06/2026	BBB	4,000,000.00	4,000,000.00	0.89%	4.25%
NAB	08/09/2025	AA-	5,000,000.00	5,000,000.00	1.11%	1.10%
NAB	29/07/2026	AA-	3,000,000.00	3,000,000.00	0.66%	4.19%
NAB	27/02/2026	AA-	10,000,000.00	10,000,000.00	2.22%	4.10%
NAB	29/04/2026	AA-	5,000,000.00	5,000,000.00	1.11%	4.10%
NAB	31/08/2026	AA-	5,000,000.00	5,000,000.00	1.11%	4.15%
Northern Territory Treasury	15/12/2025	AA-	5,000,000.00	5,000,000.00	1.11%	1.20%
Northern Territory Treasury	15/12/2026	AA-	5,000,000.00	5,000,000.00	1.11%	1.50%
Rabobank Australia Limited	09/12/2025	A	3,000,000.00	3,000,000.00	0.66%	4.42%
Rabobank Australia Limited	12/11/2025	A	5,000,000.00	5,000,000.00	1.11%	4.50%
Rabobank Australia Limited	18/05/2026	A	5,000,000.00	5,000,000.00	1.11%	4.47%
Rabobank Australia Limited	29/05/2026	A	5,000,000.00	5,000,000.00	1.11%	4.22%
Rabobank Australia Limited	27/08/2026	A	3,000,000.00	3,000,000.00	0.66%	4.50%
Rabobank Australia Limited	18/02/2028	A	3,000,000.00	3,000,000.00	0.66%	5.06%

Rabobank Australia Limited	18/02/2028	A	5,000,000.00	5,000,000.00	1.11%	4.80%
Rabobank Australia Limited	20/02/2029	A	3,000,000.00	3,000,000.00	0.66%	5.19%
State Bank of India	18/12/2025	BBB-	3,000,000.00	3,000,000.00	0.66%	4.50%
State Bank of India	11/03/2026	BBB-	5,000,000.00	5,000,000.00	1.11%	5.00%
State Bank of India	20/04/2026	BBB-	3,000,000.00	3,000,000.00	0.66%	4.35%
Unity Bank	25/02/2026	Unrated	5,000,000.00	5,000,000.00	1.11%	4.15%
Unity Bank	27/03/2026	Unrated	5,000,000.00	5,000,000.00	1.11%	4.15%
Westpac	27/10/2025	AA-	3,000,000.00	3,000,000.00	0.66%	5.37%
Westpac	19/01/2026	AA-	3,000,000.00	3,000,000.00	0.66%	5.05%
Westpac	27/02/2026	AA-	10,000,000.00	10,000,000.00	2.22%	4.14%
Westpac	30/03/2026	AA-	5,000,000.00	5,000,000.00	1.11%	4.12%
Westpac	29/04/2026	AA-	10,000,000.00	10,000,000.00	2.22%	4.12%
Westpac	31/08/2026	AA-	5,000,000.00	5,000,000.00	1.11%	4.14%
			206,700,000.00	206,700,000.00	45.81%	
Total			442,783,643.92	442,822,029.25	98.14%	

T-Corp

NSWTC IM Long Term Growth Fund	Unrated	6,125,337.88	8,407,523.43	1.86%
		6,125,337.88	8,407,523.43	1.86%
Total		442,783,643.92	442,822,029.25	98.14%
Portfolio Total		448,908,981.80	451,229,552.68	100.00%

Liverpool City Council
Schedule of Cash Reserves

	30 June 2025 Actual Balance	31 August 2025 Actual Closing Balance	30 June 2026 Projected Closing Balance
Externally Restricted			
S7.11 Contributions	316,559,029	322,539,026	284,716,860
City Development Fund	(2,347,281)	(1,950,155)	(839,001)
Domestic Waste Reserve	1,271,847	8,983,778	3,053,948
Environment Levy	6,634,094	6,944,071	6,364,360
Stormwater Reserve	584,119	977,609	45,003
Contribution Reserve	3,038,422	3,038,422	3,038,422
Grants Reserve	3,011,097	4,011,097	3,011,097
Grants Reserve - Operating	7,197	7,197	7,197
Deferred Grants Reserve - Capital	37,075,055	36,810,258	36,810,258
Deferred Grants Reserve - Operating	3,703,478	3,336,456	3,336,456
Western Sydney Infrastructure Grants Program	10,128,113	8,848,947	9,308,414
Total Externally Restricted	379,665,170	393,546,704	348,853,014
Internally Restricted			
Employee Leave Entitlement Reserve	5,346,000	5,346,000	5,346,000
Insurance Reserve	1,796,043	1,796,043	1,796,043
Parking Strategy Reserve	1,300,736	1,527,983	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	7,874,683	7,874,683
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
Total Internally Restricted	33,644,953	33,779,525	34,559,083
Total Restricted	413,310,123	427,326,229	383,412,097
Unrestricted general reserves ⁽¹⁾	2,803,769	23,971,858	6,898,748
Total Cash and Investments	416,113,892	451,298,088	390,310,845

⁽¹⁾ Excludes investment in Civic Risk Mutual

CORP 03**Civic Expenses and Facilities Policy**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	299213.2025
Report By	David Day - Head of Governance
Approved By	Farooq Portelli - Director Corporate Services

EXECUTIVE SUMMARY

Council at its meeting of the 23 July 2025 resolved to place the Draft Civic Expenses and Facilities Policy on public exhibition for a period of not less than 28 days and requested that a further report be presented if there were any representations received. This report responds to the submission received during the public exhibition period and seeks Council approval for the revised policy.

RECOMMENDATION

That Council:

1. Adopt the Draft Civic Expenses and Facilities Policy.

REPORT

Council must adopt a policy in the first 12 months of its term concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office (Local Government Act 1993, section 252(1)).

The policy must comply with the Local Government Act 1993 (**Act**), the Local Government (General) Regulation 2021 (**Regulations**), and guidelines issued pursuant to section 23A of the Act. Guidelines were issued in 2009 dealing with the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (**Guidelines**). OLG has also published a suggested template policy for councils to adopt.

Council was presented with a review of the Civic Expenses and Facilities Policy at its meeting on 23 July 2025. The review proposed revisions to the Policy to:

- bring Council's Policy into closer alignment with the Guidelines and the OLG template,
- better define roles, particularly the role of the CEO,
- provide further clarification regarding the expenses Council will pay and the facilities Council will provide,
- identify when Councillors may access community facilities,
- reinforce that expenses and facilities are provided in support of civic duties,
- emphasise a requirement of reasonableness in relation to expenses,
- introduce some limits on expenses associated with conferences, seminars and courses,
- require repayment of expenses in some instances of non-attendance,
- strengthen and clarify existing controls around travel,
- specify that insurance cover is subject to the wording of Council's policy of insurance,
- clarify the circumstances in which legal expenses can be recovered,
- update language in the Policy and make the Policy easier to read.

Council resolved to:

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:

Car parking provision for Councillors when performing their duties as Councillors.
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.

- a. Note the following sentence be added to item j) of the proposed section as shown below:

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

PUBLIC EXHIBITION

The Draft Civic Expenses and Facilities Policy was amended in line with Council's resolution and placed on public exhibition for 28 days from 1 August 2025 to 29 August 2025.

Council received one (1) submission which covered several items. Responses to the items raised are outlined in the table below.

Section	Feedback	Council response
4.4.2	I believe meals are fine as long as they are the exception and related to council operations. This should not include a daily lunch etc that other employees are expected to cover at their own expense. A dinner or lunch out to hold a meeting can be acceptable. A weekly/Monthly limit may provide a means to keep this in check. Currently there is no transparency on this expense to ratepayers.	<p>Clause 4.4.2 of the Policy states that Council will provide to the Mayor:</p> <p>"i) Meals or refreshments in conjunction with Council related business".</p> <p>This provision is expressly limited to Council-related business and is not intended to include a daily lunch for personal use. In this regard, the Policy is already consistent with the feedback and further amendment is not proposed.</p> <p>Council reports mayoral and councillor expenses in its Annual Report but does not break down miscellaneous councillor expenses into sub-categories. The total amount reported for all miscellaneous expenses for Councillors and the Mayor in 2023/24 was \$1,507. If the governing body requires further reporting, consideration can be given to how that can be provided.</p>
4.10.2	All councillors should travel economy except for in the circumstances an economy seat is not available. This reduces the expenses the council incurs.	<p>4.10.2 of the Policy provides that:</p> <p>"4.10.2 Subject to the approvals required for travel, as set out in clause 4.10 of this policy, economy class travel should be used for all travel within Australia and overseas by the</p>

Section	Feedback	Council response
		<p>Mayor and Councillors. However, official travel by the Mayor to Western Australia, the Northern Territory or overseas is permissible by premium economy or business class air travel.”</p> <p>The amount reported as spent on interstate visits (Mayor and Councillors) in 2023/24 was \$389 and there was no expenditure on overseas travel. This does not indicate unreasonable expenditure on premium economy or business class air travel.</p> <p>On this basis, no changes are proposed to the policy based on this submission. It is open, however, to the governing body to resolve to remove the possibility of premium economy or business class air travel.</p>
4.4.2 4.10.5	All councilors should provide a detailed logbook of their vehicle usage if council is providing vehicle allowance. This include, KMs, times cleaned (an allowance is provided under 4.4.2 a ii), and any vehicle servicing.	<p>OLG’s suggested template includes provision for the keeping of a log book in relation to a mayoral vehicle and by councillors seeking to be reimbursed for use of a private vehicle. Council has not previously included such a requirement in the Policy but provides logbooks for use where this may be advantageous in relation to fringe benefits tax. It is not proposed to change the policy, but this can be done if the governing body requires.</p>

FINANCIAL IMPLICATIONS

Costs of managing the policy are expected to be met from Council’s existing staff budget for the current year and long-term financial plan.

CONSIDERATIONS

Economic	There are no economic and financial considerations.
Environment	There are no environmental and sustainability considerations.

Social	There are no social and cultural considerations.
Civic Leadership	Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	<p>252 Payment of expenses and provision of facilities</p> <p>(1) Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.</p> <p>(2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.</p> <p>(3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.</p> <p>(4) A council may from time to time amend a policy under this section.</p> <p>(5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.</p> <p>253 Requirements before policy concerning expenses and facilities can be adopted or amended</p> <p>(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.</p> <p>(2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.</p> <p>(3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.</p> <p>(4) (Repealed)</p>

	<p>(5) A council must comply with this section when proposing to adopt a policy in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy.</p> <p>254 Decision to be made in open meeting</p> <p>The council or a council committee all the members of which are councillors must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.</p>
Risk	The risk is deemed to be Low.

ATTACHMENTS

1. Draft Civic Expenses and Facilities Policy (Under separate cover)

OPER 01

**Carnes Hill Aquatic and Recreation Centre - Draft
Plan of Management**

Strategic Objective	Liveable, Sustainable, Resilient Deliver effective and efficient planning and high-quality design to provide best outcomes for a growing city
File Ref	130380.2025
Report By	Iqra Hoda - Assistant Project Manager (WSIGP)
Approved By	Terry Bilal - Acting Director Operations

EXECUTIVE SUMMARY

Council has recently completed a Draft Plan of Management for Carnes Hill Aquatic and Recreation Centre, Carnes Hill, that is consistent with the requirements of the *Local Government Act 1993* (LG Act).

The objective of the Carnes Hill Aquatic and Recreation Centre (CHARC) Plan of Management (PoM) is to outline the ongoing use, maintenance, management, and improvement of the precinct for the next 5-10 years, as well as to authorise leases, licenses and guide future uses and developments.

All land owned and managed by Council, which is classified as community land, must be subject to a PoM as required under the LG Act. PoMs allow for, among other things, Council to enter long-term leases/ licenses and other estates, consistent with the intended multiple use of the land.

Subject to Council approval, the Draft PoM for Carnes Hill Aquatic and Recreation Centre will be placed on public exhibition and the proposed categorisation presented at a public hearing.

RECOMMENDATION

That Council:

1. Approve the Draft Plan of Management for the purpose of placing it on public exhibition, including a public hearing regarding the proposed categorisation of community land, in accordance with the provisions of Section 38 of the *Local Government Act 1993* (LG Act) for a minimum period of 42 days from the date of public notice.

2. Delegates authority to the Chief Executive Officer (or delegate) to make any necessary minor amendments to the Draft Plan of Management, prior to exhibition.
3. Acknowledges that Council will receive a further report following the public exhibition period that will outline the public comments received in relation to the Draft Plan of Management.

REPORT

Land at Carnes Hill

Liverpool City Council has prepared this Draft Plan of Management for the proposed Carnes Hill Aquatic and Recreation Centre (CHARC) in accordance with the LG Act. The site is not currently covered under a Plan of Management. The CHARC, shown as Area 2 in Figure 1 below, is part of an overall Carnes Hill Precinct Masterplan that was adopted in February 2025.

Liverpool City Council secured funding from the NSW Government in 2023 for several community projects through the Western Sydney Infrastructure Grants Program (WSIGP). One of these projects is the Carnes Hill Aquatic and Recreation Centre. The NSW Government is contributing \$53.4 million towards the project through the WSIG program, with Liverpool City Council also contributing \$4.265m.

The CHARC site comprises an approximate area of 25,325 sqm (2.52ha) and is bounded by two complementary recreational and community precincts; Carnes Hill Community Precinct delivered in 2015 shown as 'Area 1' which includes Carnes Hill Library, Carnes Hill Community Centre, the Michael Clarke Recreation Centre, a café, playground with waterplay, outdoor fitness equipment, and a skate park. The soon-to be-delivered Sports Fields precinct to the north-east of the CHARC is referred to as 'Area 3' which is anticipated to be completed in 2027.

The scope of the PoM is captured within 'Area 2', which is located approximately 500 metres to the north of Carnes Hill town centre and is run through by Beard Creek, which meanders through the site on the south side of the CHARC before heading north-east, adjacent to Margaret Dawson Drive. There is also a 330KV High Voltage TransGrid Transmission easement and tower dissecting the precinct.



Figure 1 Carnes Hill Aquatic and Recreation Centre Plan of Management Area

Categorisation

All land within the Precinct, including the site for the new Carnes Hill Aquatic and Recreation Centre, is owned by Liverpool City Council. The site is classified as community land under the *Local Government Act 1993*. Council owned land which is classified as 'community' land must be managed and kept for the purposes of the community. Community land must be managed according to the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

Community land:

- Must have a Plan of Management prepared for it, which sets out guidelines for use and management of the land. Until a Plan of Management is adopted, the nature and use of the land must not change.
- Must be kept for the use of the general community and must not be sold. Council has no power to sell, exchange or otherwise dispose of community land, except for the purpose of enabling that land to become, or be added to, a Crown Reserve or land reserved or dedicated under the *National Parks and Wildlife Act 1974*.
- Cannot be leased or licensed for a period of more than 21 years, or for 30 years with consent from the Minister.

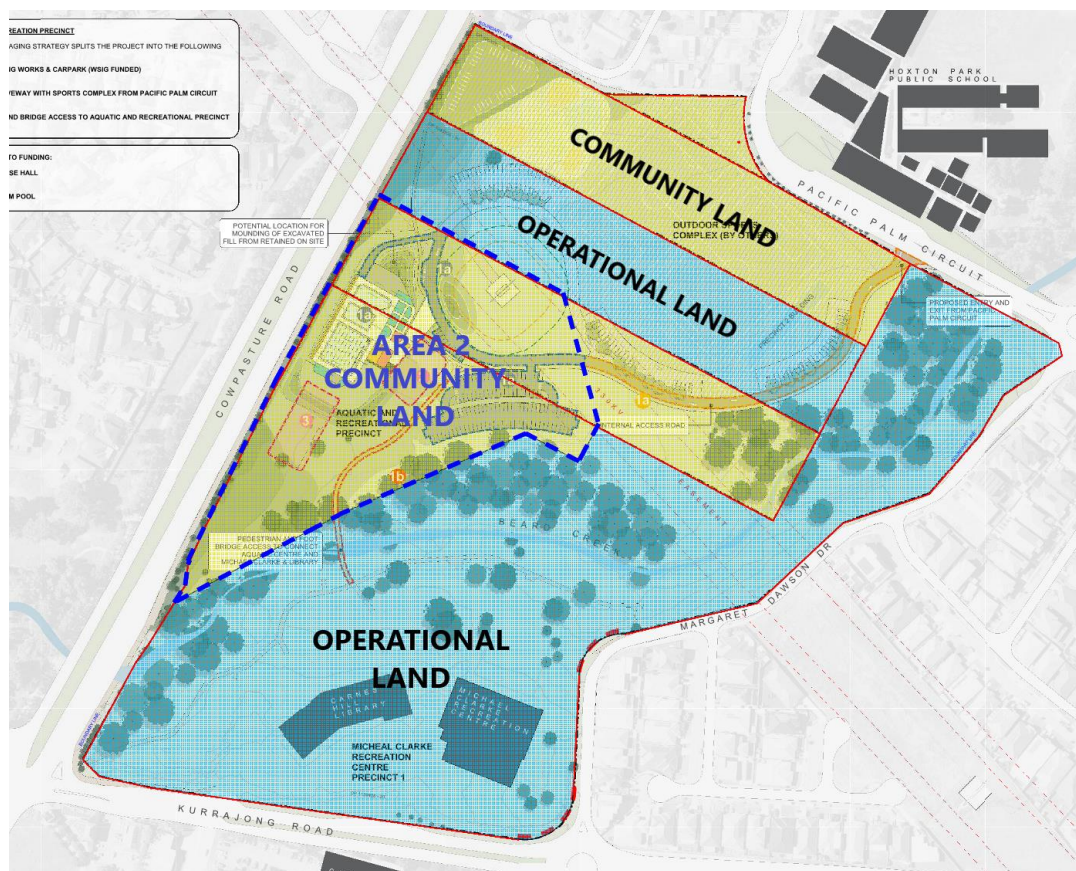


Figure 2 Classification of Carnes Hill Aquatic and Recreation Centre (Area 2)

Categories are allocated to the precinct according to the guidelines and core objectives of each of five categories defined in the LG Act and the Local Government (General) Regulation 2021. These categories are Natural Area, Sportsground, Park, Area of Cultural Significance and General Community Use.

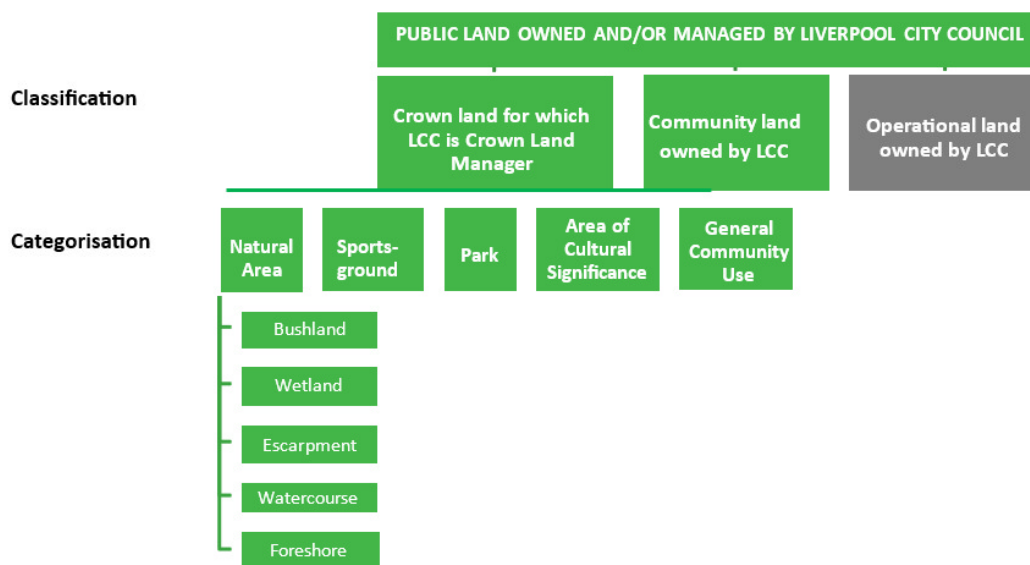


Figure 3 Public Land Ownership

The categories proposed for Carnes Hill Aquatic and Recreation Centre are Park (play spaces, grassed areas), General Community Use (Aquatic Centre and carpark), and Natural Area - Bushland (Beard Creek Riparian Area).

A public hearing will be required, as part of the public exhibition process, to categorise the Council-owned community land.

Plan of Management – Summary

The Carnes Hill Aquatic and Recreation Centre PoM outlines:

- Land ownership and management
- Condition of the land, buildings, and other improvements
- Uses of CHARC
- Future uses and developments
- Permitted future uses and developments
- Use agreements and leases or licences.

The CHARC PoM outlines the categorisation and ‘core objectives’ of the land. The CHARC PoM identifies three different community land categories to support the centre’s intended use that are consistent with lease or license authorisation in the PoM:

Category	Guidelines	Areas of CHARC
General Community Use	Land that may be made available for use for any purpose for which community land may be used, whether by the public at large or by specific sections of the public.	Footprint of aquatic and recreation centre, roads, carparks
Park	Land that is, or is proposed to be, improved by landscaping, gardens or the provision of non-sporting equipment and facilities, for use mainly for passive or active recreational, social, educational and cultural pursuits that do not unduly intrude on the peaceful enjoyment of the land by others.	Parkland, play spaces, landscaped areas
Natural Area-Bushland	Land that is categorised as a natural area should be further categorised as bushland under section 36(5) of the Act if the land contains primarily native vegetation and that vegetation— (a) is the natural vegetation or a remainder of the natural vegetation of the land, or (b) although not the natural vegetation of the land, is still representative of the structure or floristics, or structure and floristics, of the natural vegetation in the locality. Such land includes—	Beard Creek Riparian vegetation

	<p>(a) bushland that is mostly undisturbed with a good mix of tree ages, and natural regeneration, where the understorey is comprised of native grasses and herbs or native shrubs, and that contains a range of habitats for native fauna (such as logs, shrubs, tree hollows and leaf litter), or</p> <p>(b) moderately disturbed bushland with some regeneration of trees and shrubs, where there may be a regrowth area with trees of even age, where native shrubs and grasses are present in the understorey even though there may be some weed invasion, or</p> <p>(c) highly disturbed bushland where the native understorey has been removed, where there may be significant weed invasion and where dead and dying trees are present, where there is no natural regeneration of trees or shrubs, but where the land is still capable of being rehabilitated.</p>	
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Figure 4 Land categorisation at CHARC.

The PoM, when adopted, will authorise Council to enable the commercial long and short-term leasing of different elements of the centre and site, within the scope of the PoM. The leases are used to deliver community events and activities and provide access for community groups and residents, for the delivery of programs that support physical, mental and social wellbeing.

Legislation over Community Land

The *Local Government Act 1993* sets out a detailed legislative framework for use and management of community land in Chapter 6, Part 2, Division 2. Council is required to prepare a Draft Plan of Management for community land (LGA, section 36) and must use and manage community land in accordance with the applicable Plan of Management.

Before adopting a Plan of Management, Council must:

- Give public notice of the draft plan and material needed to understand the plan for not less than 28 days (LGA, section 38),
- Specify a period of not less than 42 days after the date on which the plan is placed on public exhibition during which submissions may be made (LGA, section 38),
- Hold a public hearing if the proposed plan will categorise or alter the categorisation of community land as a natural area, sportsground, park, area of cultural significance or for general community use (LGA, section 40A), and
- Only adopt a plan of management after considering submissions received in response to the draft plan (LGA, section 40(1)).

The Local Government Act governs the circumstances in which a lease, licence or estate in community land can be granted –

- Council may grant a lease, licence, or estate in community land of a kind permitted by section 46 of the Local Government Act, but not otherwise. Subject to provision for utilities, underground conduits and filming projects, the permitted purposes are conditional on the lease, licence or estate being authorised by the Plan of Management.
- Council must notify and exhibit any proposed grant of a licence and consider any representations received (LGA, sections 47 and 47A).
- Ministerial consent will be required for leases or licences for a term greater than 5 years if objections are made following public notification and leases or licences for a term greater than 21 years. The Minister has the opportunity to call in the proposed licence and apply a consent process for licences of a term of 5 years or less.
- Section 46A of the *Local Government Act 1993* requires that a lease or licence for a term exceeding five years may be granted only by tender unless it is granted to a non-profit organisation.

Next Steps

Upon Council's approval of the Draft PoM, the following steps are required for completion:

1. Council approval of the Draft Plan of Management
2. Draft Plan of Management to be placed on public exhibition
3. Public hearing held regarding proposed categorisations and to gather feedback on the Draft Plan of Management
4. Feedback incorporated into revised Plan of Management (if appropriate)
5. Final Plan of Management submitted to Council for adoption including public exhibition report and public hearing report.

FINANCIAL IMPLICATIONS

There are no financial implications in preparing the draft Plan of Management for Carnes Hill Aquatic and Recreation Centre for Council adoption.

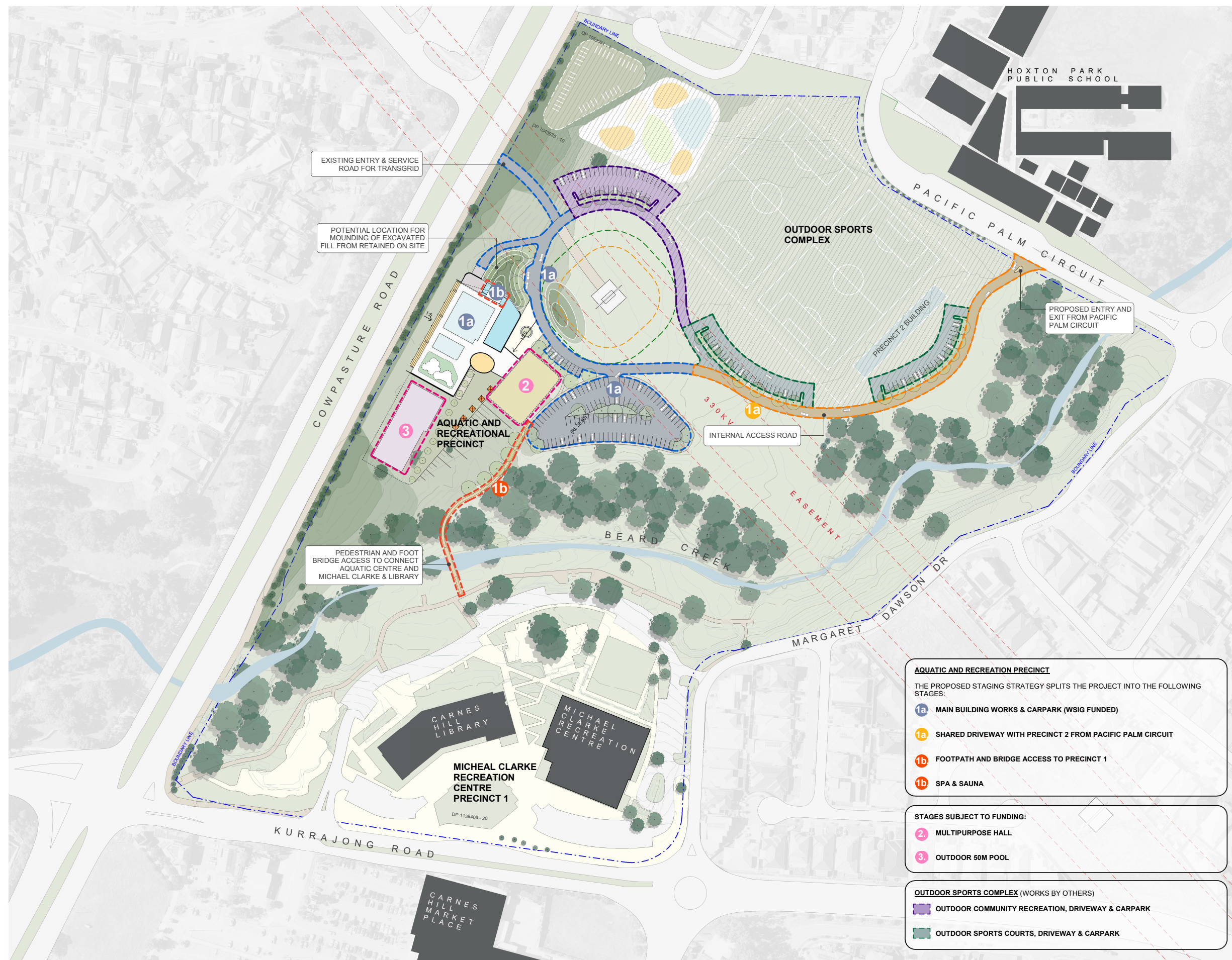
CONSIDERATIONS

Economic	Facilitate economic development. Facilitate the development of new tourism based on local attractions, culture and creative industries.
Environment	Manage the environmental health of waterways. Protect, enhance and maintain areas of endangered ecological communities and high-quality bushland as part of an attractive mix of land uses.
Social	Support community organisations, groups and volunteers to deliver coordinated services to the community. Support access and services for people with a disability.
Civic Leadership	Provide information about Council's services, roles and decision making processes. Deliver services that are customer focused. Operate a well-developed governance system that demonstrates accountability, transparency and ethical conduct.
Legislative	Local Government Act 1993.

	Other legislation identified in the report or the Draft Plan of Management Chapter 6, Part 2 of the <i>Local Government Act 1993</i> includes provision for classification and reclassification of public land (Division 1) and use and management of community land (Division 2).
Risk	<p>The risk is deemed to be Medium.</p> <p>The non-approval of the PoM creates a program risk for CHARC, Western Sydney Infrastructure Grants project and broader Program, as it will affect the progress of the final precinct completion and centre's development application (DA) for the Aquatic Centre building.</p> <p>The target date for DA lodgement of the Aquatic Centre is September 2025.</p> <p>Delays in the approval of the DA for the Aquatic Centre will ultimately delay completion and compliance with the Funding Deed with WSIGP. As this development is funded by the Western Sydney Infrastructure Grants Program (WSIGP), these delays will result in the inability to reach project milestones, causing breaches to the funding deed. Ultimately, if development works are not occurring, WSIGP will not release its funding to Council, may seek reimbursement if agreed Deed objectives are not met.</p>

ATTACHMENTS

1. Draft Plan of Management - Carnes Hill Aquatic and Recreation Centre (Under separate cover)
2. Adopted Carnes Hill Aquatic and Recreation Centre Masterplan - February 2025



CTTE 01

**Minutes of the Liverpool Powerhouse Board
Meeting held on 12 August 2025**

Strategic Objective	Healthy, Inclusive, Engaging Improve liveability and quality of life for the community by delivering vibrant parks, places and facilities
File Ref	302986.2025
Report By	Clara McGuirk - Manager Cultural Venues and Events
Approved By	Tina Bono - Director Community & Lifestyle

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Liverpool Powerhouse Board Meeting held on 12 August 2025.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Liverpool Powerhouse Board Meeting held on 12 August 2025; and
2. Endorse the recommendations in the Minutes.

REPORT

The Minutes of the Liverpool Powerhouse Board held on 12 August 2025 are attached for the information of Council.

The minutes contain the following actions or Committee recommendations:

1. Presentation – Overview on Liverpool Powerhouse current programming, audience trends and engagement update.

The meeting opened with a scene-setting presentation providing context on the current state of Liverpool Powerhouse. It was noted that Liverpool Powerhouse continues supporting creative development while remaining accessible and relevant to diverse audiences.

The presentation outlined the current programming streams, noting recent shifts and redirection to expand beyond traditional exhibition and performance offerings. Priority has been placed on broadening the workshop program to reach wider demographic groups, strengthening experiential programming that invites active participation, and ensuring cultural representation aligns with the city's rich diversity.

Included brief overview on visitation, engagement and future programming initiatives.

ACTIONS:

- Staff to investigate youth involvement on the committee, and partnerships with universities around creative development, digital programming and research projects.
- Staff to compile a list of awards/recognition for the Powerhouse to build a promotional platform.
- Staff to develop a research brief on previous contributors, alumni, artists, staff that have gone on to be influential in the sector to future marketing.
- Schedule next meeting as strategy session with Cultural Strategy consultants to build a cohesive vision across broader cultural programming in Liverpool; and to identify opportunities for precinct development and partnerships.

2. Presentation – Overview on the upcoming Blake Prize.

The Board received a presentation on the Blake Prize, its history, and its continuing relevance to Liverpool Powerhouse and the wider community. The Prize, established in 1951 and acquired by Council in 2015, explores themes of spirituality and religion through contemporary art and poetry. It has been both celebrated and contested, reinforcing its cultural significance as a forum for dialogue and reflection.

ACTIONS:

- Commence production of 2026 Blake Prize, release EOI and confirm prizes
- Commence discussions with Marketing on a lead-in campaign that provides context and education around the importance of this art prize.

FINANCIAL IMPLICATIONS

None of the actions contained in the minute are within the 25/26 Operating Budget.

CONSIDERATIONS

Economic	Facilitate the development of new tourism based on local attractions, culture and creative industries.
Environment	There are no environmental and sustainability considerations.
Social	Provide cultural centres and activities for the enjoyment of the arts.
Civic Leadership	Encourage the community to engage in Council initiatives and actions.
Legislative	There are no legislative considerations relating to this report.
Risk	There is no risk associated with this report.

ATTACHMENTS

1. Minutes of the Liverpool Powerhouse Board Meeting held 12 August 2025



MINUTES FROM THE LIVERPOOL POWERHOUSE BOARD MEETING

12 August 2025

COUNCILLORS:

Mayor Ned Mannoun
Councillor Dr Betty Green

Chairperson, Liverpool City Council
Liverpool City Council

COMMITTEE MEMBERS:

Litsa Veldekis
Rachel Morley

Community Member
Community Member

COUNCIL ATTENDEES:

Tina Bono
Clara McGuirk
Natasha Checinski
Luke Letourneau

Director Community & Lifestyle
Manager Cultural Venues & Events
Strategic Events Lead
Curatorial & Collections Lead

APOLOGIES:

None



OPEN

Meeting opened at 5:30 pm.

1. WELCOME, ACKNOWLEDGEMENT AND APOLOGIES

Mayor Mannoun welcomed everyone and opened the meeting, providing acknowledgement of Country.

As this was the first iteration of the meeting, each participant introduced themselves, their position and their hope for the new board.

2. DECLARATIONS OF INTEREST

Nil

3. GUEST SPEAKERS:

3.1 Clara McGuirk, Manager Cultural Venues & Events

Scene Setting: An Overview on Liverpool Powerhouse and where we are now.

The meeting opened with a scene-setting presentation providing context on the current state of Liverpool Powerhouse. It was noted that Liverpool Powerhouse continues supporting creative development while remaining accessible and relevant to diverse audiences.

The presentation outlined the current programming streams, noting recent shifts and redirection to expand beyond traditional exhibition and performance offerings. Priority has been placed on broadening the workshop program to reach wider demographic groups, strengthening experiential programming that invites active participation, and ensuring cultural representation aligns with the city's rich diversity.

Included brief overview on visitation, engagement and future programming initiatives.

- Committee members raised questions around WOW Festival for Young People and whether it still runs; informed by Council staff that cost is heavy and attendance was not depicting return on investments. Advised instead smaller investment is distributed across the calendar year for school holiday programs that is yielding strong visitation return and future engagement through after-school arts programming.
- Committee raised recommendation to build core relationships with young people who will be our future patronage, and associating joy with young people visiting the centre.
- Council staff raised potential collaborations around universities and how to see more university students at the centre. Committee raised investigating a student voice at the committee, and utilising students to contribute to digital programming and Committee advised previous examples of successful collaborations.



- Committee suggested cataloguing previous wins/awards to establish promotional tools and reference points.
- Suggestion to highlight history, alumni, artists, directors, contributors, artists who commenced their career who are now leaders in the sector to improve philanthropic, sponsorship and funding position.
- Further, to develop a video highlighting this that can be promoted across various channels. Social media campaign highlighting this. Committee noted this could be a student research piece.
- Briefly discussed the upcoming cultural strategy and its importance in establishing broader direction across the city. Committee indicated that the next board meeting could be a specific brainstorming session around the centre direction, precinct development ideas that connect LP to the parklands, and how the centre intertwines with Cultural Strategy.
- Committee recognised this could be an opportunity to look at existing mission statement and develop, comparative institutions and how they attract funding and philanthropy.
- Committee recognised the potential of corporate partners, and LP proximity to the intermodal corporate precinct and innovation hubs.

ACTIONS:

- Staff to investigate youth involvement on the committee, and partnerships with universities around creative development, digital programming and research projects.
- Staff to compile a list of awards/recognition for the Powerhouse to build a promotional platform.
- Staff to develop a research brief on previous contributors, alumni, artists, staff that have gone on to be influential in the sector to future marketing.
- Schedule next meeting as strategy session with Cultural Strategy consultants to build a cohesive vision across broader cultural programming in Liverpool; and to identify opportunities for precinct development and partnerships.



3.2 Luke Letourneau, Curatorial & Collections Team Leader

A Brief (but Spirited) Overview on The Blake Prize

The Board received a presentation on the Blake Prize, its history, and its continuing relevance to Liverpool Powerhouse and the wider community. The Prize, established in 1951 and acquired by Council in 2015, explores themes of spirituality and religion through contemporary art and poetry. It has been both celebrated and contested, reinforcing its cultural significance as a forum for dialogue and reflection.

Key points included:

- The 69th Blake Prize will take place in 2026, with key dates to be announced.
- The Prize comprises two components: the Contemporary Art Prize (Liverpool Powerhouse) and the Poetry Prize (WestWords).
- Judging is independent and multidisciplinary, ensuring integrity and artistic independence.
- The Prize has evolved from a Christian focus to embracing diverse spiritual and cultural expressions, reflecting Australia's changing society.
- It attracts national attention, visitation, and media, positioning Liverpool Powerhouse as a leader in contemporary cultural discourse.

Next steps include confirming judges, opening expressions of interest, and launching a national campaign for the 2026 edition.

- Committee noted the importance of elevating the story of the Prize, including its history, legacy, and relevance for younger audiences.
- Emphasis was placed on the need for education and context, with suggestions including artist statements, guided interpretation, and opportunities to hear directly from artists.
- It was acknowledged that while controversies have occurred in the past, it remains the exception rather than the rule, and a clear narrative plan is required to manage future scenarios.
- The discussion highlighted the importance of balancing challenging artworks with local sensitivities, particularly given the high proportion of faith-based community members.
- Independence of judging through external panels was recognised as essential, while refinements such as artist statements and a review of finalist numbers may be explored.
- Promotional opportunities were identified to highlight a broader selection of works and build stronger national positioning.



- The potential for partnerships with other galleries and institutions was suggested as a way to strengthen reach and mitigate risk.
- Committee acknowledged the importance of messaging that positions the Prize as a legacy asset for Liverpool, fostering pride, ownership, and long-term sustainability.
- The Board confirmed the key dates for the 2026 Blake Prize and endorsed the project to commence production.
- Prize Categories 2026: Main (\$35k), Acquisitive (\$10k), Next Gen Scholarship (new), People's Choice (\$2k), Poetry (\$5k)
- Exhibition Enhancements: Refined shortlisting (25–50 works), contextual displays, stronger promotional campaigns to highlight the history and evolution of the Blake and its relevance, exhibition promotion to highlight multiple artists who reflect a diverse and thoughtful engagement with prize themes, judge induction with local context, and expanded artist-led workshops.

ACTIONS:

- Commence production of 2026 Blake Prize, release EOI and confirm prizes.
- Commence discussions with Marketing on a lead-in campaign that educates, provides context, and relevance to the importance of this art prize.

3.3 Clara McGuirk, Manager Cultural Venues & Events

The Home of the Arts & Creative Industries: A Home for Local Creatives

Deferred to next meeting due to time limitations

4. GENERAL BUSINESS

Nil

CLOSE

Meeting closed at 8pm.

Next meeting 5pm 22 October 2025

CTTE 02

**Minutes of the Environment Advisory Committee
Meeting held on 2 June 2025**

Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	305127.2025
Report By	Michael Zengovski - Manager City Environment
Approved By	Terry Bilal - Acting Director Operations

EXECUTIVE SUMMARY

This report is tabled in order to present the Minutes of the Environment Advisory Committee Meeting held on 2 June 2025.

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Environment Advisory Committee Meeting held on 2 June 2025.

REPORT

The Minutes of the Environment Advisory Committee held on 2 June 2025 are attached for the information of Council.

FINANCIAL IMPLICATIONS

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

CONSIDERATIONS

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

ATTACHMENTS

1. EAC Minutes - 2 June 2025



MINUTES

MEETING:

Environment Advisory Committee (EAC) Meeting

VENUE:

Level 11, 11.08 Boardroom Wirriga "Goanna" Room, 50 Scott Street, Liverpool/MS Teams

DATE:

Monday, 2 June 2025

TIME:

5:30pm – 8:30pm

INVITEES:

COUNCILLOR MEMBERS:

Peter Harle
Matthew Harte
Sam Karnib

Deputy Mayor
Councillor
Councillor

COMMITTEE MEMBERS:

Stephen Dobell-Brown
Rosalyn Faddy
Ellie Robertson
Robert Storey
Signe Westerberg
Simon Messina

Community Member
Community Member
Community Member
Community Member
Community Member
Community Member

COUNCIL ATTENDEES:

Michael Zengovski
Steven Hodosi
Michelle Playford
Karl Adderley
Scott Sidhom
Maruf Hossain
Raffaele Cantanzariti
Jenny Luu

Manager Environment
Coordinator Environmental Operations
Acting Coordinator Environmental Restoration
Coordinator Resource Recovery
Manager Infrastructure Planning
Coordinator Floodplain and Water Management
Environment Restoration Plan Bushland Project Officer
Acting Operations Support Lead

1. Welcome and Apologies

Meeting opened at 5:32pm.

Apologies:

Councillor Harte, Councillor Karnib, Ellie Robertson, Scott Sidhom, Maruf Hossain & Simon Messina

2. Declaration of Interest

No declarations of interest.

3. Confirmation of previous minutes

3.1 EAC Meeting Minutes – 10 February 2025 - Attachment 1

3.2 EAC Meeting Minutes – 14 April 2025 - Attachment 2

10 February 2025

Moved: Stephen Dobell-Brown **Seconded:** Signe Westerberg

14 April 2025

Moved: Stephen Dobell-Brown **Seconded:** Roslyn Faddy

4. Business arising from previous minutes

4.1 Chairperson

Council's Manager Environment has looked at the Charter and has consulted with Governance. There is no requirement in the Charter for a Councillor to be a chairperson. The chairperson can be the CEO or a delegate of the CEO. The Manager Environment advised that he is delegated by the CEO to attend this meeting. Deputy Mayor Harle advised he was happy to chair forums but not for committee meetings. The Manager Environment was appointed chair of the Environment Advisory Committee.

Moved: Stephen Dobell-Brown **Seconded:** Signe Westerberg

4.2 Audit recommendation

Mr Dobell-Brown enquired if there was any further information about the audit. Mr Dobell-Brown asked if all the recommendations would be adopted.

Mr Storey advised that the consultant raised issues that invoices were being submitted and work was not being checked. His concern regarding the issue was that work was not being done and invoices were being paid; this being clearly stated in the report.

Response:

Manager Environment advised the committee that Council would be incorporating all recommendations made by the consultant into future bushland contracts.

4.3 Signage on public land

Mr Dobell-Brown enquired if there was input from elected Councillors on this. Ms Westerberg asked about fines and mentioned the electricity commission issued fines. Ms Westerberg also advised that South Australia banned corflutes in the central business district and issued fines. Ms Westerberg stated that they are visual pollution and that there is nothing good about them. Mr Dobell-Brown advised that candidates must publicise their candidacy and the corflutes further served to make the community aware there is an upcoming election. He stated that they do serve a function but the excess of them is becoming an environmental problem. He pondered how to strike a balance and that people should take responsibility for removing their signage.

Response:

Deputy Mayor Harle advised that a Notice of Motion was passed at the last Council meeting to restrict use of political advertising on Council land requesting a report on how to best implement this. Deputy Mayor Harle informed the EAC of one particular yellow corflute nailed into tree that was on social media and described this as environmental vandalism. He advised Council's approach was to pick up corflutes on public land, allow individuals to collect them from Council and request that they do not put them back in the same location. Deputy Mayor Harle advised that illegal advertising could attract a \$150 fine.

4.4 Environmental Education Centre

Manager Environment advised that the consultant's recommendation for the preferred site for the centre was Brickmakers Creek subject to a new community centre being built, to maximise cost savings. Deputy Mayor Harle stated he has an opposing view on this as the original proposal was to build at Liverpool Powerhouse (formerly known as Casula Powerhouse Arts Centre) with a nursery. Ms Westerberg added that Council would propagate its own plants and that this was a good idea, however, reminded the committee that the consultant spoke about the flooding constraints. Ms Westerberg advised that work and money was put into the original proposal and would like the EAC to look into it again as the location was more accessible to the public.

Deputy Mayor Harle stated that the proposal for Brickmakers Creek with the government grant, was to remove dish drains to be replaced with a naturalised channel with sandstone and reeds. He mentioned that there were flooding issues in this area but noted that this may have been mitigated since the introduction of the Amalfi Detention Basin. He advised that dish drains have been there for 40-50 years, are easy to maintain and serves its purpose. A back to nature approach could invite pests such as mice. Mr Dobell-Brown asked if a similar project of revegetation at Collimore Carpark can be looked at in terms of success and maintenance. Deputy Mayor Harle stated that the residents have advised that there are pests associated with this project, and it is a fire hazard. He is also aware the contractor maintenance costs are high.

Deputy Mayor Harle requested a comparison of the original and new proposal for the environmental education centre be presented to the EAC before a decision is made. Deputy Mayor Harle moving motion that it be put on the agenda.

Moved: Deputy Mayor Harle **Seconded:** Signe Westerberg

Response:

Manager Environment advised the benefits would include saving on construction cost and the access to naturalised areas. Coordinator Floodplain and Water Management has previously spoken about the flooding and confirmed it has been improved on site. Deputy Mayor Harle said if it comes back to the EAC, it will allow the committee to have another look at the proposal and go back to Council to look at the options. Mr Dobell-Brown has asked about budget

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allocation. Manager Environment advised that any cost savings could be moved to another levy approved environmental project initiative. Deputy Mayor Harle stated that cost savings would be possible but that the intended project would not be beneficial at Brickmakers Creek. Ms Westerberg added that the community would not get what we wanted and that it would be an add on to a project rather than a project on its own. Deputy Mayor Harle added that another benefit would be to attract more attention to the Liverpool Powerhouse.

5. Standing Agenda items

5.1 Presentation – FOGO Update – Karl Adderley 6:00pm

Coordinator Resource Recovery provided an update on the Food Organics Garden Organics (FOGO) rollout, commencing on 7 July 2025. He advised that Council's contractor was 77% through the distribution process with 99.1% success rate of the rollout of caddies to eligible households and green bins to various different areas, including rural areas that will need them to participate in the program.

There are some reports of people using liner bags before the rollout. Council has asked residents not to use them until the FOGO commencement on 7 July 2025.

Ms Westerberg advised that she had started using the bags but only for things that are currently in the green bin. She mentioned that the bags were dissolvable and asked if there was an issue with this. Ms Westerberg also asked about the 77% of 99.1% statistic. Deputy Mayor Harle asked if bags dissolving after three days was normal. Ms Faddy asked why teabags were not allowed in the FOGO bins. Manager Environment asked about the diversion rate and noted benefits included cost savings in disposal. Deputy Mayor Harle asked about who owns the facilities for conversion and about the processing temperatures. Mr Dobell-Brown asked about the colour scheme of the caddies. Ms Faddy asked about weeds and their associated seeds regrowing. Ms Westerberg advised that it would be worth providing information to the general public about why bags should not be used before the FOGO rollout.

Response:

Coordinator Resource Recovery advised the following:

- a) The high temperature composting process which FOGO will be subjected to has not started yet. He confirmed the bags are dissolvable but that the temperatures are not currently being met. He recommended not wasting the bags at the current time.
- b) The statistics relate to not being able to access a property or due to safety concerns with accessing some properties.
- c) Changing the bags out every two to two and a half days as moisture will break down bags faster.
- d) Tea bags were problematic because of materials such as nylon and staples and that the EPA is strict on what is allowed to go into the FOGO bin to avoid cross contamination
- e) There was potentially a 35-40% diversion of a normal range of food waste in red bin. A landfill charge to Council is costly, and Council is looking at landfill as a last resort and it is not good sustainable environmental practice
- f) Australian Native Landscapes is Council's current green waste process supplier. They have undertaken DA application work to process FOGO and are based at Kemps Creek. He advised the processing temperature was 80 degrees over a period with the aim of killing off adverse bacteria.

- g) The caddy bin was only available in the darker colour that we have. Fortunately, there is a higher recycled component in the darker coloured bin (70%).
- h) The germination capacity of seeds would be destroyed in the high temperature composting process but could make further enquiries with ANL on this.
- i) FOGO is on social media. FAQs have also been developed. This information could be added to Council's Sustaining Liverpool environmental community newsletter.

6. General Business

6.1 Mattress Shredding Machine

Mr Dobell-Brown asked for an update on the mattress shredding machine. He asked if it was reliable. Ms Westerberg asked about how it works and if we are publicising this. Ms Faddy asked about where the flock goes and whether Council is considering lounge chairs. Ms Westerberg asked about the noise and if any complaints were received.

Deputy Mayor Harle shared information around a Council initiative to collect trolleys. The mattress shredding machine was used for a trolley shredding demonstration. Council picked up 600 trolleys in the Liverpool CBD area and advised retailers to collect them. Council is now tagging trolleys and emailing their owners to collect them within three hours. A fine of \$640 is applicable and fee of \$46 for collection. There have been a couple of incidents of trolleys in creeks. Council is currently exploring a two-wheeler shopping trolley initiative for residents who are pensioners or who do not have access to cars.

Response:

Council was featured on Channel 9 news pressing tiles. Tiles will be used as part of a fit out at Cowpasture Road. Council is about to reintroduce the DA for 600 Cowpasture Road. Coordinator Resource Recovery Waste and Cleansing advised that Campbelltown Council have now signed up to deliver mattresses.

The mattress shredding machine breaks up the mattress which goes up a main conveyor belt and a secondary conveyor belt with electromagnets picking up the steel and depositing it into a catch bin. Remaining material goes into skip bin. A scrap metal purchaser takes all of Council's metals, including from household collections as well.

A majority of the flock goes into performance engineered fuel (PEF) and some to making of tiles. Council will accelerate the number of materials going to green ceramics rather than PEF as it is more environmentally friendly. The flock can be applied to range of different applications and different thicknesses for floors and splashbacks, toilet dividers and benchtops.

Council is publicising the mattress shredding products and opportunities as much as we can to other local councils. Coordinator Resource Recovery has been raising the profile of the mattress shredder and promotions at government-based events.

Currently, Council is only dealing with mattresses, but the machine does have capacity to deal with furniture. Council can look at other uses in the future but would focus on core business first. Coordinator Resource Recovery advised that the mattress shredding machine is in an enclosure which reduces the noise impacts. There have been no noise complaints from mattress shredding. Acting Coordinator Environmental Restoration advised that she is based at the Rose Street administration building and cannot hear the shredder when it is in operation.

6.2 Rain weather event

Mr Dobell-Brown asked if there was any flooding in recent weather events.

Response:

Environment Restoration Plan Bushland Project Officer advised there was minor flooding around usual hotspots in rural areas, however, this dissipated quite quickly. Event was not as severe as anticipated. Ms Westerberg advised works completed at Hill Road have helped.

6.3 Georges River Keeper Project Officer Catchment Management

Mr Dobell-Brown asked about Mr Dixon's replacement.

Response:

Manager Environment advised that the position has been filled and that the new GRK representative will come to the next meeting.

6.4 Rosehill Racecourse

Mr Dobell-Brown commented on the sale of Rosehill Racecourse not going forward. He asked if the ATC would sell Warwick Farm for housing and about implications around this.

Response:

Deputy Mayor Harle mentioned that the ATC moved to Warwick farm on the basis that this would be a family friendly racing centre. Council was asked if they would rezone land to be sold to fund other projects. Money on sold land was to be used on Warwick Farm but was used for Randwick Racecourse instead.

6.5 ERP framework

Mr Dobell-Brown asked about funding. Deputy Mayor Harle commented that Council should utilise funding such as S7.11 funding to purchase land for parks etc.

Response:

Manager Environment advised that Council is looking at the ERP framework which stipulates what can and cannot be spent. It is usually isolated to certain activities such as bush regeneration, restoration, and environmental education. Council is exploring programs to see if they can be expanded to other environmental initiatives. Council is in the process of receiving quotes from consultants.

6.6 Bradfield

Ms Faddy asked if Council was looking at education places in the Bradfield area.

Response:

Deputy Mayor Harle advised that Council and Bradfield signed a MOU last week. Council will be responsible for some assets.

6.7 Dumping at Greendale Road

Ms Faddy spoke about increases of illegal dumping at Greendale Road. She advised that this was reported to Council via email. She asked if a litter pick can be conducted before grass is cut and would like to petition to get a camera up in this area. Deputy Mayor Harle advised that there was a staff member assigned to rural areas that would attend the Luddenham progress meetings and wondered if this role should be resurrected.

Response:

Manager Environment advised Council are looking at illegal dumping incidents and ways of improving what we do including additional signage and cameras. Acting Manager Waste Services confirmed that Greendale Road was attended to on 20 July 2025.

6.8 Coopers Paddock

Mr Storey asked for an update on Coopers Paddock. He advised that the weeds are killing trees.

Response:

Manager Environment advised that there has been some progress and will take on notice for Coordinator Environmental Operations to respond.

6.9 Forum at Bringelly

Mr Dobell-Brown asked about forums at Bringelly. Ms Faddy commented that it has been six months since the last one.

Response:

Deputy Mayor Harle advised that it should be bi-monthly. All others are quarterly. It has been a cost cutting exercise.

Meeting ended 7:34pm

QWN 01	Question with Notice - Cllr Ristevski - Attendance and Expenditure Concerns - Councillors and Mayoral RSVPs to Public Events
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Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	277558.2025

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.

Response (provided by Community and Lifestyle)**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?

The total costs were \$2215.00.

- b) Has the Mayor returned any or all of the associated funds to Council?

Council's current Civic Expenses and Facilities Policy does not include any provision for the recovery of costs related to non-attendance. Clause 4.9 of the Draft Civic Expenses and Facilities Policy, which is scheduled for consideration at the Council meeting on 23 September 2025, introduces provisions for non-attendance, apologies, and repayment. However, these cannot be applied retrospectively. Accordingly, no funds have been repaid.

- c) If the funds have not been returned, what powers does Council have to compel reimbursement?

Council's current Civic Expenses and Facilities Policy makes no provision to recover costs of non-attendance. 4.9 of the Draft Civic Expenses and Facilities Policy being reported to the Council of 23 September 2025 meeting does include a section on non-attendance, apology and repayment, however even if it is adopted, it cannot be applied retrospectively.

- 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?

A QWN is not the appropriate forum to raise or infer a breach of the Code of Conduct. Any such complaints should be referred directly to the CEO, in line with the appropriate processes. While notification of the absence was received late, the organisers were informed promptly once it was confirmed.

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?

The ticket cost was \$150.00.

- b) Has Councillor Harte returned any funds associated with this non-attendance?

Council's current Civic Expenses and Facilities Policy does not include any provision for the recovery of costs related to non-attendance. Clause 4.9 of the Draft Civic Expenses and Facilities Policy, which is scheduled for consideration at the Council meeting on 23 September 2025, introduces provisions for non-attendance, apologies, and repayment. However, these cannot be applied retrospectively. Accordingly, no funds have been repaid.

- c) If not, can Council compel the return of those funds?

Council's current Civic Expenses and Facilities Policy makes no provision to recover costs of non-attendance. 4.9 of the Draft Civic Expenses and Facilities Policy being reported to the Council of 23 September 2025 meeting does include a section on non-attendance, apology and repayment, however even if it is adopted, it cannot be applied retrospectively.

- 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?

A QWN is not the appropriate forum to raise or infer a breach of the Code of Conduct. Any such complaints should be referred directly to the CEO, in line with the appropriate processes.

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?

No additional costs were incurred, as Council holds a sponsorship that includes a corporate table.

- b) Has Councillor Green refunded any of the associated expenses?

Council's current Civic Expenses and Facilities Policy does not include any provision for the recovery of costs related to non-attendance. Clause 4.9 of the Draft Civic Expenses and Facilities Policy, which is scheduled for consideration at the Council meeting on 23 September 2025, introduces provisions for non-attendance, apologies, and repayment. However, these cannot be applied retrospectively. Accordingly, no funds have been repaid.

- c) If the expenses have not been reimbursed, is there a process by which Council can recover these funds?

Council's current Civic Expenses and Facilities Policy makes no provision to recover costs of non-attendance. 4.9 of the Draft Civic Expenses and Facilities Policy being reported to the Council of 23 September 2025 meeting does include a section on non-attendance, apology and repayment, however even if it is adopted, it cannot be applied retrospectively.

- 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?

A QWN is not the appropriate forum to raise or infer a breach of the Code of Conduct. Any such complaints should be referred directly to the CEO, in line with the appropriate processes. It is noted that Councillor Dr Green was listed as a tentative RSVP.

ATTACHMENTS

Nil

QWN 02

Question with Notice - Cllr Ristevski - Installation of Mayoral Office Distress Button

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	297951.2025

QUESTION WITH NOTICE

Please address the following:

1. Does the office of the Mayor currently have a distress button installed?
2. What has been the total cost to ratepayers for the installation of this device, and what are the ongoing maintenance or servicing costs attached to it?
3. What is the stated purpose of the distress button being installed in the Mayor's office? Specifically, is it intended for protection against constituents visiting Council, or for some other purpose?

Response (provided by Operations)

1. Yes, a distress button is installed in the Mayor's office.
2. The duress button was part of the initial build of the facility. As such, the exact cost attributed to the installation of the duress button in the Mayor's office is not itemised separately from the overall construction or setup costs. There is a recurring monitoring cost of \$55 per month, however this is associated with monitoring a total of 36 buttons across the Liverpool Civic Place building.
3. There is no specific intent documented for the installation of the duress button in the Mayor's office. Typically, duress buttons in such settings could be for emergency situations, however without explicit intent stated, the specific application or target protection scenario is not confirmed.

ATTACHMENTS

Nil

QWN 03	Question with Notice - Cllr Ristevski - Mayor's Vehicle Use - Fuel Expenses, Audit Provisions and Accountability, and Best Practice
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Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	298037.2025

QUESTION WITH NOTICE

Please address the following:

Fuel Expenses

1. Can Council confirm whether the Mayor's fuel expenses are funded by Liverpool City Council and therefore borne by ratepayers, pursuant to Section 335 of the Local Government Act 1993 (NSW) which governs the functions of the General Manager and the allocation of Council resources?

Audit Provisions & Accountability

2. Given the Mayor has publicly admitted that he does not maintain a vehicle logbook, what audit and compliance provisions are in place to ensure that fuel purchased at the expense of Council is used exclusively for the designated Mayoral vehicle and not for any other private vehicle?

Best Practice & Ministerial Recommendation

3. The Minister for Local Government has issued guidance that all Mayors should maintain a logbook for their use of Council vehicles. In light of this:
 - a. Does Council consider it best practice for the Mayor not to maintain such a logbook?
 - b. If Council does consider this to be acceptable, what justification is provided for this departure from ministerial best practice recommendations, particularly given Section 23A of the Local Government Act 1993 (NSW) requires councils to "consider" the guidelines issued by the Department when exercising their functions?

Response (provided by Operations)

1. The Mayor's fuel expenses are funded by Liverpool City Council. Extracts of the relevant sections of the *Fleet Management Policy* and *Civic Expenses and Facilities Policy* are extracted below.

Fleet Management Policy

5.2 Allocation Criteria

5.2.2 Group 3 (Mayoral Vehicle)

The Mayor is provided with a vehicle subject to the provisions of the Civic Expenses and Facilities Policy.

5.13 Private Use of Leaseback Vehicles

5.13.2 Subject to compliance with mileage allocations, Council employees are entitled to full private use, and Council is responsible for all costs – registration, insurance, maintenance, fuel or any other expenditure approved by Council, subject to Fair Wear and Tear guidelines and mileage allocations being met

Civic Expenses and Facilities Policy

4.4 Support to Mayor

4.4.2 Council will provide to the Mayor at its cost:

a) A dedicated vehicle of a type deemed suitable to the position of Mayor of Liverpool, which will be equivalent to the range of vehicles to which Council directors are entitled under Council's Fleet Management Policy:

- i. The vehicle provided for the Mayor is for use on official duties and functions of the Office of Mayor and for private use in accordance with Council's Fleet Management Policy;*
- ii. Council shall meet the fortnightly cost of cleaning (wash and vacuum) the Mayoral vehicle;*
- iii. Council shall supply and meet the usage costs associated with an electronic tag in the Mayoral vehicle;*

2. Council's Manager Operational Support receives a report as part of a quarterly planning meeting from Council's leaseback provider. One report identifies fuel exceptions which include incorrect odometer readings, exceeding tank capacity, invalid odometer readings and nil fuel card usage. Any anomalies identified in this report would be addressed as per Council's *Fleet Management Policy*.
3. a. Maintaining an accurate vehicle logbook is recognised as best practice as it strengthens accountability, supports financial compliance, and informs effective asset management.

Council's Civic Expenses and Facilities Policy, adopted by resolution, provides for the allocation of a dedicated vehicle to the Mayor and explicitly authorises its private use. In addition, Council's Fleet Management Policy does not impose an obligation on the Mayor to maintain a logbook.

Under the Fringe Benefits Tax Assessment Act 1986, the Mayor is not considered an employee of Council but rather an elected official under the Local Government Act 1993. Mayoral allowances are paid as fees for service, not as salary or wages. Accordingly, fringe benefits tax (FBT) generally applies only in circumstances where an employer–employee relationship exists. Benefits provided to the Mayor in his capacity as an elected official are typically exempt from FBT because:

- he is not an employee; and
- the benefits may qualify as a work-related item exemption.

However, where Council by resolution authorises the private use of a benefit outside official duties, the Australian Taxation Office may treat the Mayor as an office holder for FBT purposes. This could give rise to an FBT liability, which is the position under the current Civic Expenses and Facilities Policy.

In this context, it is considered prudent and in Council’s interest for the Mayor to maintain a log of all business-related vehicle use, as this may assist in substantiating business travel and reducing Council’s FBT liability.

b. Not applicable.

ATTACHMENTS

Nil

QWN 04	Question with Notice - Cllr Ristevski - Liverpool Library
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Strategic Objective	Healthy, Inclusive, Engaging Communicate, listen, engage and respond to the community by encouraging community participation
File Ref	298073.2025

QUESTION WITH NOTICE

Please address the following:

1. Was community consultation conducted in relation to the change of name of the Liverpool Library?
2. If so, was the community consultation period advertised for 28 days, consistent with other community consultation periods undertaken by Council?
3. If community consultation was not conducted:
 - a. What was the reason for not undertaking consultation?
 - b. Who within Council made the decision to proceed without community consultation?

Response (provided Community and Lifestyle - Library and Museum Services)

Background

Liverpool City Library has been dual-named *Yellamundie*, rather than renamed. Signage reflects both names, with “Liverpool City Library” displayed prominently at the top and the dual name *Yellamundie* in smaller font underneath. The building is commonly referred to by both names.

Yellamundie is the Dharug word for “Storyteller.” Community feedback has been overwhelmingly positive, with many residents welcoming the recognition of local Aboriginal culture through the dual naming of the library.

Dual naming aligns with the NSW Government’s dual naming policy, in place since 2001, which seeks to celebrate shared history and strengthen Aboriginal culture and identity.

The Development Application for Liverpool Civic Place included two conditions of consent related to signage and naming: the creation of a Signage Strategy and a detailed design package. The Signage Strategy, endorsed by the then CEO in 2022, mandates the inclusion of dual signage across Liverpool Civic Place.

Condition 6 of DA836/2020 required the Applicant Built Development Group (BDG) to develop a wayfinding strategy, to be endorsed by the Manager of City Design and Public Domain. While the Signage Strategy required the inclusion of Aboriginal dual names and specified the locations and extent of naming, the selection of specific Aboriginal dual names was determined during consultation for the detailed design fit-out stage.

1. Was community consultation conducted in relation to the change of name of the Liverpool Library?

Extensive community consultation with Liverpool's First Nations community was undertaken to select the dual names for use across the Civic Place precinct.

Key elements of this consultation included:

- a. On 14 February 2023, the Manager City Design and Public Domain and Council's Community Development Worker – First Nations organised a publicly advertised First Nations Dual Naming Workshop. Of the 17 attendees, five were Council or Built representatives, with the remainder being local Aboriginal community members.
- b. Following the workshop, dual names were proposed by Built's consultant, Strategic Spaces, reflecting the two dominant Aboriginal languages in the LGA (Dharawal and Dharug). These proposals were presented to the Council's Aboriginal Consultative Committee on 1 June 2023.
- c. The Committee supported the overall strategy but recommended that all names be translated into Dharug, as the building is located on Dharug land. Three words and the six Seasons, originally in Dharawal, were therefore translated to Dharug.
- d. It was further recommended by the Committee and the Community Development Worker – First Nations that the team seek final endorsement from local Elders, facilitated by respected senior community member Emma Eldridge.
- e. Emma Eldridge then worked with the Elders and the signage consultant to develop a range of translations approved by the Elders in June 2023. These were incorporated into the Site-Wide Signage Strategy.
- f. The library's original dual name, *Yurangai* – meaning "Black Duck" – was found not to be associated with this area of Liverpool. The name was changed to *Yellamundie* – meaning "Storyteller" – during this consultation process.

g. Following this process, the final Signage Strategy was approved by the Manager of City Design and Public Domain, in accordance with the DA requirements, and was also presented to and endorsed by the Civic Place Project Control Group in September 2023.

2. If so, was the community consultation period advertised for 28 days, consistent with other community consultation periods undertaken by Council?

The community consultation process for selecting the dual name of Liverpool Library did not follow the standard 28-day advertised consultation period. This approach reflected the highly targeted nature of the consultation. Initial workshops were publicly advertised and promoted through community networks to reach the intended audience, with multiple opportunities provided over several months for engagement with the targeted community.

3. If community consultation was not conducted:

- a. What was the reason for not undertaking consultation?**
- b. Who within Council made the decision to proceed without community consultation?**

Consultation and approval processes for the Civic Place project were guided by the Development Application (DA) consent requirements. All decisions were overseen by a Project Control Group comprising ELT members, internal subject matter experts, and external project management consultants.

ATTACHMENTS

- 1. Site-wide Naming Strategy - Revised June 2023 (Under separate cover)

QWN 05

**Question with Notice - Cllr Harte - IRC Matters
and Payouts**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	298095.2025

QUESTION WITH NOTICE

Please address the following:

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?

Response (provided by Corporate Services)

1. By month, since January 2022, the number of industrial matters referred to the Industrial Relations Commission?
 - 2022 – data missing as poor records kept by previous HR departmental team
 - 2023 – One matter listed November 2023
 - 2024 – see table below
 - 2025 – Nil

Month 2024	Number of IRC Matters
May	3
June	2
July	1
October	1
November	1

2. By month, since January 2022, the number of former employees who received a payout before IRC hearings commenced?
 - 2022 – data missing as poor records kept by previous HR departmental team
 - 2023 – 6
 - 2024 – 2
 - 2025 – Nil

3. The quantum of payouts since January 2022 from matters that were referred to the Industrial Relations Commission?
 - 2022 – data missing as poor records kept by previous HR departmental team
 - 2023 – \$151K (1 ex-staff)
 - 2024 – \$121K (3 ex-staff)
 - 2025 – Nil (excludes matter relating to ex-CEO John Ajaka)

ATTACHMENTS

Nil

QWN 06

**Question with Notice - Cllr Harte - Union
Grievances**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	298111.2025

QUESTION WITH NOTICE

Please address the following:

1. Can Council please advise by month, the number of Union grievances received since January 2025?

Response (provided by Corporate Services)

Month 2025	Number of Grievances
January	4
February	1
March	0
April	2
June	5
July	1
August	1

ATTACHMENTS

Nil

QWN 07

**Question with Notice - Cllr Harte - Councillor
Access Passes**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	298126.2025

QUESTION WITH NOTICE

Please address the following:

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?

Response (provided by Corporate Services)

An audit of Councillor access has been undertaken in the physical access control system. This review uncovered 2 misconfigurations in the access levels provided to Councillors. One was access to a former Councillor area at Moore St that has since been converted into a staff work area and the second was access to a staff area misconfigured during the initial set up of Civic Place. Both sets of access were removed once identified.

Further to this, access history reports were run for the identified areas to determine if these areas had been accessed by Councillors at times that access should not have been permitted. This report identified one instance of a Councillor entering these areas.

ATTACHMENTS

Nil

QWN 08

Question with Notice - Cllr Harte - 2021 Depot Reports

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	298138.2025

QUESTION WITH NOTICE

Please address the following:

1. Can Council advise whether the recommendations in the WorkLogic Report & Norman Turkington Report into the Depot have been implemented?

Response (provided by Corporate Services)

1. Can Council advise whether the recommendations in the WorkLogic Report & Norman Turkington Report into the Depot have been implemented?

WorkLogic Report February 2021

The WorkLogic investigation was managed by the Internal Ombudsman office. There were some recommendations which came from this report. To assist with the implementation of the recommendations, Mr Norm Turkington was then engaged.

Norm Turkington Report – March – April 2021

Recommendation	Action taken
Address the issues of a psychological safe workplace now	Staff have participated and continue to participate in face-to-face Bullying and Harassment Training run by an external provider. (Nov 2024) June 2025- face to face workshops held re: Bullying and Harassment as part of mandatory essentials learning.
Appoint permanent staff to manager and coordinator positions	Staff have been giving opportunity to backfill for manager/ coordinator positions to 'grow' our own.

Address the culture issues and sustained focus on improving the amenities	Western depot and Warren Serviceway are being given amenities upgrade.
Council to publish a clear vision for City Presentation	City Presentation has merged with former Infrastructure and Environment which means construction and maintenance are part of one directorate.
Finalise all outstanding grievances and develop protocols for future grievances	Grievances are addressed in a timely manner with complainants contacted within 48 hours in accordance with the award.
A more effective and better HR presence	There is HR presence on site. Support is accessible via TEAMS, phone, face to face as required.
Develop an appropriate Leadership Model and include in annual review	Managers have been developed / coached to better manage finance, staff and have difficult conversations
Review the policies, procedures and structures for fit for purpose	Operations structure is being reviewed to ensure it is fit for purpose
Council to enter a facilitated discussion with the Union to address matters and develop a more respectful and professional relationship	Fortnightly meetings are occurring between Acting Director Operations, IR Specialist and Union
Address the lack of trust by implementing real action to deal with these matters	Regular meetings are occurring between Acting Director Operations, IR Specialist and Union. A spreadsheet tracks any action items.
Monitor improvements in the Health and Wellbeing of staff over the coming months	There has been a decline in the number of grievances lodged by staff
Senior management and the CEO to take decisive action to address these issues	The Acting Director has been built strong relationship with the Union and have productive discussions on matters that arise

2. If not, why not?
NA.

ATTACHMENTS

Nil

QWN 09

Question with Notice - Cllr Dr Green - Koala Management Plan Update

Strategic Objective	Liveable, Sustainable, Resilient Protect and enhance our natural environment and increase the city's resilience to the effects of natural hazards, shocks and stresses
File Ref	305258.2025

QUESTION WITH NOTICE

Please address the following:

Council has endorsed to develop a Koala Management Plan to ensure better protect and improve the habitat of Koala colonies of the Liverpool Local Government, including the essential corridors koalas use in locating feed trees.

1. What is the status of the current preparatory work and progress, including the completed steps in the early processes of establishing of the Koala Management Plan?
2. Has Council investigated the funding options available contained in the NSW Koala Strategy including funds that support the initial scoping and also funds for bush regeneration to improve feed trees and corridors.

Response (provided by Operations)

1. Council has contacted various specialist consultants that can undertake the Koala Management Plan and is considering funding sources for this work. Potential for using the Environment Levy is being investigated as part of the review of the levy currently taking place.
2. Council received funding under the NSW Koala Strategy to purchase a variable message sign (VMS) trailer which is currently in use on Heathcote Road, and Vehicle Activated Signs that were recently installed on Cambridge Avenue. No further funding has been made available to Council under the NSW Koala Strategy.

ATTACHMENTS

Nil

QWN 10	Question with Notice - Mayor Mannoun - Civic Place Expansion
Strategic Objective	Visionary, Leading, Responsible Ensure Council is accountable and financially sustainable through the strategic management of assets and resources
File Ref	277545.2025

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?

Response (provided by Operations)

1. A search of the project files uncovered the attached (confidential) relevant business case.
2. Council resolution of 29 October 2018 states "Confirms the engagement of Built Holdings Pty Ltd to progress the project in accordance with the proposed project scope, subject to the provisions of Section 55(3) of the Local Government Act 1993".
3. The Council report of 29 October 2018 addresses this question.
4. **A response to this question will be provided in the 29 October 2025 Council Agenda.**

ATTACHMENTS

1. Liverpool Civic Place Capital Expenditure Review Business Case Final (Under separate cover) - **Confidential**

NOM 01

Illegal Dumping along Heathcote Road

Strategic Objective	Liveable, Sustainable, Resilient Deliver a beautiful, clean and inviting city for the community to enjoy
File Ref	297973.2025
Author	Peter Ristevski - Councillor

BACKGROUND

1. Liverpool residents have raised concerns regarding illegal dumping along Heathcote Road, a State-managed Road within the Holsworthy electorate.
2. Residents have made complaints regarding this issue, which falls under State Government responsibility. The ongoing dumping presents environmental, safety, and amenity challenges for the community.
3. While Council has limited authority to act on State-controlled roads, it has a role in advocating on behalf of residents and supporting efforts to address illegal dumping.

Justification

Illegal dumping along Heathcote Road impacts on the local environment and community amenity. Residents reasonably expect effective action from the relevant authorities responsible for managing State roads.

Council can play a constructive role by working with State agencies and other stakeholders to ensure that concerns are investigated, addressed, and monitored. Advocating for stronger interventions and solutions on behalf of the community aligns with Council's responsibility to support the well-being and safety of Liverpool residents.

NOTICE OF MOTION

That Council:

1. Acknowledges the ongoing illegal dumping problem along Heathcote Road and notes that residents have raised repeated concerns regarding this issue;

2. Writes to the Minister for Roads, the Minister for the Environment, and relevant State Government representatives requesting immediate and coordinated action to address illegal dumping along Heathcote Road;
3. Invites State Government representatives to attend a Council meeting to provide an update to Liverpool residents on actions taken to address these concerns;
4. Publishes on Council's website and social media channels a summary of Council's advocacy efforts on this matter so residents are informed of ongoing initiatives and responsibilities.
5. Requests quarterly updates from State agencies on progress toward a permanent solution, including enforcement and clean-up programs; and
6. Explores opportunities for joint operations with NSW Police, Transport for NSW, and the NSW Environment Protection Authority to target known "hotspots" for illegal dumping along Heathcote Road.

CHIEF EXECUTIVE OFFICER'S COMMENT

Council recognises the importance of addressing illegal dumping issues within the LGA. Should Council resolve to support the Motion, Council will investigate the illegal dumping problem along Heathcote Road and collaborate with the State Member for Holsworthy on possible solutions.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 02

**Transparency and Fairness in the Use of the
Council Facebook Page**

Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	301800.2025
Author	Peter Ristevski - Councillor

BACKGROUND

Recent public hearings into Liverpool City Council governance have highlighted concerns about the transparency and management of the Council's official Facebook page. Evidence has shown:

- Decisions about the inclusion or exclusion of councillors in official posts have not always reflected fairness or equal recognition of elected representatives.
- Uncertainty exists over who ultimately controls Council's communications, creating confusion and the risk of politicisation of what should remain a neutral platform.
- When councillors attend events, functions, or delegations in an official capacity, recognition of their role and contribution is not consistently communicated to the community.

The Council's Facebook page is a public asset, funded by ratepayers, and it must operate in a way that reflects transparency, fairness, and the collective representation of the elected body, rather than the discretion of any one officeholder.

Councillors are elected by the people to represent them, and the community has a right to be informed of their participation in official Council activities.

Rationale

This motion aligns with the NSW Local Government Act 1993, which requires:

- Councillors to represent the interests of the community as a whole (s.232).
- Councils to act fairly, responsibly, and without political bias in the exercise of their functions (s.8A).

It is the duty of all councillors to ensure transparency, accountability, and fairness in how Council communicates with its residents.

This motion seeks to restore trust, guarantee fair representation of all councillors, and prevent the politicisation of a platform that should serve to inform and unite the Liverpool community.

NOTICE OF MOTION

That Council:

1. Acknowledge the findings of the public inquiry hearings which highlighted uncertainty and inconsistency in how the Liverpool City Council Facebook page is managed, particularly regarding councillors' representation;
2. Direct the Chief Executive Officer to prepare a clear and transparent policy that ensures:
 - a) Councillors attending official events on behalf of Council are recognised and reported on through the Council's Facebook page.
 - b) Representation of Council at official functions, delegations, and community events is acknowledged in a fair and non-partisan manner.
 - c) Staff are not placed in a position where they are directed into political interference, including altering photographs, excluding councillors, or withholding information from the community; and
3. Ensure that where councillors attend official functions or delegations in their capacity as elected representatives, their role is acknowledged and given appropriate recognition on Council's Facebook page.

CHIEF EXECUTIVE OFFICER'S COMMENT

It is imperative that Council recognise that no findings have been made as a result of the Public Inquiry. The matters raised are addressed under section 226 of the Local Government Act 1993, which outlines the role of the Mayor, as well as the Media Policy 2025. Therefore, it is considered that a separate policy is not necessary.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 03	Inclusion of the Australian National Flag in Development Applications for Public Spaces and Commercial Establishments
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Strategic Objective	Healthy, Inclusive, Engaging Embrace the city's heritage and history
File Ref	302047.2025
Author	Peter Ristevski - Councillor

BACKGROUND

1. Promotion of National Identity and Pride

- The Australian National Flag is one of the most important unifying symbols of our nation. Its daily presence in civic spaces reminds residents and visitors alike of our shared history, identity, and values.
- Displaying the national flag in visible commercial locations would strengthen civic pride and community cohesion.

2. Community Visibility

- Major commercial establishments such as shopping centres and large hardware warehouses ("Bunnings-type" developments) attract high volumes of visitors and are natural sites for flag display, further embedding national identity in daily life.

3. Consistency Across Developments

- At present, inclusion of flagpoles in new developments is inconsistent and left to the discretion of developers. By making flagpoles a mandatory requirement at the DA stage, councils can ensure uniformity and respect for our national symbols across the built environment.

4. Precedent in Other Sectors

- Schools: All Australian schools are required under federal guidelines to display the Australian National Flag during school hours, with the Commonwealth Government even providing free flags to educational institutions.
- Government Buildings: The Commonwealth Flag Network and the NSW Government require the Australian flag to be flown at all official government buildings, including local, state, and federal offices, as well as courthouses and police stations.
- Civic Events: The display of the national flag is already mandated at ANZAC Day, Australia Day, and other official commemorations, reinforcing its role as a civic unifier.

- This motion seeks to extend this existing precedent into the planning system for public and commercial developments, ensuring consistency with long-established protocols.

5. Limitation to the National Flag Only

- To avoid unnecessary controversy and to maintain a uniform standard, this proposal relates solely to the Australian National Flag.

Recommendation

That Council endorse this motion and advocate to the NSW Government for legislative or regulatory reform to mandate the inclusion of flagpoles displaying the Australian National Flag in Development Applications for:

- Major commercial establishments (shopping centres, hardware warehouses, and other large retail developments).

NOTICE OF MOTION

That Council:

1. Write to the NSW Government, and to the NSW Local Government Association, requesting that Development Applications (DA's) for major commercial establishments (including shopping centres, hardware warehouses, and similar large-scale retail premises) be required to include provision for a flagpole displaying the Australian National Flag.

CHIEF EXECUTIVE OFFICER'S COMMENT

Should Council endorse this Notice of Motion, correspondence can be prepared and sent to the NSW Government and the NSW Local Government Association, outlining Council's resolution and requesting that consideration be given to amending relevant planning instruments or guidelines to reflect this requirement.

It is important to note that any such proposal would ultimately be a matter for the Minister initially, and potentially for the NSW Parliament to consider.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 04	Rectification of False and Misleading Claims regarding a Drug Injection Room at the CT Lewis Centre
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Strategic Objective	Visionary, Leading, Responsible Demonstrate a high standard of transparency and accountability through a comprehensive governance framework
File Ref	303854.2025
Author	Peter Ristevski - Councillor

BACKGROUND

Council has recently been made aware of external communications circulating in the community which:

1. Claim that a drug injection room will be located at the CT Lewis Centre in Liverpool – a statement that is untrue.
2. Include video content shared on social media repeating the same false claims, filmed on CT Lewis Centre grounds without authorisation.
3. Promote a misleading and baseless narrative that has caused unnecessary fear, confusion, and reputational harm to Liverpool Council and the local community.

Such actions are unacceptable as they undermine the integrity of government communications, mislead residents, and place unnecessary strain on Council resources when we are required to counter misinformation with facts.

Liverpool Council has a duty to its ratepayers to set the record straight and ensure that residents receive accurate information about decisions and services that affect their community.

NOTICE OF MOTION

That Council:

1. Formally note that the claim of a drug injection room being established at the CT Lewis Centre is not supported by Council;
2. Express concern over the unauthorised filming and distribution of misleading material on Council-owned property;

3. Acknowledge that misleading correspondence has been circulated to residents across the community at taxpayer expense;
4. Direct the CEO to immediately issue a corrective letter to all affected residents, making clear that:
 - No drug injection room is being proposed, considered, or planned for the CT Lewis Centre or anywhere in the Liverpool LGA.
 - The claims made in the correspondence and social media video are false and misleading.
 - Liverpool Council strongly rejects the spreading of misinformation that undermines trust in local institutions;
5. Publish a public statement on Liverpool City Council's official website and Facebook page correcting the record and reassuring residents;
6. Investigate and pursue any potential breaches of law or regulation regarding the unauthorised use of Council-owned property and the dissemination of false and misleading information to the public; and
7. Write to the NSW Premier and relevant Ministers highlighting this matter as an example of irresponsible and misleading public communication and request an assurance that future taxpayer-funded communications provided to residents are accurate and fact-checked.

CHIEF EXECUTIVE OFFICER'S COMMENT

Should the Council adopt the motion as described, Council will action the measures required including determining any associated costs.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this recommendation.

ATTACHMENTS

Nil

NOM 05

Restoring Pride and Dignity in Liverpool's War Memorials

Strategic Objective	Healthy, Inclusive, Engaging Embrace the city's heritage and history
File Ref	303895.2025
Author	Peter Ristevski - Councillor

BACKGROUND

Liverpool has always been a military town. Generations of young men and women from our city have worn the uniform and defended our country, from Gallipoli and the Western Front, through Kokoda, Korea, Vietnam, Iraq and Afghanistan. Yet today, our memorials are scattered, neglected, and in some cases hidden away in storage. It is a pathetic mishmash, unworthy of their sacrifice.

This motion is about restoring pride, unity, and respect. It is about giving Liverpool a world-class War Memorial Precinct that future generations can look to with reverence. If tiny country towns can build memorials that inspire, then surely the proud City of Liverpool can do better.

Let us put Liverpool FIRST – by honouring those who gave us the freedom to stand here today.

NOTICE OF MOTION

That Liverpool City Council:

1. Acknowledge that Liverpool, a proud military town with one of the deepest Anzac traditions in Australia, currently has a scattered and disjointed presentation of its war memorials. Unlike even the smallest country towns across our nation, Liverpool lacks a unified, dignified, and commanding War Memorial worthy of the sacrifices made by our servicemen and women.
2. Direct the CEO to prepare a report on creating a Central Liverpool War Memorial Precinct, where the Boer War Memorial, the Edmondson Clock, the WWI Honour Boards, the lost memorial plaques, the WWI trophy gun, and the RSL Honour Boards currently in storage are brought together in one solemn, permanent, and grand location.

3. Investigate opportunities for funding this precinct through:
 - Federal and State Government veteran and heritage grants.
 - Public donations and sponsorship from the private sector.
 - Council contributions, with a focus on reallocating wasteful spending to projects that honour our heroes.
4. Engage with veterans' groups, RSLs, and community organisations to design a memorial that is bigger, better, and more inspiring than anything in Western Sydney – a place where schoolchildren, families, and future generations can truly understand the price of our freedom.
5. Incorporate into the design:
 - A Remembrance Cross or central monument of national significance.
 - Proper lighting, flagpoles, and ceremonial space for Anzac Day and Remembrance Day services.
 - A digital roll of honour where residents can look up relatives who served in all wars and conflicts.
 - A dedicated space for the Edmondson legacy, recognising Australia's first Victoria Cross recipient from WWII, Sergeant John Hurst Edmondson, born right here in Liverpool.
6. Launch a community campaign, "Liverpool Remembers," to rally residents, schools, and local groups to contribute ideas, raise funds, and make Liverpool's memorial precinct something we can all be proud of.

CHIEF EXECUTIVE OFFICER'S COMMENT

As a Garrison Town, Liverpool's connection to the military history of Australia and the Australian Defence Forces ongoing operations is engrained into the tangible and intangible fabric of this City. For the early colonial period with the training of the NSW Corp around Moorebank/Holsworthy, to the establishment of the Liverpool Military Area on order of Lord Kitchener, to the modern-day Holsworthy Army Barracks.

The Liverpool Regional War Memorial was built in Bigge Park in 2015, jointly funded by the Liverpool RSL Subbranch, Mt Pritchard Mounties, Smithfield RSL and other local service clubs. The memorial is a central war memorial, providing a single point of remembrance, supported by several other memorials including the A E Smith Boer War Memorial Lamp, the John Edmondson VC Memorial Clock, Remount Park, the Former Soldiers Memorial School of Arts and the Browne Memorial.

It is not unusual for various memorials to be located in different parks or locations across a Local Government Area, while the City of Sydney has a central memorial at Martin Place,

additional memorials are located at the Royal Botanical Gardens, Hyde Park and Central Station. Therefore, the concept of dispersed memorials is not representative of a disjointed approach to remembrance, but recognition of the importance of certain locations within the Local Government Area to practice of remembrance.

Council officers are currently finalising a draft Monuments Policy, in accordance with the relevant Council resolution, which may guide and support any future plans for the City's memorials.

Given the level of detail required, should the Notice of Motion (NOM) be endorsed, Council officers will provide a detailed report addressing the items listed in the NOM. This process will be undertaken in consultation with the service clubs involved in the original design and construction of the memorials.

FINANCIAL IMPLICATIONS

Should the motion proceed, the costs associated with this recommendation, including the engagement of a conservation specialist, are not currently provided for in Council's 2025/26 Operating Budget.

An initial allocation of \$100,000 is estimated to support investigation and engagement activities. This would include exploring the potential relocation of existing Memorials to a consolidated site, commissioning specialist advice to confirm whether the Memorials can be safely moved without damage, obtaining indicative relocation costs, and identifying a suitable location capable of accommodating the consolidated Memorials.

ATTACHMENTS

Nil

NOM 06

Honouring the Life and Legacy of Andy Snook

Strategic Objective	Healthy, Inclusive, Engaging Promote a harmonious community that celebrates its diversity
File Ref	306127.2025
Author	Peter Ristevski - Councillor

BACKGROUND

The Liverpool community is deeply saddened by the sudden passing of Mr. Andy Snook, a dedicated community member and animal welfare advocate.

Andy was widely recognised for his tireless efforts in pet rescue, reuniting lost animals with their families, and providing support to the community at all hours. His work brought comfort and relief to countless Liverpool residents and saved hundreds of animals.

In 2022, Liverpool City Council honoured Andy with the Order of Liverpool Award, acknowledging his outstanding service to our city. Andy's legacy is one of compassion, dedication, and community spirit that Liverpool should continue to celebrate.

NOTICE OF MOTION

That Council:

1. Formally acknowledges and records in the Council minutes the extraordinary contribution of Mr. Andy Snook to the Liverpool community.
2. Writes a letter of condolence to Andy's family on behalf of the Councillors, recognising his service to Liverpool.
3. Undertakes a permanent and substantial tribute to honour Andy's legacy, such as one or more of the following:
 - Establishing the "Andy Snook Animal Welfare Award", presented annually at the Order of Liverpool Awards to recognise outstanding community service in animal welfare.
 - Naming a Council facility, park, or animal-related service after Andy Snook (e.g. "The Andy Snook Animal Care Facility" or "The Andy Snook Dog Park").
 - Planting a commemorative tree or garden in Andy's honour in a public reserve, with a plaque acknowledging his contribution.

- Creating an annual “Lost Pets Awareness Week” in Liverpool in his name, promoting responsible pet ownership and community care for animals.
 - Partnering with local animal welfare groups to establish a small grant or sponsorship fund in Andy’s name, supporting local pet rescue and rehoming initiatives.
4. Ensures that Council communicates this tribute widely to the Liverpool community through its social media, newsletters, and website, emphasising Andy’s legacy as a champion for animals and community spirit.

CHIEF EXECUTIVE OFFICER’S COMMENT

A formal condolence motion has been prepared for the September Council meeting to honour the contribution of Mr. Andy Snook, a dedicated community member and animal welfare advocate.

The recommendations outlined in this Notice of Motion (NOM) can be considered and incorporated into the condolence motion.

FINANCIAL IMPLICATIONS

Costs associated with this recommendation could be accommodated within Council’s Civic Programs budget for the current year and the long-term financial plan.

ATTACHMENTS

Nil